



Ref: Agenda/Council – 23/05/2023

18th May 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 23rd May 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

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_XVve2PIjR3-7G80btw4XMA

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**

6. **MEMBERS' QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the minutes of the Town Council Meeting held on **Tuesday 25th April 2023** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. For Members to receive the minutes of the Annual Assembly Meeting held on **Tuesday 18th April 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 25th April 2023**.
- b. Minutes of the Annual Assembly Meeting held on **Tuesday 18th April 2023**.

9. **ITEMS FOR CONSIDERATION**

a. **Change in date of Biggleswade Joint Committee**

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

b. **Capital Assets Working Group Update**

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

c. **One-way traffic on Sun Street**

For Members to receive and consider the correspondence from Central Bedfordshire Council.

d. **Unity Bank Signatories**

For Members to receive and consider a written report from the Finance Manager.

e. **Franklins Recreation Ground Official Opening Report**

For Members to receive a written report by 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/23/01283/FULL - 8 Wiseman Road, Biggleswade, SG18 8LN**

Installation of 3 new windows to side elevation of property and replace garage door with a new door and window.

b. **CB/23/01098/LB - 36 High Street, Biggleswade, SG18 0JL**

Listed Building: Display wall mounted, illuminated logo signs to High Street and Victoria Place elevations.

c. **CB/23/01404/FULL - Fairfield Cottage, Fairfield Road, Biggleswade, SG18 0AA**

New garage and car port with store above to replace existing outbuildings and garages.

d. **CB/23/01447/FULL - 4 Coltsfoot, Biggleswade, SG18 8SR**

New position of boundary fence and new front boundary wall with railings.

11. PLANNING APPLICATION OUTCOMES

- a. A report of the Planning Application Outcomes (by exception applications only) as of **Tuesday 16th May 2023.**

12. ACCOUNTS

a. **Financial Administration**

No accounts were available for this agenda.

13. ITEMS FOR INFORMATION

- a. **National Highways Response to proposed closure of the central reservation gap on A1**

For Members to receive the correspondence from Highways England.

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:

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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.

- a. (Land North of Biggleswade planning application and Hallam Highways Mitigation Briefing Note).
- b. (Car Parking Tender Update Report).
- c. (Councillor Co-option Vacancy).
- d. (Provision of Electricity Contract).
- e. (Partnership Working).
- f. (Funfair Proposal).

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 25th APRIL 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 K Brown
Cllr F Foster
Cllr M Foster
Cllr M Knight
Cllr M North
Cllr R Pullinger
Cllr H Ramsay
Cllr D Strachan
Cllr C Thomas
Cllr J Woodhead

Mr P Tarrant – Town Clerk & Chief Executive
Mr K Hosseini – Head of Governance & Strategic Partnerships
Mr R Youngs – Finance Manager
Mrs S Van der Merwe – Deputy Administration & HR Manager
Mr I Lord – Place Shaping Manager
Ms F Gumush – Meetings Administrator

Members of the Public – 1

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. NO APOLOGIES FOR ABSENCE

Cllr L Fage.

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item:

None.

b. Non-Pecuniary interests in any agenda item:

Cllr Russell for Item 10a, Cllr Strachan for Item 10b.

3. TOWN MAYOR'S ANNOUNCEMENTS

a. Mrs Amanda Cawthorn

Cllr G Fage announced the sad passing of Mrs Amanda Cawthorn after a long illness. Mrs Cawthorn was very active in the Community and served the Town well. She was the Chairperson of the Biggleswade Community Safety Group and supported the Council in various events as well as playing an important role in the Biggleswade Response Unit. Members paused for a few moments to remember and pay their respects to Mrs Cawthorn.

b. Farewell to departing Councillors

Cllr G Fage noted that this was the final meeting of the present Council and indicated that several Members would be leaving. Amongst those departing was Cllr Hazel Ramsay who wished to say a few words.

Cllr Hazel Ramsay

Cllr Ramsay who addressed the Council indicated that she had been proud to serve Biggleswade as Mayor for three years. Cllr Ramsay noted her experiences will remain with her for many years to come and added the belief that the Council has worked together for the benefit of Biggleswade. Cllr Ramsay expressed her gratitude to Town Council Officers and staff.

Cllr G Fage thanked Cllr Ramsay for her contributions to the Town as a Councillor for 20 years and for her support to him during his time as well.

Cllr Frank Foster

Cllr F Foster had been a Councillor since 2015. He served as Chairman of the Public Land & Open Spaces Committee for three years and as Deputy Mayor from 2019 - 2020. Cllr F Foster was instrumental in helping to develop the Public Realm Team and the new Council depot. In his capacity as Deputy Mayor he oversaw the successful opening of McDonalds in Biggleswade and the bench refurbishment in the Town Centre.

Cllr Lesley Fage

Also leaving the Council was Cllr L Fage who won a by-election in 2018. Cllr L Fage was Deputy Chairman of the Public Land & Open Space Committee in 2019-2020 and had very useful insights into planning applications. Cllr G Fage thanked her for her service to the Town.

Cllr Kevin Brown

Cllr Brown was elected in 2019 and was Chairman of the Appeals Committee. Cllr G Fage thanked Cllr Brown for his service.

Cllr Rob Pullinger

Cllr G Fage noted that Cllr Pullinger joined the Council in 2019 and although took over the role of Chairman of the Appeals Committee, later went on to chair the Finance & General Purposes Committee. Cllr G Fage pointed out that Cllr Pullinger's keen eye to detail and knowledge would be missed by the Council.

Cllr G Fage

Cllr Strachan wished to address the Council and congratulated Cllr G Fage, who would also be leaving the Town Council this year, for his excellent term in office as Mayor of Biggleswade. Cllr Strachan underlined that not only did Cllr G Fage put in tireless efforts in the Council Chamber, in leading the objection to the Land North planning application. He applauded his civic work and thanked him for all he had done for the Town.

Cllr G Fage thanked his colleagues and noted that he had attended 44 engagements during his term and had the honour to serve through the Platinum Jubilee, the death of Her Majesty Queen Elizabeth II and now the upcoming Coronation of King Charles III.

Cllr G Fage went on to say he had raised £3,243 for his chosen charities, St John's Hospice and British Red Cross Ukraine Appeal

Cllr G Fage thanked Officers and Councillors for supporting him in the role, particularly BTC Administrator, Alison Dennis, who helped manage his diary, workload and in organising the Elvis charity night and the Civic Service.

c. **Biggleswade Football Club**

On Saturday 15th April, Cllr G Fage set off Biggleswade FC on their walk from Biggleswade to the Eyrie in Bedford for their final home league game of the season to raise money for 'Willow', the new charity shop in Biggleswade.

d. **Spring Concert of East Beds Concert Band**

On Saturday 22nd April, Cllr G Fage attended the Spring Concert of the East Beds Concert Band at Stratton Upper School. Cllr G Fage noted that it was a fantastic event having attended their Winter concert back in November and he looked forward to attending more of their events in a different capacity.

e. **Charter Lunch of Biggleswade Rotary Club**

On Tuesday 18th April, Cllr Russell attended the Charter Lunch of the Biggleswade Rotary Lunch, which was the 73rd birthday of the Club.

f. **Development Management Committee**

On Wednesday 19th April, Cllr Russell attended the Development Management Committee as asked by Council on the Tritax Symmetry Application, which was approved unanimously.

4. **PUBLIC OPEN SESSION**

No member of the public wished to speak.

5. **INVITED SPEAKER**

There was no invited speaker.

6. **MEMBERS' QUESTIONS**

Cllr Pullinger noted that last year a decision was made not to host the Street Food Heroes in the Market Square but continue with Bigg Eats events to be organised by the Town Council throughout the year. He enquired as to progress.

The Head of Governance & Strategic Partnerships responded that a date for an event was still unknown as Officers were in negotiation with two parties. Once the third-party agreement was in place then a timeline of events could be established.

Cllr Woodhead asked whether the Town Council might consider escalating its concern in regard to the lack of maintenance in regard to the leaning lamppost on Shortmead Street. This had been in disrepair for the past 12 months.

Cllr Bond responded that Central Bedfordshire Council had informed him that it was being repaired on Sunday 30th April.

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. Item 5 – Invited Speaker. Repword the last paragraph to read “a panel similar to that of the Langford Wind Farm be established”.

Item 5 – Invited Speaker. To end paragraph 3 at “under Item 10 Planning Application” and remove the remainder of the paragraph.

Item 9 – Second Interim Internal Audit Report – last paragraph to read “Members NOTED the report and extended thanks to Officers for their work”.

Item 10 – Proposal to read “The Town Council expressed the view that the contents of the letter by Mr Leeming satisfied their concerns, therefore the Town Council is prepared to REMOVE THE OBJECTION to this application.

The Town Council also AGREED that Cllr Russell would be attending the next Development Management Committee to provide the views of the Town Council on this matter”.

Subject to these amendments, the Minutes were **APPROVED** as an accurate record of the Town Council Meeting held on Tuesday 11th April 2023.

- b. Members **NOTED** the Minutes of the Biggleswade Joint Committee meeting held on Thursday 19th January 2023.
- c. Members **NOTED** the Minutes of the Public Land & Open Spaces Committee meeting held on Tuesday 31st January 2023.
- d. Members **NOTED** the Minutes of the Town Centre Management Committee meeting held on Tuesday 21st February 2023.
- e. Members **NOTED** the Minutes of the Personnel Committee meeting held on Thursday 23rd February 2023.
- f. Members **NOTED** the Minutes of the Finance & General Purposes Committee meeting held on Tuesday 21st March 2023.

8. MATTERS ARISING

Cllr Woodhead asked if there were any more updates following the installation of the EV Charging Points at The Baulk Car Park.

Cllr Bond referred Members to the minutes of the Traffic Management meeting.

9. ITEMS FOR CONSIDERATION

a. Bicycle Hire Proposal Report

Members discussed the report presented by the Place Shaping Manager, who advised that Central Bedfordshire Council had recently informed him that they planned to install bicycle racks at Dan Albone Car Park on 5th May 2023.

CBC should additionally set out the CBC, BRCC, App-Bike and BTC commercial agreements. Members expect as a minimum, that a commercial/legal agreement to be in place between BTC and CBC before any bicycle racks on BTC-owned land are used for the scheme.

It was noted that the Grasmere Road location had been impacted circa 20 years ago by flash flooding and was unlevel. This observation needs to be taken into consideration.

Members have also noted the plans to use existing bicycle racks in the Town Centre as a docking station and expressed concern at this.

Members **UNANIMOUSLY RESOLVED** not to proceed with the bicycle hire scheme at the locations set out, until CBC presented a clear proposal on exactly where racks will be installed, with plans and drawings. This included Dan Albone Car Park, Grasmere Road and Franklin's Recreation Ground. It was agreed Officers should write to CBC urgently to inform them of the Council's decision.

b. **Amendment to Council Meeting Dates**

Members discussed the report by the Head of Governance & Strategic Partnerships which recommended altering Town Council and Committee meetings during 2023 and 2024.

Members **RESOLVED** to accept the recommendations by Officers:

- The Town Council meeting should move from the 20th June 2023 to the 13th June 2023.
- The F&GP Committee should move from the 5th September 2023 to the 19th September 2023.
- The PLOS Committee on 30th January 2024 should swap dates with the Town Council meeting on 23rd January 2024.

Members also **RESOLVED** to accept a recommendation by the Chairman of the Town Centre Management to bring forward the next TCM Meeting from 19th July to 20th June 2023.

10. **PLANNING APPLICATIONS**

a. **CB/23/01107/FULL - 8 Ivel Gardens, Biggleswade, SG18 0AN**

The Town Council has **NO OBJECTION** to this application, subject to consultation with neighbours and consideration of their comments.

b. **CB/23/00223/ADV - 36 High Street, Biggleswade, SG18 0JL**

The Town Council has **NO OBJECTION** to this application, subject to consultation with neighbours and consideration of their comments.

c. **CB/23/01093/FULL - 45 High Street, Biggleswade, SG18 0JF**

The Town Council has **NO OBJECTION** to this application, subject to consultation with neighbours and consideration of their comments.

11. **PLANNING APPLICATION OUTCOMES**

This report was **NOTED**.

12. ACCOUNTS

a. Internal Audit – Final Report 2022-23

Members **NOTED** and **ACCEPTED** the Internal Audit final report for the 2022/23 financial year.

b. Accounts & AGAR for the year ended 31st March 2023

- i. Members **APPROVED** and **ADOPTED** the Annual Governance Statement of the Annual Return for the 2022/23 financial year.

Cllr G Fage and the Town Clerk & Chief Executive signed the statement during the meeting.

- ii. Members **APPROVED** and **ADOPTED** the Accounts and Statement of Accounts contained in the Annual Return for the 2022/23 financial year.

Cllr G Fage and the Town Clerk & Chief Executive signed the statement of accounts for the AGAR during the meeting.

13. ITEMS FOR INFORMATION

a. Closure of the central reservation gap on the A1 at Upper Caldecote

Members discussed the correspondence by National Highways regarding the closure and noted that there was no indication with regards to funding or the construction of an underpass. Council had previously written to the relevant authorities about following a presentation by Mr Mike Wells.

Members were concerned about the reference to the decision of 'an appropriate access' to be constructed without giving any further detail.

It was **AGREED** that Officers would write to National Highways to advise that the Council supports the intended closure in principle and request clarity around what is meant by the term 'alternative access'.

The letter should also make clear that the Town Council strongly supports an underpass, for mobility, access, sustainability, and safety reasons.

b. Pre-Consult to upgrade of Footpath No. 12 Biggleswade

Members discussed the correspondence from CBC regarding a re-proposal of Biggleswade Footpath No12 noting uncertainty regarding the accuracy of the map supplied.

Members noted they were keen to see this become a bridleway as proposed.

It was **RESOLVED** that Council is broadly supportive of the proposals based on the accuracy of the mapping and for Officers to write to CBC to ask for clarification.

14. PUBLIC OPEN SESSION

No one from the public wished to speak.

15. **EXEMPT**

a. **Provision of Gas Contracts**

Members discussed the report presented by the Town Clerk & Chief Executive and the Finance Manager.

Members **RESOLVED** that the Town Council should agree a one-year contract with Tandem Together for the provision of gas at a cost of £10,767.

The Mayor closed the meeting at **8.30pm**

DRAFT



MINUTES OF THE BIGGLESWADE TOWN COUNCIL
ANNUAL ASSEMBLY MEETING
HELD ON TUESDAY 18th APRIL 2023
AT 7.30PM 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 K Brown
Cllr F Foster
Cllr M Foster
Cllr M Knight
Cllr M North
Cllr R Pullinger
Cllr H Ramsay
Cllr D Strachan
Cllr C Thomas
Cllr J Woodhead

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

Members of the Public – 1

Meeting Formalities:

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1. ABSENT WITHOUT APOLOGIES

Cllr L Fage.

2. MATTERS ARISING

None.

3. ANNUAL REPORT OF BIGGLESWADE TOWN COUNCIL

The Annual Report as included in the Agenda was presented by Cllr G Fage.

During his address to Council, Cllr G Fage noted that the Town Council had worked hard to get back to normality following pandemic-related disruption.

Cllr G Fage pointed out that in completing the Council's Strategic Plan for the town, there was now a clear set of aspirations which the Council can seek to deliver against up to 2025.

During his address, Cllr G Fage indicated that it was an honour to serve during important events the Town Council hosted such as the Platinum Jubilee and organisation of a book of remembrance following the death of Her Majesty Queen Elizabeth II, along with the Proclamation of the Accession in the Town Centre.

One of the many successes the Town Council has seen was also the YES vote for the referendum on the Neighbourhood Plan, and Cllr G Fage thanked Cllr Russell, who chaired the steering group, and everyone who put in hours of work behind the scenes to make the plan a reality.

Cllr G Fage touched on the large strategic projects of the Town, such as the refurbishment of Franklins Recreation Ground and the restoration of the Drove Road Chapel. He also pointed to the challenges facing Biggleswade such as development without enough infrastructure in particularly the very clear lack of access to health care.

Cllr G Fage explained that whilst the Town Council supports development to the east of Biggleswade, it does not support development to the north, due to the location, impact to the road network and sustainability of the site.

Cllr G Fage thanked all who supported his year as Mayor including Councillor colleagues and Town Council staff.

4. REPORTS

a. Public Land and Open Spaces Committee

The Public Land and Open Spaces Committee Report as included in the agenda was presented by the Chair of the Committee, Cllr M North.

Cllr North pointed to the improvement projects such as the work at Franklins Recreation Ground which is due to be completed by the end of April. He added that the refurbishment of Kitelands and Brunel play areas were being prioritised and would be next for improvement.

b. Town Centre Management Committee

The Town Centre Management Committee Report as included in the agenda was presented by the Chair of the Committee, Cllr M Knight.

Cllr Knight indicated that the Town Council, which operates six car parks, has agreed a tender specification and begun a procurement process with the goal of upgrading the car park machines.

With regards to the Town Square, Cllr Knight noted that success of the markets, particularly on Saturdays, continues grow with 20 or more traders.

Cllr Knight went on to explain that whilst crime and anti-social behaviour remains a challenge in Biggleswade, the Town Council has agreed to install eight new CCTV cameras and one new mobile CCTV camera.

c. Finance and General Purposes Committee

The Finance and General Purposes Committee Report as included in the agenda was presented by the Chair of the Committee, Cllr R Pullinger.

During his presentation, Cllr Pullinger indicated that the Town Council's financial performance for the year 2022/23 showed an overall surplus was an indicative figure of £1,560 as the year end close down was still underway.

Cllr Pullinger noted that changes and improvements made to date included the restructuring of the financial organisation within the Council, reviewing financial policies and procedures to ensure best practice as well as introducing card payment facilities.

In 2022/23, the Council obtained a loan of £426,000 from the Public Works Loan Board (PWLB) to fund the first phase of several improvements to the Town's assets, including refurbishment of play areas and cemeteries. Cllr Pullinger noted that following a public consultation in early 2023, the Council will be applying for a further PWLB loan up to £325,000 to fund the next phase of improvement works.

d. Personnel Committee

The Personnel Committee Report as included in the agenda was presented by the Chair of the Committee, Cllr J Woodhead.

Cllr Woodhead in his report, indicated that the Council had welcomed seven new members of staff, ranging from Office Staff, Finance and Public Realm operatives.

Cllr Woodhead noted that the Council continued to modernise its procedures and policies around Personnel to ensure that everyone has the necessary training and tools available to them.

5. RESOLUTIONS AND QUESTIONS

There were no subjects or resolutions raised.

6. OPEN FORUM – MATTER RELATING TO BIGGLESWADE

a. Ward Councillors

Cllr I Bond

Cllr Bond indicated that most of the work carried out by Central Bedfordshire Council is behind the scenes and not always visible to the public. He added that CBC has worked well with the Council especially on planning applications such as the land north of Biggleswade which they expect will come to planning over the coming weeks.

Cllr M Foster

Cllr M Foster pointed out that one of the biggest changes in town has been from a three-tier to a two-tier education system whereby education will be based on primary and secondary school. CBC has been closely involved in the positive process.

Cllr M Foster indicated that a CBC application was made for a free school which was approved and depending on various considerations will be based at the Ivel Valley school site, with the Ivel Valley school relocating.

Cllr M Foster also noted that the power station in Dunton Lane is in the process of development which will be an important development, in term of additional power, for the town and wider areas.

b. **Town Councillors**

None.

The Mayor closed the meeting at 8.20 pm

DRAFT

BIGGLESWADE TOWN COUNCIL
Town Council Meeting 23rd May 2023
Town Council Meetings Calendar Proposed Change Report

Implications of Recommendations

Corporate strategy: ENGAGEMENT: Improve our engagement with all stakeholders, including hard-to-reach groups.

Community: A town to be proud of. 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

Officers liaised with the Central Bedfordshire Council (CBC) secretariat to establish the Biggleswade Joint Committee (BJC) meeting dates for the municipal year in accordance with the Town Council's agreed meetings schedule. Officers presented the meetings schedule agreed with CBC Officers to include the BJC meeting dates at the 25th April 2023 Town Council meeting which approved the current meetings calendar.

Summary

The CBC secretariat recently notified Officers that the CBC Council meeting will be taking place on the evening of 25th May to discuss and elect Members for the BJC. The CBC council meeting is after the currently agreed BJC meeting date of 2:30pm on 25th May. Officers have suggested to CBC that the BJC meeting could be moved to 2:30pm on Thursday 1st June 2023 and CBC Officers have stated this would be very tight.

The CBC secretariat has proposed that the 25th May BJC meeting should be cancelled and the BJC should meet as scheduled on 13th July once new Members have been appointed to the BJC.

Officers are in discussion with the CBC secretariat which has confirmed that the next CBC General Purposes Committee will review the governance and potentially increased BJC quorate membership numbers. Clarification of new arrangements will be on the 13th July BJC meeting agenda.

Recommendation

That Members resolve:

- The BJC meeting on Thursday 25th May, should be cancelled, and the next BJC meeting should be on Thursday 13th July 2023.

Karim Hosseini

Head of Governance & Strategic Partnerships

BIGGLESWADE TOWN COUNCIL
Town Council Meeting 23rd May 2023
Capital Assets Project Working Group Update Report

Implications of Recommendations

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

Finance: Not Applicable.

Equality: Not Applicable.

Environment: Not Applicable.

Community Safety: Not Applicable.

Background

The Capital Assets project has delivered a series of important legal objectives via the working group, including title deeds registrations with HM Land Registry. A report containing a capital asset work strand is separately tabled at this meeting.

Summary

Prior to the local elections, Members had suggested that a newly configured working group should meet soon after the start of the new Town Council. The working group would focus on the capital investment requirements in current and future years for existing Town Council assets. A new Terms of Reference would be drafted for the working group.

Officers propose that a new Capital Assets Working Group should be formed with Members and Officers. Members should consider putting themselves forward for this working group. The first proposed working group should meet on Wednesday 14th June 2023 and meet on a six-weekly cycle.

Recommendations

That Members put themselves forward to join the Capital Assets Working Group and agree to Officers issuing an invitation for the first working group to meet on 14th June.

Karim Hosseini

Head of Governance & Strategic Partnerships

PUBLIC NOTICE



CENTRAL BEDFORDSHIRE COUNCIL PROPOSES TO INTRODUCE A ONE-WAY TRAFFIC ORDER ON SUN STREET, BIGGLESWADE

Reason for proposal: The proposed Order is considered necessary for facilitating the passage of traffic on the road. The Traffic Regulation Order is missing so we are retrospectively reconsulting on this restriction in order to fulfil our statutory obligations to create a new order and allow for enforcement.

Effect of the Order

To introduce One-way Traffic on the following roads in Biggleswade:-

1. Sun Street, from the junction with Rose Lane in a north-westerly direction to the junction of St Johns Street – vehicles permitted to travel in that direction only.

Details may also be viewed online at www.centralbedfordshire.gov.uk/publicstatutorynotices.

Comments should be sent by e-mail to highways.consultation@centralbedfordshire.gov.uk by 09 June 2023. Any objections must state the grounds on which they are made **and must quote unique reference number A00396**. If you want to send in your comments in writing please send them to the address shown below FAO Emily Hirst.

Please note that any comments received will be redacted of personal information and uploaded onto the Central Bedfordshire Council website as part of a report on the scheme a few days before the proposal is discussed at the relevant Traffic Management Meeting, where it will remain in the public domain. If you do not wish for your comments to be part of the report please state this explicitly within your response.

Order Title: If made will be "Central Bedfordshire Council (Sun Street, Biggleswade) (One-way Traffic) Order 202**"

Central Bedfordshire Council
Priory House
Chicksands
Shefford SG17 5TQ

Nicolina Cooper
Interim Assistant Director
Highways

19 May 2023

Sun Street, Biggleswade – One Way



BIGGLESWADE TOWN COUNCIL
Town Council Meeting 23rd May 2023
Signatories on Unity Trust bank accounts.

Implications of Recommendations

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

Finance: Appropriate signatories for Unity Trust accounts.

Equality: Not Applicable.

Environment: Not Applicable.

Community Safety: Not Applicable.

Background:

We have two Unity Trust bank Current Accounts established. One of these is our general Current Account and the other Current Account is kept for Salary transactions.

Current situation:

As we have entered a new Council term, we have only two Member signatories, Councillor Foster and Council North. As each payment requires two Member signatories, this is an inadequate number of signatories as this does not give any spare capacity for when Councillors Foster and North may be unavailable.

This report is not designed to suggest the full and final listing of signatories, but rather to include two more signatories as per the newly announced Committee heads.

Finance and General Purposes Committee heads:

Councillor Strachan is the new Chairman of Finance and General Purposes Committee and Councillor Agnew is the Deputy Chairman. It is expected that both of these positions should be bank signatories.

Recommendation:

Officers recommend sanctioning the extra two signatories in order that we have full coverage for authorising BACS payments.

Rob Youngs
Finance Manager

BIGGLESWADE TOWN COUNCIL
Town Council Meeting 23rd May 2023
Franklins Recreation Ground Official Opening Report

Implications of Recommendations

Corporate strategy: Environment: A green town. Consider the recommendations of the audit of play areas and how we might invest to improve those areas.

Finance: Not Applicable.

Equality: Not Applicable.

Environment: Not Applicable.

Community Safety: Not Applicable.

Background

Officers have nearly completed the landscaping and other work to Franklins Recreation Ground. Officers deem an operational deadline of 31st May 2023 to be realistic for most elements of the project to be completed. A separate report on the Franklins project work, risks and costings is going to the 6th June PLOS Committee.

Summary

Members have suggested that the recreation ground should be opened by the Carnival prince and princess. The Carnival organiser has stated that they are available on Saturday 3rd June with a specific time to be confirmed for a grand opening. Officers suggest that both past and present Members should be invited to attend the ceremony which is expected to last no more than 10 minutes.

A press release for the opening will be shared with Members and the public will be invited to attend via social media and the Town Council website. Officers will be taking suitable photos of the occasion.

The entire recreation ground will be prepared for the opening, the security barriers will be removed, the grass will be cut and all weeding completed. It should be noted that whilst the recreation ground will be ready to be opened, the two new gates will only be delivered and installed in mid June due to the manufacturing timeline. These will provide improved security and mobility scooter access to Franklins.

Recommendations

That Members consider this report and enable Officers make all suitable arrangements for the grand opening of the recreation ground.

Karim Hosseini
Head of Governance & Strategic Partnerships

Jonathan Woolley
Public Realm Manager

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 and 11/08/2020, 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 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
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

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.	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.	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
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					
Biggleswade Baptists Church, 24 London Road, Biggleswade, SG18 8EB	23/00864/FULL	11/04/2023	The Town Council has no objection to this application, subject to consultation with neighbours and consideration of their comments.	Erection of a wooden shed/workshop and retention of two existing sheds.	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
Dhillion Farm, Dunton Lane,	22/04966/FULL	14/02/2023	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.	Erection of palisade fencing and CCTV/lighting columns	Awaiting Decision

Drove Road, 36	23/00238/FULL	14/02/2023	The Town Council OBJECTS to this planning application on the grounds that the application is different from its first application in 2019 and there is not an up to date transport and traffic survey.	Erection of 3 no. dwellings. Demolition of a single storey side and rear extension to existing dwelling	Decision Granted
High Street,8, Biggleswade, SG18 0JL	22/04939/ADV	14/03/2023	The Town council objects to the planning application on the grounds that - a. The building is in a conservation area. No consideration has been given to this in the application. b. It is visually disruptive to the street scene. And c. It is inconsistent with the Central Bedfordshire design principles.	Advertisement: sign 1 - 1 x Internally illuminated fascia, sign 2 - 1 x internally illuminated fascia, sign - 3 1 x internally illuminated fascia, sign 4 1 x IIPS wall mounted projection sign DS internally luminated, sign 5 - 2 x Double sided illuminated poster display unit, sign 6 - 2 x window vinyls, sign 7 - 1 x window vinyl, 8 - 2 x window vinyls	Awaiting Decision
High Street, 36, Biggleswade, SG18 0JL	23/00223/ADV	25/04/2023	The Town Council has no objection to this application, subject to consultation with neighbours and their considerations	Advertisement: wall mounted, illuminated logo signs to High Street and Victoria Place elevations.	Awaiting Decision
High Street,45, Biggleswade, SG18 0JF	23/01093/FULL	25/04/2023	The Town Council has no objection to this application, subject to consultation with neighbours and their considerations.	Installation of bird point spikes and a steel mesh access gate.	Not Proceeded with
Holme Crescent, 2, Biggleswade, SG18 8DA	23/00744/FULL	28/03/2023	The Town Council has no objection to this application, subject to consultation with neighbours and their considerations.	Demolition of existing garage & erection of a two-storey dwelling.	Awaiting Decision
Land off Drove Road, adj to 1A Drove 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)	Discharge of Condition Decision Released
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	Variation of Condition - Granted
Land adj to Furzenhall Road, Biggleswade, SG18 0ES	23/00691/TDM	14/03/23	The Town Council has NO OBJECTION to this application, subject to consultation with neighbours and consideration of their comments. However, the Town Council noted that they OBJECT to the telecommunications mast being moved closer to homes in the area. The Council believes the planning application, which currently shows the location of the mast, is the best possible situation for its location.	Telecommunications Determination Masts: Installation of a 22.5m high monopole supporting 6no. antennas and 2no. 300mm dishes along with 4no. ground based equipment cabinets within a 6m x 6m compound and development ancillary thereto.	Awaiting Decision
Lilac Grove, 29, Biggleswade, SG18 8TP (planning appeal)	22/04410/FULL	11/04/23	The Town Council has no objection to this application, subject to consultation with neighbours and consideration of their comments.	Single storey rear extension and installation of solar panels and new front porch	Application Refused

London Road, 1, The Red Lion, Biggleswade, SG18 8ED	23/00489/FULL	11/04/23	The Town Council OBJECTS to this application on the grounds of safety. The current use of the building is listed as a public house and there is currently no other application to change the use of the building. The Council believes that access to and from the building is dangerous due to its position being opposite a junction and on a cycleway. There is also no clarity over deliveries being made there. The Council suggests that if a planning application is put forward to change the use of the building, access arrangements should also be included in this application.	Blocking up existing access from London Road and creation of a new vehicular access from The Baulk	Application Refused
Shortmead Street, 46	23/00170/LB	14/02/2023	It was RESOLVED that the Town Council has NO OBJECTION to this planning application, however the Council raised concerns to CBC with regards to parking on such a busy street.	Listed Building: change of use and conversion from shop to 1 residential dwelling and internal alterations.	Awaiting Decision
Land at Springfield Bungalow and Stratton Farm Cottages London Road, and Land to the south of Stratton Business Park Gold Road Biggleswade SG18 8UZ	CB/22/04252/FULL	28/03/23	The Town Council objects to this planning application on the grounds of: •Traffic congestion at the A1 Roundabout. •Sustainable transport to and from the Town Centre. •Queues of traffic. •Rights of way. •Archaeological and ecological matters presented in Officers reports. •Pedestrian safety particularly at the A1 roundabout. The Council would like it to be noted that these issues relate to potential other expansions in the area and although supportive of growth, increased traffic congestion for both cars and pedestrians are a concern.	Application seeking full planning permission for the demolition of 3 existing dwellings and the construction of 3 B8 units, together with associated access, vehicle parking, landscaping and all other ancillary works. Environmental Impact Assessment. Previously on agenda 13th December 2022.	Awaiting Decision
Land at Springfield Bungalow and Stratton Farm Cottages London Road, and Land to the south of Stratton Business Park Gold Road Biggleswade SG18 8UZ	CB/22/04252/FULL	11/04/23	The Town Council agreed to formally discuss the application again following a presentation by Mr Tom Leeming. The Town Council's decision is that, subject to the applicant following through with the proposed actions, the Town Council is prepared to REMOVE THE OBJECTION to this application.	Application seeking full planning permission for the demolition of 3 existing dwellings and the construction of 3 B8 units, together with associated access, vehicle parking, landscaping and all other ancillary works. Environmental Impact Assessment. Previously on agenda 13th December 2022.	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. The item came back to the agenda on the 14th of Feb after which the Council OBJECTED to the use of transit pitches and noise levels coming from them when used as permanent pitches.	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



BIGGLESWADE TOWN COUNCIL

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Martin Fellows
Regional Director
National Highways
Second Floor
Woodlands
Manton Lane
Bedford, MK41 7 LW

26 April 2023

Email: martin.fellows@nationalhighways.co.uk

Cc: Steven Thulborn, Head of Planning and Development
Mr Richard Fuller, MP
Cllr M Russell, Deputy Mayor of Biggleswade
Mr Mike Wells

Dear Mr Fellows,

Further to your letter to Mr Mike Wells dated 6th April 2023 regarding the Closure of the Central reservation gap on the A1 at Upper Caldecote, the Town Council last night resolved that it supports the intended closure in principle.

The Town Council requests further information and clarity on what is meant by the term 'alternative access'.

That noted, the Town Council strongly supports an underpass, for mobility, access, sustainability, and safety reasons.

We look forward to hearing from you.

Yours sincerely,

Karim Hosseini

Head of Governance & Strategic Partnerships
Biggleswade Town Council

Thank you for your email of 26 April 2023.

To confirm, the independent risk assessment carried out in relation to the development at Woodland Nursery and completed as part of the planning application process owned by Central Bedfordshire Council, has determined the gap should be closed as appropriate mitigation addressing the increased use of the Biggleswade Road junction.

We, National Highways, have accepted this proposal. We are neither proposing or funding the gap closures, but we have determined the objections received and will make the order in accordance with the developer's proposal.

We have carried out all appropriate statutory processes as part of the order making process to enable the gap to be closed. There is no further opportunity for objection to the making of this order, other than to challenge its validity in the High Court once made.

The developer's proposals will ensure an access for pedestrians and other non-motorised users is maintained.

Kind regards

Martin Fellows
Regional Director

National Highways | Woodlands | Manton Lane | Bedford | MK41 7LW

Web: <https://link.edgepilot.com/s/35748d38/hoKINCvDZkWkpYg0CF85EQ?u=http://www.nationalhighways.co.uk/>

