



Ref: Agenda/Council – 22/08/23

17th August 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 22nd August 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_RaMqfo01SZ-CNJ0TnhQS0w

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 8th August** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. For Members to note the draft minutes of the Public Land & Open Spaces Meeting held on **Tuesday 6th June 2023** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- c. For Members to note the draft minutes of the Town Centre Management Committee Meeting held on **Tuesday 20th June 2023** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- d. For Members to note the draft minutes of the Biggleswade Joint Committee Meeting held on **Thursday 13th July 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 8th August 2023**.

9. **ITEMS FOR CONSIDERATION**

a. **Meeting Structure Report**

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

b. **Grasmere Road Network Rail Request Report**

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

c. **Football Pitches Report**

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

d. **Drove Road Chapel Update**

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

e. **Car Park Repairs - Potholes**

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

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/23/02478/FULL - 12 Gilbert Avenue, Biggleswade, SG18 8FZ**

Loft conversion with rear dormer and front rooflights.

- b. **CB/23/02602/FULL - 16 Tate Drive, Biggleswade, SG18 8UD**

Proposed (retrospective) single storey rear extension (sunroom).

- c. **CB/23/02211/FULL - 5 Kingsfield Road, Biggleswade, SG18 8AT**

Alteration to shop front to include a new collection point for medication.

- d. **CB/23/02514/DOC – Land to North of Lindsell’s Level Crossing, Biggleswade, SG18 0AD**

Discharge of Condition 7 against planning permission CB/22/04935/VOC (Variation of condition number 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).

11. PLANNING APPLICATION OUTCOMES

- a. A report of the Planning Application Outcomes (by exception applications only) as of **Tuesday 15th August 2023.**

12. ACCOUNTS

- a. **Financial Administration**

The new Management accounts report for August 2023 will be delivered to the Town Council meeting on Tuesday 12th September. The usual monthly accounts documents will be available on the Council website from Tuesday 5th September.

13. ITEMS FOR INFORMATION

- a. **Bigg Eats Event Update**

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

- b. **Barclay’s Bank Vehicle Parking**

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

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_RaMqfo01SZ-CNJ0TnhQS0w

Each Speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot.**

15. **EXEMPT ITEMS**

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

- a. (Kings Reach)
- b. (Kitelands Play Area)
- c. (Minutes and Recommendations of the Personnel Meeting)

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.

EXEMPT



MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING
HELD ON TUESDAY 8th AUGUST 2023
AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL



PRESENT:

Cllr M Foster (Mayor)
Cllr M Knight (Deputy Mayor)
Cllr I Agnew
Cllr D Albone
Cllr G Barrett
Cllr P Guilcher
Cllr J Jones
Cllr M North
Cllr M Russell
Cllr S Sajid
Cllr D Strachan
Cllr C Thomas

Mr K Hosseini – Head of Governance & Strategic Partnerships
Mr I Lord – Place Shaping Manager
Ms F Gumush – Meetings Administrator

Members of the Public – 5 (2 online, 3 in Chamber)

Meeting Formalities:

Following a reminder to meeting attendees that this is a formal meeting, the Mayor advised that members of the public will be given an opportunity to speak during public open session but not at other times. The meeting is being filmed and by being present attendees are deemed to have agreed to be filmed and to the use of those images and sound recordings. The Mayor advised that attendees should not disclose any personal information of individuals as this would infringe the Data Protection Rights of that individual.

1. APOLOGIES FOR ABSENCE

Cllr S Patel, Cllr A Skilton, Cllr J Woodhead.

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item:

None.

b. Non-Pecuniary interests in any agenda item:

None.

3. TOWN MAYOR'S ANNOUNCEMENTS

a. Sue Ryder St John's Hospice

On Tuesday 1st August, the Mayor visited Sue Ryder St John's Hospice in Moggerhanger. The organisation is one of the Mayor's three chosen charities this year. He was shown around the facilities and spoke with staff to get a better understanding of the care provided and the work they do.

The Mayor noted that the hospice provides essential palliative care and bereavement support and commended them for the amazing job that they do.

b. Pub Quiz at the Rose

On Wednesday 2nd August, the first of the Mayor's charity events was held. The Pub Quiz which took place at The Rose Pub was a sellout and over £1,100 was raised for the Mayor's charity fund.

The event was attended by Mayors from neighbouring towns, showcasing the spirit of collaboration and unity. Representatives from all three of the Mayor's chosen charities, MIND BLMK, Tourettes Action, and St John's Hospice Moggerhanger, were in attendance, along with Biggleswade Town Councillors who showed their support for the event.

The Mayor expressed appreciation to the Local Businesses that generously donated raffle prizes, and to the Rose as excellent hosts.

4. PUBLIC OPEN SESSION

Ms Debra Fisher

Ms Fisher commented on Item 9c Market Square & Town Centre Brief and commended everyone involved for the work put into it. Ms Fisher asked if any considerations had been made for the direction of traffic for Hitchin Street.

The Mayor responded by saying that discussions had been held over the years with regards to Hitchin Street and the direction of traffic but added that Members agreed that it would not be included in the brief for now

Cllr Hayley Whitaker, Ward Councillor

Cllr Whitaker indicated that in the previous Council meeting, Members had asked for an update on Lawrence Road. She explained that a CBC Members' Briefing had been held earlier in the week and Members were informed that the design for the road was completed, although Members had not seen it.

Cllr Whitaker added that it was her understanding the design would be going to consultation at the end of the week. As the project would be completed next year, consultation is expected soon.

Commenting on Item 10a, the planning application for 'We Buy Any Car', Cllr Whitaker noted that she had called the planning application in on the basis that 12 car parking spaces would be lost, there is no footpath for keeping pedestrians safe and low-loader lorries would be used for transporting the cars which again affects safety.

5. **INVITED SPEAKER**

There was no invited speaker.

6. **MEMBERS' QUESTIONS**

There were no Members' questions.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. P8 Grasmere Road Report. There is a typo in the text in two places where licence is spelled incorrectly.

P9 Proposed Closure of Biggleswade Station. Second bullet point should read legal obligations not implications.

P11. Planning Application. The top line should be removed so the text should just read: The two permanent pitches for Gypsy and Traveller use, with associated parking and amenity units should be stationed further away from the road and that is not the case with this proposal.

Subject to these amendments the Minutes were **APPROVED** as an accurate record of the Town Council Meeting held on Tuesday 25 July 2023.

Members also **NOTED** the minutes of the three sub-committees of the Biggleswade Joint Committee, Finance & General Purposes Committee and Personnel Committee.

8. **MATTERS ARISING**

There were no matters arising, and Cllr Russell thanked Cllr Whitaker for coming back to Council with the information regarding Lawrence Road.

9. **ITEMS FOR CONSIDERATION**

a. **External Audit Report**

Members considered the comprehensive report which included the audited Annual Governance and Accountability Return (AGAR).

It was **RESOLVED** to accept the recommendations as follows:

The Accounts and Audit (England) Regulations 2015 set out what the Council must do at the conclusion of the external auditor's review. In summary, the Council is required by 30 September 2023 to:

- Publish (which must include publication on the authority's website) a statement that the limited assurance review has been concluded and that the statement of accounts has been published.
- Of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.

- Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

b. **Management Accounts Report**

Members welcomed the new Management Accounts Finance report and commented that it was more concise and generally easier to read.

The recommended process is:

- The usual finance reports will still be available to provide full detail on the Biggleswade Town Council website, under “About the Council/Organisation/Finance Transparency Documents/Monthly Accounts”.
- A single sheet report format was approved, with commentary, to provide some context behind the numbers shortly after month-end.
- The new report will be continually assessed, and refinements should be considered.

Members **RESOLVED** to adopt the new finance report to Council going forward.

c. **Market Square & Town Centre Brief**

The Place Shaping Manager presented the report and thanked Members for taking part in several informal working group meetings over the past month.

The Mayor noted that this was not a finished article but a vision brief for Members to work with.

Members **RESOLVED** for Officers to engage with urban designers, to source quotes for their work, which would include them meeting with Members on at least two occasions to discuss a vision for the Market Square, and to present a report to Council when appropriate.

d. **A00405 Biggleswade Station Interchange – Bus Gate**

Members discussed the public notice from Central Bedfordshire Council and noted that the proposal was not an actual gate but traffic markings placed to prevent the use of the road other than that of public transport buses.

Members agreed that the notice did not provide enough information as to what was being requested.

Ward Councillor Cllr Whitaker commenting agreed that the proposal was not an actual gate but one similar to that of Venus Road on Kings Reach, which was a road for buses only. The rationale was to prevent cars from parking at the bus interchange.

Members **RESOLVED** for Officers to write to CBC Officers asking for more detail to the proposal to outline its requirement and enforcement options.

Members **AGREED** not to comment on the matter until more information was received.

e. **D-Day Anniversary Guide**

Members noted that two former Councillors from Biggleswade had taken part in the D-Day Operations – Cllr Cook and Cllr Brunt.

Members commented that this is an important anniversary to mark and **RESOLVED** for Officers to consider options to mark the occasion and to present a report to the Town Centre Management Committee in October.

10. **PLANNING APPLICATIONS**

a. **CB/23/01105/FULL - Unit P, A1 London Retail Park, London Road, Biggleswade, SG18 8NE**

Stationing of a pod to the car park (for We Buy Any Car) retrospective.

Members **OBJECT** to this planning application on the grounds that:

- There will be a loss of parking spaces.
- There is potential risk to public safety due to the transporters loading and unloading within the main car park deliveries for all other businesses on the retail park take place in designated loading areas away from the public.

b. **CB/23/01106/ADV - Unit P, A1 London Retail Park, London Road, Biggleswade, SG18 8NE**

Advertisement: Fascia signage consisting of various vinyl signs (Retrospective).

Members **OBJECT** to this planning application on the same grounds as they did for the planning application above in that:

- There will be a loss of parking spaces.
- There is potential risk to public safety due to the transporters loading and unloading within the main car park deliveries for all other businesses on the retail park take place in designated loading areas away from the public.

11. **PLANNING APPLICATION OUTCOMES**

This report was **NOTED**.

12. **ACCOUNTS**

a. **Financial Administration**

- i) Balance sheet to 31/07/23.
- ii) Detailed income and Expenditure to 31/07/23.
- iii) Payment Listing from 01/07/23 to 31/07/23.
- iv) Summary Income and Expenditure to 31/07/23.

The Council **RESOLVED** to accept the reports as laid out.

13. **ITEMS FOR INFORMATION**

a. **CCTV Status Update**

The Place Shaping Manager noted British Telecom were waiting on time estimates from the fibre engineers to complete the work, but the equipment had been sent out for testing. Officers would continue to seek a delivery date.

Cllr Russell thanked the Place Shaping Manager for his continued efforts on this matter.

b. **BTC Allotment Meeting**

Members **NOTED** the meeting report and welcomed the developing relationships with the allotment holders.

14. **PUBLIC OPEN SESSION**

Cllr Hayley Whitaker, Ward Councillor

Cllr Whitaker indicated that she sent the Head of Governance & Strategic Partnerships information relating to St Neot's Market Square refurbishment. She suggested that there could be ideas for Biggleswade at a later stage.

Ms Debra Fisher

Ms Fisher asked if any further updates had been received from ASDA Supermarkets regarding their car parking facilities.

Cllr Russell noted that it was disappointing no progress from ASDA had been made with regards to this despite Town Council efforts.

Ms Fisher also reported on the abuse of one-way roads in Biggleswade and asked what could be done to tackle the issue.

The Mayor commented that although this was not the direct responsibility of the Council, it was an issue in the Town and asked whether Ward Councillors could take the matter forward on behalf of the Council.

Cllr Whitaker said that they would be able to help, and also recommended Officers to request a review of one-way street signage around the Town from CBC.

15. **EXEMPT**

a. None.

The Mayor closed the meeting at **7.41pm**



MINUTES OF THE BIGGLESWADE PUBLIC LAND AND OPEN SPACES
MEETING HELD TUESDAY 6TH JUNE 2023
AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL



PRESENT:

Cllr. M. North (Chairman)
Cllr. C. Thomas (Deputy Chairman)
Cllr. M. Foster (ex-officio voting Member)
Cllr. M. Knight (ex-officio voting Member)
Cllr. A. Skilton
Cllr. D. Strachan
Cllr. J. Woodhead

Mr P Tarrant – Town Clerk & Chief Executive
Mr K Hosseini – Head of Governance & Strategic Partnerships
Mr J Woolley – Public Realm Manager
Mrs S van der Merwe – Meetings Administrator
Cllr Sabeel Sajid – Non-Committee Member
Cllr Sarju Patel – Non-Committee Member (via Zoom)

Members of the Public – 1 (via Zoom)

Meeting Formalities:

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1. APOLOGIES FOR ABSENCE

Cllr Agnew, Cllr Guilcher.

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item:

Cllrs Skilton and Thomas – Item 10a – Allotments Project Update Report.

b. Non-Pecuniary interests in any agenda item:

None.

3. CHAIRMANS ANNOUNCEMENTS

None.

4. PUBLIC OPEN SESSION

No member of the public wished to speak.

5. **INVITED SPEAKER**

No guest speaker was invited.

6. **MEMBERS' QUESTIONS**

Cllr Skilton advised the Committee the lock at the allotment had been damaged. The Head of Governance & Strategic Partnerships stated the Town Council is aware and are waiting an assessment of the damage from a locksmith.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

Members received the Minutes of the Public Land & Open Spaces Committee Meeting held on **Tuesday 31st January 2023** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

Page 9, last sentence – Change “The Mayor” to “The Chairman”.

Subject to this amendment the Minutes were **APPROVED** as an accurate record of the PLOS Committee Meeting held on 31st January 2023.

8. **MATTERS ARISING**

None.

9. **ITEMS FOR CONSIDERATION**

a. **Play Areas Survey Results Report**

Members considered a report by the Place Shaping Manager with the outcome of the Play Areas Survey. Members of the public were consulted and provided their opinions on what should be included in the Play Areas Regeneration Project, with 4 planned playground upgrades in the next years.

The Town Clerk stressed this ongoing data collection is only the start of the process and aims to capture as much intelligence as possible to help the Town Council decide what is more urgent and/or needs to be addressed first.

b. **Franklins Recreation Ground Landscaping**

Members considered a written report from the Head of Governance & Strategic Partnerships and the Public Realm Manager. The Public Realm Manager informed the Committee of the scope of the project and the plants included in the works.

Cllr North expressed the Committee's congratulations to the Public Realm team and the contractors for the excellent outcome of the project and how well received this new equipment and the landscaping of the recreation ground has been.

The Town Clerk & Chief Executive advised there are ongoing works to upgrade the kissing gate and front access of the park, remove a metal picnic bench, paint the basketball area, install a new picnic area and other small snags. The installation of the kissing gate and pedestrian gate has been delayed to 23rd June 2023.

Cllr Foster asked for further information on the fencing mentioned in the report. The Head of Governance agreed to share the quotes received for new fencing with the Committee. Cllr

Strachan recommended this project scope be forwarded to the next PLOS working group meeting for consideration.

It was **RESOLVED** by the Committee to **APPROVE** that Officers should progress investigation of a power source to facilitate future connection of lighting and CCTV at Franklins.

10. ITEMS FOR INFORMATION

a. Allotment Projects Update Report

Members considered a written report by the Place Shaping Manager.

The Head of Governance & Strategic Partnerships advised the Committee the Town Council are in ongoing communications with the Biggleswade Allotment Association. Flooded plots are being investigated and the Town Clerk & Chief Executive stated Central Bedfordshire Council (as landowner) and the developer of the nearby housing development should be part of the consultation to fix the problem.

The Town Clerk & Chief Executive agreed the Allotments Implementation Plan will be shared with Members.

b. Funfair Update Report

The Head of Governance & Strategic Partnerships updated Members on the current status of the recent application to the Town Council by a local funfair provider. The proposed dates for the event are between 17th August and 20th August at Eagle Farm Road. Officers have been liaising with the event organiser and in turn with Central Bedfordshire Council's Safety Advisory Group (SAG) relating to this application.

Members requested further information pertaining to the day rate as set out in the report.

Cllr Strachan asked what costs and insurance implications will be for the Town Council. The Head of Governance & Strategic Partnerships confirmed the Town Council's Public Liability Insurance will apply and the Town Clerk & Chief Executive agreed Officers will confirm with the Town Council's insurance provider whether any additional levies may be necessary for the period of the funfair.

This proposal was originally discussed at a Town Council meeting and the Town Council's requirements for this event were: protection of the football pitches to prevent damage to the surfaces, provision of public toilets, layout of a plan, operating hours and curfew. Cllr Knight requested that the management plan for the event be shared with the PLOS Committee as soon as possible to enable the committee to highlight any new concerns. In addition, Members stated that the Organisers should not be advertising or publicising the event until such time as the Town Council has made its decision.

It was **RESOLVED** that the Committee **APPROVES** the Safety Advisory Group's completed event management report be brought to the Biggleswade Town Council Meeting of 11th July 2023 for consideration and final approval of the event.

11. PUBLIC OPEN SESSION

a. No members of the public wished to speak.

12. **EXEMPT**

a. **PLOS Status Report**

Members were given a brief overview of the Committee's current projects and activities by the Town Clerk & Chief Executive.

Cllr Knight requested survey and condition reports be obtained for Linear Wood and Pocket Park in advance of the Heads of Terms Agreements for those properties coming to a Town Council Meeting in July 2023.

b. **Kings Reach Green Open Space Transfer**

Members were updated on the current status of this project by the Head of Governance & Strategic Partnerships and that Officers are liaising with Central Bedfordshire Council.

Members asked if the original plan for a cricket field on the Land East of Biggleswade planning application has been included in this transfer. Officers will obtain confirmation from Central Bedfordshire Council.

The Chairman closed the meeting at 08:40pm.



**MINUTES OF THE BIGGLESWADE TOWN CENTRE MANAGEMENT
COMMITTEE MEETING HELD ON TUESDAY 20th JUNE 2023
AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL**



PRESENT:

Cllr. J. Woodhead (Chairman)
Cllr. D. Albone
Cllr. M. Foster (ex-officio voting Member)
Cllr. M. Knight (ex-officio voting Member)
Cllr. M. North
Cllr. A. Skilton
Cllr. D. Strachan
Cllr. C. Thomas

Mr K Hosseini – Head of Governance & Strategic Partnerships
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 Chairman advised that members of the public will be given an opportunity to speak during public open session but not at other times. The meeting is being filmed and by being present attendees are deemed to have agreed to be filmed and to the use of those images and sound recordings. The Chairman advised that attendees should not disclose any personal information of individuals as this would infringe the Data Protection Rights of that individual.

1. APOLOGIES FOR ABSENCE

Cllr. I. Agnew, Cllr. P. Guilcher, Cllr. S. Patel.

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item:

None.

b. Non-Pecuniary interests in any agenda item:

None.

3. CHAIRMAN'S ANNOUNCEMENTS

- a. The Chairman had no announcements to make but reminded the Committee that the date for the Remembrance Sunday service had now been confirmed as the 12th of November 2023.

4. PUBLIC OPEN SESSION

No member of the public wished to speak.

5. MEMBERS' QUESTIONS

Cllr North, pointing to the new transport interchange by the Biggleswade Train Station, asked whether any bus services would now be running from there with new routes.

Cllr Woodhead responding noted that he was aware of only two bus services such as Grant Palmer and Herbert's running presently but was unsure of any other.

Cllr Woodhead asked that Officers speak with Central Bedfordshire Council regarding public transport for the Town.

The Head of Governance & Strategic Partnerships indicated that Officers would be holding a meeting with CBC Senior Leadership Team next week and the matter would be raised during that opportunity.

6. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. P9 2nd Paragraph - Typo. Word metre should be spelt 'meter' as it reflected noise levels.

Subject to these amendments the Minutes were **APPROVED** as an accurate record of the Town Centre Management Committee meeting held on Tuesday 21 February 2023.

7. MATTERS ARISING

Cllr Albane asked whether Officers had been successful in investigating the official ownership of the War Memorial and Victorian Water Fountain on the corner of the High Street and Station Road.

The Head of Governance & Strategic Partnerships said that an update as to the official ownership would be made the Capital Assets Working Group meeting on Monday.

Cllr Albane also inquired if a meeting with CBC Officers had been held, as mentioned in the Minutes of the February TCM Committee meeting, where the Market Square Vision would be discussed.

The Head of Governance & Strategic Partnerships indicated that this item was also on the agenda of the meeting to be held with CBC Officers later this month.

8. ITEMS FOR CONSIDERATION

- a. **The Bigg Eats**

Presenting the report, the Place Shaping Manager indicated that the consultation period regarding the Bigg Eats trademark application will end on the 26th of July, so Officers expect to hear back as to whether there have been any concerns raised.

The Place Shaping Manager noted that Officers had a very productive meeting with the third-party organiser, who is very keen and has partnered up with a Biggleswade business that will support in physically running the event on the day, pulling together traders and all the documentation.

So far the organisers have already pulled together a provisional indicative 12 traders including a handful from Biggleswade.

Members commenting on the report noted the stalemate with CBC Officers regarding the responsibility of the repairing of the electrical infrastructure of the Market Square and wondered what could be done to alleviate this problem.

The Place Shaping Manager responding indicated that in discussions with CBC Officers, BTC were told that as events organised by the Council were held in the Market Square, it was the Council's responsibility to make the area 'fit for purpose' alongside the organisers. CBC Officers acknowledged there was no agreement.

Members underlined the need to remedy the situation as soon as possible as other events would be held in the Market Square as this was not a situation that could continue.

The Chairman called for a report regarding the electricity in the Market Square, to be submitted to all Members of Council rather than to just the Town Centre Management Committee.

Members **RESOLVED** to agree that a smaller pilot event is held in late August as well as the recommended date for September, with the selected third-party organiser. If there are any budgetary implications these need to be highlighted soon.

Members also **RESOLVED** for Officers to engage with the third-party to sign the agreement adjusting any terms necessary in consultation with the Chairman and Deputy Chairman of TCM.

Members **AGREED** that Officers brief all Members of Council on outcomes.

b. **Remembrance Sunday 2023**

The Place Shaping Manager who introduced the item indicated that during a recent meeting with the Royal British Legion regarding Remembrance Sunday, the RBL raised that they would like a bench placed in the Market Square.

Members commented on the event asked if there would be any police support on the day of the service to help with road closures and similar issues.

Members **RESOLVED** to accept the recommendation of removing the bench from the Town Centre to be replaced with the RBL bench when it has been delivered. Members indicated preference for the bench to be of similar size to those already in the Market.

c. **Market Square Events**

A brainstorming meeting was recently held between the Chairman of the TCM and the Place Shaping Manager to come up with ideas of possible events to be held in the Market Square at weekends.

Members noted that whilst looking at ideas, it was important that budgeting constraints should also be taken into consideration.

Various ideas which came out of discussions were:

- Vintage car show in conjunction with the Berkley car owners.
- Public services day.

Members welcomed that the report included an 'augmented reality' (AR) adventure through the Market Square and wider Town Centre.

Members **RESOLVED**:

- to pursue the community day idea and implement as soon as possible,
- engage with Shuttleworth Trust and Stagecoach to organise a day in summer months.

Members welcomed the AR adventure but did not feel scoping a survey would yield the results clearly.

Members **AGREED** to have a demonstration of the AR adventure before including it in a business plan.

d. **CCTV Update Report**

The Place Shaping Manager indicated that Officers were informed by the Interim Head of Place Delivery that all conversations regarding S106 expenditure in Biggleswade will be turned off until 10th July.

A meeting is scheduled between Officers in BTC, the Head of Place Delivery and the newly appointed Assistant Director of Place Delivery.

Finally, our supplier has confirmed they will shortly share an interim agreement for the 3 BTC owned cameras until the new British Telecom line is installed. This agreement will be signed by the Town Clerk.

Following Officer recommendation that it is essential to move quickly to prevent further delays and any increased costs that may arise following the decision by CBC Interim Head of Place Delivery for S106, Members **RESOLVED** to agree to expenditure of £1,500 from the Council's Capital Reserves. The Town Clerk will then be in a position to sign the contract with BT for the upgrade of the existing analogue line to a new digital line.

Members also **AGREED** for Officers to review the projected outturn of CCTV revenue. In the event of an overspend, as projected within the figures presented, Officers will request a virement from the accounting fees heading.

9. **ITEMS FOR INFORMATION**

a. **Crime Statistics Report Q4 2022-2023**

Members pointed out that for future, it would be useful for Officers to liaise with police in order to simplify the information and omit repetition when submitting to Members.

Members **NOTED** the Q4 Crime Statistics.

10. **PUBLIC OPEN SESSION**

No one from the public wished to speak.

11. **EXEMPT**

a. **Christmas Lights Switch On 2023**

The Place Shaping Manager noted that 20 traders had shown an interest until now for the upcoming Christmas event.

Members **AGREED** to the preferred supplier choices submitted in the report.

Members **AGREED** for Officers to provide regular updates to all Members of the Council regarding finer details of the event.

Members **AGREED** that Officers submit projection of costs of the discussed options to the Finance & General Purposes Committee in a timely manner.

The Chairman closed the meeting at **8.20 pm**

**MINUTES OF THE MEETING OF BIGGLESWADE JOINT COMMITTEE
HELD IN PERSON AND VIA ZOOM VIRTUAL MEETING AT
BIGGLESWADE TOWN COUNCIL OFFICES, THE OLD COURT HOUSE
4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL
ON THURSDAY 13th JULY at 14:30 PM**

Present:	BTC: Cllr M Russell, Cllr M North, Cllr C Thomas, Cllr D Albone CBC: Cllr G Tranter, Cllr G Fage, Cllr Dr. H Whitaker, Cllr P Daniels BTC Head of Governance & Strategic Partnerships: Karim Hosseini BTC Place Shaping Manager: Isaac Lord BTC Meetings Administrator: Funda Gumush
In Attendance:	CBC Community Engagement Manager: Sarah Hughes (via zoom) CBC Sustainability Team: Charlotte Secker (via zoom) CBC Sustainability Team: Lauren Chimes (via zoom)
Members of the public:	1

Following a reminder to Meeting attendees that this is a formal meeting, the Chair advised that members of the public will be given an opportunity to speak during public open session but not at other times. The meeting was being filmed and by being present attendees were deemed to have agreed be filmed and to the use of those images and sound recordings. The Chair advised that attendees should not disclose any personal information of individuals as this would infringe the Data Protection Rights of the individual. The Chair asked everyone to mute their microphones when not speaking.

PART A – ADMINISTRATION

1. APOLOGIES FOR ABSENCE

Cllr S Watkins, Mr. P Tarrant, Mr N Shaw.

2. DECLARATIONS OF INTEREST

- (a) Disclosable Pecuniary Interests in any agenda item – None.
- (b) Non-pecuniary interests in any agenda item – None.

3. PUBLIC OPEN SESSION

To adjourn for a period of 15 minutes to allow members of the public to put questions or to address the Committee, through the Chairman, pertaining to items listed on the Agenda. Each speaker to be allocated a 3-minute speaking slot.

No member of the public wished to speak.

4. ELECTION OF CHAIR

Cllr Gareth Tranter (CBC) was elected as Chairman of the Committee for 2023-2024.

5. ELECTION OF VICE CHAIR

Cllr M Russell (BTC) was elected as Vice Chair of the Committee for 2023-2024.

6. MINUTES OF PREVIOUS MEETINGS

Members reviewed and **APPROVED** the Minutes of the Biggleswade Joint Committee Meeting of 19th January 2023.

7. MATTERS ARISING

Cllr Fage inquired about an update regarding the Market Square Trees and pointed out that the trees had been removed for safety reasons.

Cllr Fage indicated that the matter could be brought to the agenda of the next Joint Committee meeting.

Cllr Russell noted that the matter was being looked at by the Town Council which would be presented to CBC and then onto the Joint Committee.

Cllr Whitaker commented that the replanting of trees had been deferred at the Town Council's request since the future of the Market Square was also being discussed but added that the funding was still available for the replanting.

8. JOINT COMMITTEE ARRANGEMENTS GOING FORWARD

a. An overview of the Joint Committee Terms of Reference

CBC Community Engagement Manager Sarah Hughes presented an overview of the Joint Terms of Reference.

Ms Hughes indicated that there were four Joint Committees in Central Bedfordshire which adhered to the same Terms of Reference. She explained the purpose of the Committees and values they held for delivering for communities.

Ms Hughes noted that the review of the terms of reference in 2017 introduced the facility to allow either a CBC Member or a Town Council Members to chair the committee; however, both chair and vice chair could not be held by the same organisation.

Ms Hughes also explained that the Terms of Reference includes provision for up to 15 co-opted members which would give the opportunity to include other views, voices and expertise. She also added that it would be helpful if the Committee set out what they hoped to achieve in the new financial year.

Cllr North inquired whether any of the other Councils had co-opted Members to which Ms Hughes responded that Houghton Regis, Dunstable and Leighton Linlade had done so.

Cllr Whitaker suggested that the Committee could invite members from the BRCC, Community Safety and even engage with the local schools to have a younger perspective present.

Based off this idea, Cllr Whitaker also proposed that the Committee look at the days and times the meeting was held to enable more community participation especially if the Committee was hoping students would attend.

With regards to the change of timing for the BJC Committee, Cllr Fage proposed:

1. That the BJC Committee meetings are held in the evening,
2. That the next meeting is held at The Orchard Centre.

Members discussed several options of how community groups could be invited to the meetings, and it was agreed that the Chair and Vice-Chair are consulted by Officers before putting an announcement in the public domain.

With regards to the venue of the meetings, Cllr Whitaker proposed that the meeting is alternated between the Town Council building and the Orchard Centre.

Members **AGREED** to have the next meeting in October at the Orchard Centre at 7pm.

Cllr Whitaker proposed to have a more strategic approach to the agenda in which one item was focused on which would help with co-opted members who could be brought in for specific topics.

Members **AGREED** to a strategic agenda going forward.

It was **AGREED** that Chair and Vice Chair would meet to discuss possible ways of moving forward with the co-option of varying groups with a view to this being agreed by BTC.

b. Confirm Secretariat arrangements for 2023/24

The Head of Governance & Strategic Partnerships confirmed that the Town Council would continue to be the secretariat for the BJC.

Cllr Whitaker proposed that this is held for one year and that it can be determined further next year.

Members **AGREED** to the arrangements.

9. PART B – ECONOMY AND TOWN CENTRE

None.

10. PART C – KEY INFRASTRUCTURE PROJECT UPDATES

a. Transport Interchange project

Cllr North commented on the interchange project report and asked if there were any updates as to the timings of operation.

Cllr Whitaker responded that CBC are still testing the interchange as it stands and tweaks were being made in collaboration with the bus companies.

Cllr Albane asked whether the bus companies would be including the Market Square on their bus routes.

Cllr Whitaker responded that discussions with bus companies were ongoing, but the Market Square would continue to be on the routes.

Cllr Russell reiterated that the matter of buses in the Market Square had been discussed in Council and a proposal had been put to Highways for bus stops to be moved to the High Street rather than in the Square.

Cllr Russell also touched on the matter of signage and noted there was no signage from the Train Station or Bus Interchange to show direction to the Town Centre. Cllr Russell suggested that this could be an item for the agenda next time.

b. **Play Areas Project**

The Head of Governance & Strategic Partnerships noted that the main area of Franklins Recreation Ground and completed and that the Public Realm team hoped to complete the work by the end of August.

He added that the Town Council has been deliberating which play areas should next be regenerated and Kitelands has been selected as the most appropriate given its geographical location.

Cllr Fage urged the Town Council to make sure they sought out any funding available from Section 106 where possible for the regeneration of play areas.

The Chairman indicated that he had spoken with Alun Isaac of Isaac Mercer regarding the play areas on Kings Reach and informed that a review was taking place of all the play area equipment on the estate. He noted that they were now awaiting the outcome of the review.

Cllr Russell commented that the Town Council was in negotiation to take over the play areas in Kings Reach and hoped that soon the Council would have a positive update.

c. **Drove Road Chapel**

The Place Shaping Manager noted that phase one of the three-part project was completed in March, which consisted of high-level repointing works, stone repairs, roof repairs and work to the ventilators on the central tower.

He explained that Council have recently agreed for phase two to commence as soon as possible and after speaking to the external project manager, this is likely to be the beginning of August.

11. **PART D – COMMUNITY ENGAGEMENT**

a. **App-Bike: Biggleswade's new cycle hire scheme**

Ms Secker thanked everyone for their participation in helping to get the 12-month pilot project up and running.

The project so far covers 12 bikes initially and can be found at the Dan Albone Car Park, Biggleswade Train Station, Saxon Pool and Leisure Centre, Kings Reach Shops and Grasmere Road.

As the project had only begun less than a week ahead of the BJC committee meeting, Ms Secker was unable to provide an update to their success. She indicated however that App-Bikes would be providing a monitoring report and that the team would be meeting with them monthly.

The Chairman raised issues with privacy relating to personal email addresses being used to obtain IDs for PAYG usage. It was understood to be sub-optimal and under review.

b. **Play Streets**

Ms Chimes who is the new active streets engagement officer at CBC presented the report and explained the pros of the project as below:

- Play Street creates a safe space for children to play freely,
- Close to home so no cars or extra travel are needed,
- Low pressure way to learn new skills outside of organised groups and PE lessons,
- Smooth tarmac is perfect for children to learn how to ride a bike, roller skate, scoot and skateboard,
- Helps build natural bonds and friendships with likeminded children of a similar age,
- Enables parents to re-engage with neighbour's post Covid.

Cllr Russell commenting on the matter noted that the Town Council had discussed the item several months earlier and strongly objected to the project and would not currently be supporting it.

12. **ITEMS REQUESTING ATTENTION BY CENTRAL BEDFORDSHIRE COUNCIL**

None.

13. **DATE OF NEXT MEETING**

Thursday 12th October at 7.00pm at The Orchard Centre.

The Chairman closed the meeting at 3.34pm

BIGGLESWADE TOWN COUNCIL
Town Council Meeting 22nd August 2023
Meetings Structure Report

Implications of Recommendations

Corporate Strategy: Governance: The Town Council will ensure that it continues to operate within legislation, regulation, ethical guidelines and best practice.

Finance: Some general budget savings on meetings costs based on a reduced schedule.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Historically, Town Council meetings were held monthly (3rd Tuesday each month) with a separate planning meeting the same month.

Part way through the 2021-22 Municipal Year the Town Council resolved to trial two meetings per calendar month (2nd and 4th Tuesday each month) format, with each meeting including planning applications and every other Town Council meeting including planning decision outcomes.

To reiterate this was a trial and the driver for this was to maximise capacity recognising an increase in Officer reports requiring resolution. The driver for this report is to seek to reduce the number of meetings where sensible allowing Officers increased capacity to focus upon operational delivery and tangible change.

The agreed 2023-24 Meetings Schedule contains a mixture of Town Council, Committee meetings and Working Group (WG) meetings. The Capital Asset Working Group meets at 1.00pm on a Monday and is a task and finish group, the Joint Committee will now meet quarterly in the evenings at the Orchard Centre and the Community Engagement Group will cease to exist. Attendees will be invited to express an interest in being coopted onto the Joint Committee.

Summary

This report reflects the fact that Members are volunteering significant time and are collaborating with Officers to achieve a good outcome for the Town Council.

Please see **Appendix A** for anonymised feedback from Members (written and oral), **Appendix B** for a breakdown of the current and proposed meetings structure.

Officers last year conducted a short empirical exercise to determine the cost of a single full Town Council meeting. Any move towards a new meetings structure model would result in some benefits including financial. These assumed non-cashable savings are mainly incurred by the Administration Team.

Appendix B shows that there are currently 51 evening meetings per municipal year, with each meeting lasting on average 2 hours. This is circa 0.98 evening meetings per week. The proposed meetings model would involve 44 evening meetings per municipal year, a reduction of 6 in total. This translates 0.84 evening meetings per week.

The report author has sought Members feedback on the current meetings architecture. Their key observations have been incorporated within this report. This has been done in brief conversations, emails and by phone.

Proposal

This report proposes stopping the two evening Town Council meetings every calendar month and moving to a single evening monthly Town Council meeting including planning. The new monthly evening Town Council meeting would start at 6:30pm and finish at 9:30pm, including a 5-minute comfort break. The Council would actively seek extensions for those planning applications impacted.

The BTC Committee meetings structure would remain unchanged and each committee other than Council would meet circa once per quarter per municipal year.

Ways of Working

The weekly Status report drafted by the Town Clerk provides a clear update on all work and is sent to all 15 Members to improve prompt reporting. The Town Clerk continues to hold weekly Wednesday meetings with the Mayor and Deputy Mayor and holds regular meetings with Chairman/Deputy Chairmen of Committees. Functional lead Officers under the new model would be enabled to clerk meetings, all Officers would be able to zoom into evening meetings for further support where necessary.

The report reflects the fact that Members are volunteering all their time and are collaborating with Officers to achieve a good outcome for the Town Council. The new model streamlines the existing structure improving efficiency by exchanging information with all Members in one action at fewer designated points, thereby reducing duplication and eliminating confusion. This will increase organisational effectiveness whilst improving Officer productivity and capability to focus on other priority work.

Fig 1: Current Structure:

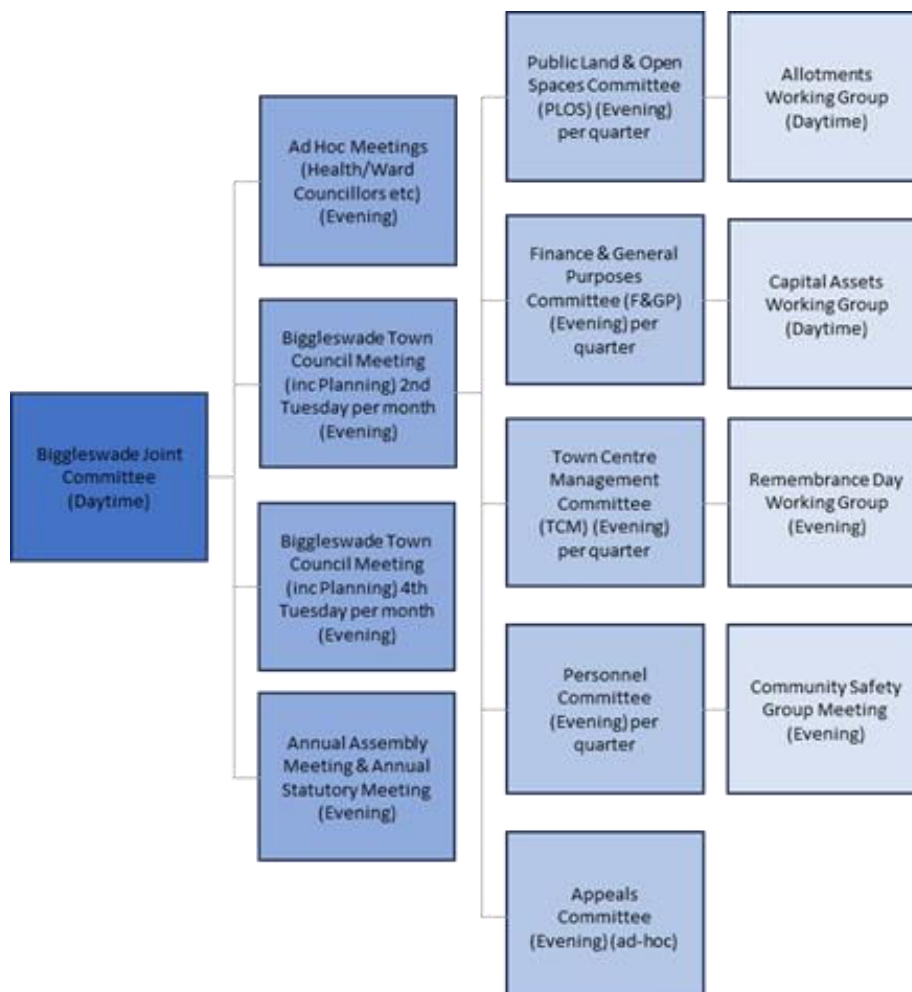
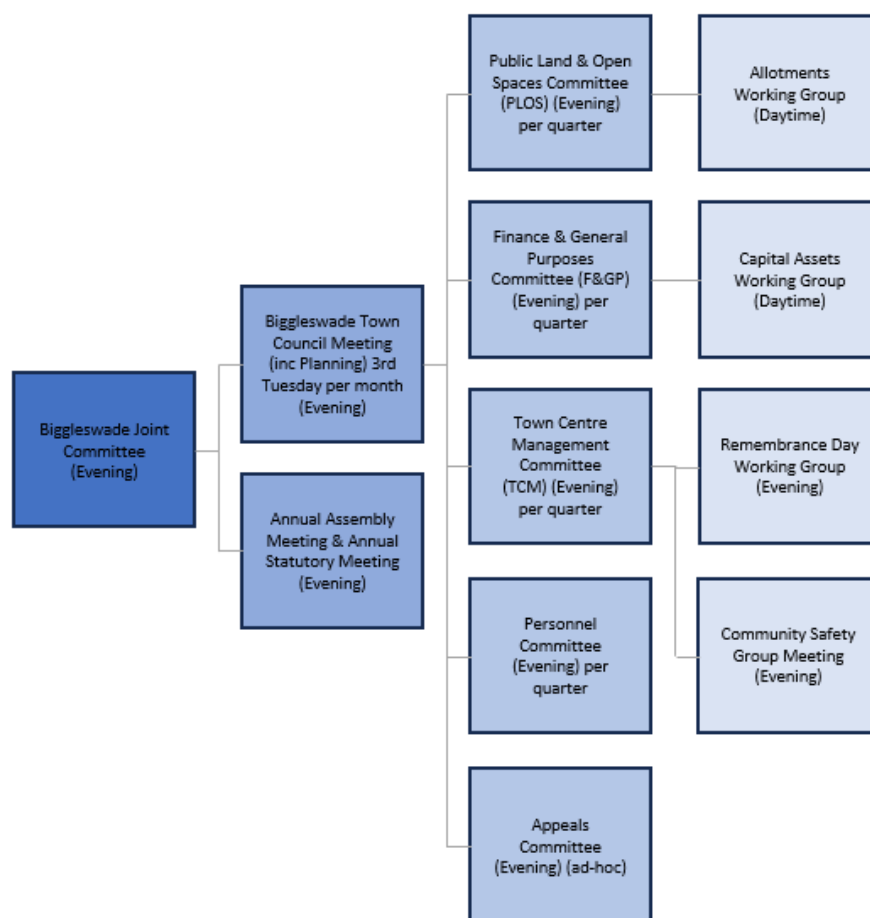


Fig 2: New Proposed Structure:



Recommendations:

That Members consider and debate this report, Officers recommend:

1. Compiling a new streamlined municipal 2023-24 meetings schedule and bringing it back to a forthcoming full Town Council meeting.
2. Moving to a single monthly evening Town Council meeting (3rd Tuesday each month), incorporating all planning items, with Officers requesting deadline extensions, from late summer 2023.
3. That Functional lead Officers (once trained) Clerk F&GP, TCM, PLOS Committees, full Council meetings, with senior Officers clerking the BJC as appropriate. The Functional lead Officers are Rob Youngs, Karim Hosseini, and Isaac Lord,
4. Retaining the current Working Groups daytime configuration. To be kept under review.
5. The Community Engagement Group ceases to exist with attendees encouraged to apply for co-option to Biggleswade Joint Committee.

Karim Hosseini

Head of Governance & Strategic Partnerships

Appendix A: Anonymised Members' Feedback

Appendix B: Current and proposed meetings structure

Appendix A: Anonymised Members' Feedback (email, telephone, conversations)

- That all Councillors review reports prior to a meeting and any changes to format, wording or otherwise be emailed to Officers prior to a meeting. This allows them to go through any updates. This in general speeds up the meetings no end.
- That a proper planning Committee is formed and has delegated responsibility to respond to CBC and report back to the main BTC meeting only. Having itemised planning applications that are in the main 'subject to residents' decisions does not feel like good Governance.
- That time is given over for discussing future Town Council strategy and an update given monthly on progress against any such items.
- Time should be dedicated once a year to discuss Town Council values and 'how we behave and treat each other,' both on social media and face to face. Social media is open to all and perhaps may to some a not so good view of those on the Council who are doing great work.
- A further step should be taken to review the working relationship between Officers and Councillors.
- The size of the meeting packs is not too big and the time the meetings take is ok.
- We need fewer, higher quality meetings. These should be shorter, to the point. Fewer people should attend. That must be the aim.
- The person clerking the meeting should be in a position to say something about all the reports. That would be the single thing to ease the time pressures on staff who stay late.
- The agenda should only contain items which require decisions or debate.
- Decorum, professionalism and courteousness are needed at all times.
- Members are under public scrutiny and the new model should be done properly.
- The Chairing style is currently warm and comfortable.
- The purpose of exemption is to discuss the options clearly, taking votes in resolutions must not be rushed and abstentions properly recorded.
- Members should ask Officers which changes would make their lives and wellbeing easier. An example would be lingering in the Chamber post-meetings and in Winter which would increase the risk to lone workers.
- This review should be all about future proofing the Town Council from an HR perspective for Officers, the administration process is very duplicated and cumbersome.
- A way to get smarter at the way we work is to make it easier on both Officers and Members to enable quicker and more efficient decision-making.
- Planning could have specific time allocated to planning items on the agenda in the long single meeting per 4 weeks.
- Members need to be smarter at what is brought to discussions and more courteous.
- Members may be supportive of single long monthly meetings if the appropriate infrastructure is in place which works for Officers.
- The set of values we live by are important, to be kinder to each other at all times. The Public will appreciate this more when watching us.
- 'Horizon scanning' (using PESTEL for ease of purpose) should be on the agenda at least once per annum for the future of the town and surrounding areas.
- A 'test and learn' approach should be piloted to streamline the process. This will allow Officers operationally and Members strategically to reach decisions quickly and nimbly.

Appendix B: Meetings Schedule

Meeting	Frequency	Day	Current Annual Number	Evening	Current Annual Number	Proposed Frequency	Evening	Number	Day
Town Council Meeting	Twice monthly			E	24	Monthly	E	# 14	
F&GP Committee	Quarterly			E	5	Quarterly	E	5	
PLOS Committee	Quarterly			E	3	Quarterly	E	3	
TCM Committee	3 Annually			E	3	Quarterly	E	3	
Personnel Committee	Quarterly			E	# 4	Quarterly	E	3	
Biggleswade Allotment Association	Quarterly	D	4			Spring & Summer	D		4
Community Safety Working Group	Monthly			E	12	Monthly	E	12	
Capital Assets Working Group	Monthly	D	2	E		Weekly	D		# 30
Remembrance Working Group	3 Annually	D	2	E		2 Annually	D		2
Biggleswade Joint Committee	Quarterly	D	4			Quarterly	E	4	
Community Engagement Group	5 Annually	D	5			Ceases	n/a	n/a	
Total evening meetings per annum	0.98		17		51		0.84	44	36

NB: Please note overall meetings commitment includes a reduction in Town Council meetings from 24 to 14 but with an increase in the Capital Asset Working Group meetings from 2 to 30. This is kept as a static commitment for now but will reduce in time. The Personnel Committee meets as and when required.

BIGGLESWADE TOWN COUNCIL
Town Council Meeting 22nd August 2023
Grasmere Road Network Rail Request Report

Implications of Recommendations

Corporate Strategy: PLACE: A Vibrant Town: Encourage a sustainable transport system within the Town that provides opportunity for improved East-West connectivity.

Finance: The increased proposal would provide circa £13,600 additional income in 2023-24.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background:

Officers presented the Grasmere Road Network Rail proposal report at 25th July Town Council meeting. Members resolved for Officers to respond to Network Rail seeking an increased rent along with other amendments to the licence. The project deadline is 31st August 2023.

Summary:

Officers recently received a response from Network Rail which has agreed to the following improvements:

- Paragraph 4.9 of the licence agreement will be amended to remove 'in the reasonable opinion of the Licensee'.
- The licence agreement will be amended so that no work can commence before 8.00am on a Sunday, from a prior 7:00am.
- The licence fee will be increased from £350 per week to £400 per week which equates to circa £13,600 from a previous offer of £11,900.
- The licence includes over-run clause 1.5.2 that covers an increased weekly rate if an extension to occupation is needed. The company has agreed that the fee will increase to £450 per week from £400.

Network Rail has not agreed to providing the specific dates that weekend night-time working will be required and has suggested that this could potentially be 2 weekends every month. Network Rail sends out notification to all local residents at least 2 weeks prior to any works. The company has highlighted that in the event of no agreement being reached with the Town Council over the use of the land at Grasmere Road, the works on the railway would take place and local residents would potentially have some disturbance. There is ongoing negotiation and Officers will provide an update at the Council meeting.

Recommendation:

For Members to consider this report and accept the proposed increased licence offer of circa £13,600 and associated amendments.

Karim Hosseini
Head of Governance & Strategic Partnerships

Rob Youngs
Finance Manager

BIGGLESWADE TOWN COUNCIL
Town Council Meeting 22nd August 2023
Football Pitches Report

Implications of Recommendations

Corporate Strategy: Community: A Town to be Proud Of: Work closely with the voluntary, community, faith and social enterprise sectors to build a strong community.

Finance: The proposal would increase football pitches bookings and revenue on a seasonal basis from September 2023 based on anticipated demand levels.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background:

Officers in recent months have been in discussion with local football teams about the inadequate current provision of smaller pitches for a growing youth team demand. The perceived shortage of pitch space is based on anticipated increases in demand due to an increasing number of youth teams in the town which require smaller pitches.

The requests had centered on boosting pitch numbers at Eagle Farm Road, although Officers took the operational decision to decline this due to both a lack of available space in that location and consideration for residents. The single large Stratton Way football pitch has since been in focus to turn into two smaller pitches. The Public Realm will shortly mark out the lines for the single pitch there in time for the new season.

Summary:

Officers consider there is an opportunity to create two smaller pitches (7 a side) from the existing single large pitch at Stratton Way ground to accommodate the growing youth teams' numbers and expected bookings. This is both operationally achievable and indeed desirable from a financial perspective. The Town Council will retain two full-sized pitches at the Lakes Ground for the town, after the proposed conversion work has been completed.

The annual fee for the large pitch is £11.38 per session. The effect of moving to 2 small pitches would increase the expected financial income by circa £400, if one team took up this change. The assumption is that other teams would follow, based on the correspondence which includes interest from other parties. Further take-up would at least double the anticipated gain.

Recommendations:

For Members to note this report and enable

- Officers to positively respond to two local football clubs' requests.
- The Public Realm team to carry out the required work to create two smaller pitches out of the single pitch at Stratton Way.

Jonathan Woolley
Public Realm Manager

Karim Hosseini
Head of Governance & Strategic Partnerships

BIGGLESWADE TOWN COUNCIL
Town Council
22nd August 2023
Drove Road Chapel Update

Implications of Recommendations:

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

Finance: Funded from the Public Works Loan Board (PWLb) and Ward Councillor Grant.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Officers previously gave an update on 27th July 2023 and all recommendations were agreed. This included deferring a decision to draw down an indicative £10,000 for boundary wall repairs until Officers were able to meet with the external project manager and sub-contractor to determine the best long-term solution.

Summary

There are two options to proceed as set out below:

Option 1 – Take down and clear away defective boundary wall (£5,598)

- Erect temporary hoarding to garden of property number 15 (approximately 10m in length).
- Hire and erect six fence panels to cemetery side of the wall.
- Remove defective section of boundary wall to ground level, clean and set aside bricks for reuse.
- Clear away all debris (approximately 10m in length worth).
- Dismantle and clear away temporary hoarding and fence panels.

Option 2 – Take down and rebuild defective boundary wall (£17,450)

- Erect temporary hoarding to garden of property number 15 (approximately 10m in length).
- Excavate for new foundation trench and clear away debris.
- Supply and lay new 450mm by 600mm by 10m concrete foundation.
- Rebuild wall to match existing, reusing salvaged bricks and new closely matched bricks.
- Dismantle and clear away temporary hoarding and fence panels.

When rebuilding parts of a wall as opposed to an entire length, it can weaken the adjacent sections, which the supplier cannot be held liable for. As part of the quote from the sub-contractor, they have stressed that no allowances have been made for pruning work required.

Officers recommend that the external project manager be instructed to proceed with option 2 to ensure the boundary wall is repaired to be in keeping with the remainder of the cemetery. This would be funded by year one PWLB underspend of £155,304, bringing the balance to £137,854.

Separately, the external project manager has asked that they are given the discretion to transfer relatively small sums between specification items when necessary. The sub-contractors cannot wait weeks for a report to go to Council for a decision, hence the request. It may be that the cost of materials with respect to one item increases, whilst the cost of materials for another decreases. By providing the external project manager with this discretion for these minor decisions, it will improve the efficiency of the project.

Recommendations

For Members to agree that:

- Officers instruct the external project manager to proceed with option two of rebuilding the defective boundary wall at a cost of £17,450, sourced from the PWLB budget of £155,304.
- Discretion of up to £5,000 is provided to the external project manager to manage spend related to the agreed specification items for phase two.

Isaac Lord
Place Shaping Manager

BIGGLESWADE TOWN COUNCIL **Town Council 22nd August 2023** **Car Parks Repairs - Potholes**

Implications of Recommendations:

Corporate Strategy: ASPIRATIONS: ECONOMY: Improve the management of the car parks, including modernising payment options, and exploit opportunities to secure additional parking.

Finance: £3,800 virement requested from Market Square Rates.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Reduces risk of tripping and damage to vehicles.

Background

Potholes have deteriorated significantly in the White Hart and Dan Albane car parks, and as part of the Capital Asset Working Group (CAWG) meetings, have been discussed in recent weeks. It has been recommended by CAWG on 10th August 2023 that Officers should present a report to Members at this meeting.

Summary

Officers have obtained seven quotes for the car park pothole repairs as shown in Figure 1. Linkway Surfacing and FRS Surfacing quotes assume that the work is agreed for both sites. Quotes submitted by other suppliers consider each car park independently.

Figure 1. Pothole Repair Quotes

Company	White Hart Cost	Dan Albane Cost	Total Cost
City Surfacing Ltd	£2,380	£3,760	£6,140
CCL Surfacing	£1,500	£2,500	£4,000
LSL Surfacing	£1,500	£2,500	£4,000
Linkway Surfacing		£3,800	£3,800
FRS Surfacing		£2,500	£2,500
Bestco	£1,586	£2,858	£4,444
Landmark Road Lining	£2,438	£2,200	£4,638

Officers are recommending to proceed with Linkway Surfacing using the current underspend of £3,928 within the Market Square Rates cost line. This is the most cost-effective solution with the best reviews that is within budget.

Within the Dan Albane lease it clearly states that the Council is responsible for maintenance, 'The Tenant must keep part of the Property used as a car park adequately surfaced for such use and the picnic area likewise mown for use as such and in both areas a good and tidy condition and free of all rubbish and weeds and the fences walls and gates including the height restriction bar across the entrance to the Property maintained in each case and in no worse state of repair and condition as shall appertain as the date hereof as evidenced by a Schedule of Condition initialled by or on behalf of the parties hereto a copy of which is annexed to this lease.'

Pictures of the potholes have been uploaded to SharePoint for Members' reference.

Recommendations

For Members to agree to the quote submitted by Linkway Surfacing to repair potholes at White Hart and Dan Albane car parks for £3,800, using a virement from Market Square Rates.

Isaac Lord
Place Shaping Manager

OUTCOME OF CBC DETERMINED PLANNING					
Address	Application No.	Committee date	BTC Decision 2020-2023	Description	Central Beds Outcome/DATE
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	1) This consent is limited to a period of five years from the date of this decision. Reason: To comply with Regulation 14 of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007. 2) No advertisement is to be displayed without the permission of the owner of the site or any other person with an interest in the site entitled to grant permission. 3) No advertisement shall be sited or displayed so as to - endanger persons using any highway, railway, waterway, dock, harbour or aerodrome (civil or military); obscure, or hinder the ready interpretation of, any traffic sign, railway signal or aid to navigation by water or air; or c. hinder the operation of any device used for the purpose of security or surveillance or formeasuring the speed of any vehicle. 4) Any advertisement displayed, and any site used for the display of advertisements, shall be maintained in a condition that does not impair the visual amenity of the site. (continued below)
					5) Any structure or hoarding erected or used principally for the purpose of displaying advertisements shall be maintained in a condition that does not endanger the public. 6) Where any advertisement is required under these Regulations to be removed, the site shall be left in a condition that does not endanger the public or impair visual amenity. Reason: Conditions 2-6: To comply with the provisions of Schedule 2 (Regulation 2 (1) of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007. 7) All works shown on plan numbers: CBC01, Project J28216 Rev #0 Rev 1 (Pages 1,2,3,8 & 9) shall be fully carried out within six months of the date of this permission. Reason: To identify the approved plan/s to avoid doubt, as the application has been made in part retrospectively to ensure the approved works are undertaken.
Havelock Road, 36, Biggleswade, SG18 0DH	23/02044/FULL	25/07/2023	The Council OBJECTS to this planning application based on the following points of: •Overdevelopment. •Adverse impact on the street scene. •Lack of parking for visitors in an area that already suffers from congested and dangerous parking"	New build two storey detached dwelling with dedicated off-road parking.	Full Application Refused.

Home Farm House, Dunton Lane, Biggleswade, SG18 8QU	23/01989/FULL	11/07/2023	The Town Council OBJECTS to this application on the grounds that: <ul style="list-style-type: none">•It is a development outside of the Green Wheel.•Entrance and exit to the site is on a blind corner and close to a roundabout and therefore unsafe.•It will add to the congestion in accessing the A1 and will lead to a potentially dangerous right of way issue.•It is deemed as overdevelopment.	Erection of 9 new dwelling houses following the demolition of the existing dwelling house and all associated outbuildings.	Awaiting Outcome
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 South of Potton Road, Biggleswade	23/02014/SECM		The Town Council OBJECTS to this application on the grounds that: <ul style="list-style-type: none">•There is insufficient background information,•There is not enough information regarding the outcome on crime and other activities if the mounds are removed,•The CCTV implications for this area are unknown.	Modification of Section 106 Agreement attached to planning permission MB/05/01477/OUT Residential development (all matters reserved except means of access) This application seeks to remove the CCTV contribution.	Awaiting Outcome
Unit P, A1 London Retail Park, London Road, Biggleswade, SG18 8NE	23/01105/FULL	08/08/2023	Members OBJECT to this planning application on the grounds that: <ul style="list-style-type: none">• There will be a loss of parking spaces.• There is potential risk to public safety due to the transporters loading and unloading within the main car park deliveries for all other businesses on the retail park take place in designated loading areas away from the public.	Stationing of a pod to the car park (for We Buy Any Car) retrospective.	Awaiting Outcome
Unit P, A1 London Retail Park, London Road, Biggleswade, SG18 8NE	23/01106/ADV	08/08/23	Members OBJECT to this planning application on the grounds that: <ul style="list-style-type: none">• There will be a loss of parking spaces.• There is potential risk to public safety due to the transporters loading and unloading within the main car park deliveries for all other businesses on the retail park take place in designated loading areas away from the public.	Advertisement: Fascia signage consisting of various vinyl signs (Retrospective).	Awaiting Outcome

Woodlands, 11 & 12, Dunton Lane, Biggleswade, Bedfordshire, SG18 8QU	22/04516/REG3	25/07/2023	<p>The Town Council wished to reiterate their former objection as set out previously following Council meetings on 10/01/23 and 14/02/23.</p> <p>The Town Council OBJECTS to some aspects of the proposed development.</p> <p>The application calls for a 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 which should be stationed further away from the road and that is not the case with this proposal.</p> <p>The Town Council has objected previously and on this occasion on the grounds of noise pollution from the road. Permanent pitches stationed near the road will obviously make the noise pollution situation worse.</p> <p>The Town Council also objects on the grounds that currently visitors temporarily use the transit pitches; once these are made permanent there will be no provision for temporary visitors.</p>	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 Outcome
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BIGGLESWADE TOWN COUNCIL
Town Council 22nd August 2023
Barclays Update

Implications of Recommendations:

Corporate Strategy: ASPIRATIONS: ECONOMY: Support businesses and other initiatives designed to enhance the Market Square and the town centre offer, providing a wide range of amenities for residents and visitors.

Finance: £40 income.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Members will be aware that Barclays is closing their Biggleswade branch on Friday 18th August, and that going forwards they will be using the Biggleswade Library to base their personal banker intermittently.

Summary

Officers were contacted by the Branch Manager to understand whether there were any appropriate places in the Market Square to temporarily house their mobile van as attached in Appendix A. This is so they are able to continue providing their personal banking service in the interim period whilst their new location is prepared.

Officers have reviewed the charges that Central Bedfordshire Council would have imposed on Barclays had they applied for on-street parking and have charged them the same. This is a rate of £40 for six days' worth of parking. This agreement will have the minor impact of taking up 2-3 spaces at the White Hart car park each Friday for six weeks from 18th August.

Recommendations

For Members to note the report.

Isaac Lord
Place Shaping Manager

Appendix A: Barclays Van

Appendix A: Barclays Van



