



Ref: Agenda/Council – 12/03/2024

7th March 2024

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 12th March 2024** 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

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk.

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_cbWMvvPrQZOGBjqwvk-BFw

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

a. Land North Update

Mr Paul Belton & Guests from Carter Jonas.

6. MEMBERS' QUESTIONS

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. For Members to receive the minutes of the Town Council Meeting held on **Tuesday 13th February 2024** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. For Members to receive the minutes of the Town Centre Management Committee meeting held on **Tuesday 20th February 2024** 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 13th February 2024**.
- b. Minutes of the Town Centre Management Committee meeting held on **Tuesday 20th February 2024**.

9. ITEMS FOR CONSIDERATION

a. Clear Pavement Policy E-Petition

For Members to receive and consider a motion from Cllr Skilton. The motion states:

"This Council resolves to formally express its support for the Clear Pavement Policy e-petition currently under consideration by Central Bedfordshire Council. The adoption of this policy is crucial for ensuring safe and accessible pavements for all residents, particularly those with mobility challenges, wheelchair and mobility scooter users, parents with pushchairs, blind and partially sighted people. We recognize the significance of this initiative in promoting a more inclusive and barrier-free community. This council also commits to using our social media platforms and other communication channels to share the link for the e-petition and to actively encourage our residents to sign the petition, reinforcing our collective commitment to enhancing the quality of life within our community for all residents."

b. Brunel Drive Play Area

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

c. Kitelands Project Update

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

d. Fleet Replacement Update Report

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

e. **General Insurance Policy Renewal 24/25 Report**

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

f. **Jubilee Garden Tiny Forest Path & Gateway Report**

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

g. **Bus Stop Outside Jordan's Mill**

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

h. **Car Parking Update**

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

i. **Meetings Schedule Update Report**

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

j. **Management of Biggleswade Common**

To consider the attached report and recommendation from Cllr. M. Russell.

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/24/00125/FULL - 22 Holme Court Avenue, Biggleswade, SG18 8PF**

CBC have received amendments in respect of the above property: Plan No: 1177 (car parking plan), 1177 SPLP and 2 x 1177-4 PE.

Previously on the Council agenda on Tuesday 13th February 2024. Members resolved that:

The Town Council OBJECTS to this application on the grounds of the following:

- Impact on the appearance of the area.
- Design, appearance, layout, and materials.
- Over-development due to the height of the building.

The Town Council also asks that Officers check with the planning regulations for the height of the building.

- b. **CB/24/00106/FULL - 198 London Road, Biggleswade, SG18 8PJ**
- Alterations to existing detached garage including raising of roof level, and installation of rooflights.
- c. **CB/23/03251/ADV - Unit 2, Symmetry Park, Gold Road, Biggleswade, SG18 8UZ**
- Advertisement: Two high non-illuminated printed signs on north and west facing elevations.
- d. **CB/24/00299/FULL - 12 Kayser Court, Biggleswade, SG18 8BG**
- Erection of a two-storey side extension with rooflight in loft space.
- e. **CB/24/00472/FULL - 26 Ivel Gardens, Biggleswade, SG18 0AN**
- Erection of part single and part two storey extension.
- f. **CB/24/00371/VOC - Willow Foundation, 41 High Street, Biggleswade, SG18 0JH**
- Variation of condition 2 of planning permission CB/23/02696/FULL (Erection of outbuilding (retrospective)). Variation sought to allow the temporary consent expiry date to be extended until 31.01.2033 (9 years).
- g. **CB/24/00436/FULL - Unit F1, Stratton Business Park, London Road, Biggleswade, SG18 8QB**
- Installation of six rapid electric vehicle charging stations to six existing parking spaces and ancillary equipment.
- h. **CB/24/00357/LB – 95B High Street, Biggleswade, SG18 0LA**
- Listed Building: Replacement of stairwell window with a hardwood, made-to-measure frame.
- i. **CB/24/00395/REG3 - St Andrews Lower School, Brunts Lane, Biggleswade, SG18 0LY**
- Erection of 4no. modular classrooms, over two levels. Increase staff parking by 4 no. spaces. Installation of a MUGA. Replace existing window with an entrance door and side light to nursery.
- j. **CB/24/00413/REG3 - St Andrews Lower School, Bantock Way, Biggleswade, SG18 8UQ**
- Installation of 2 temporary modular classrooms, extend covered walkway for access and create a temporary hard standing car park.
- k. **CB/TCA/24/00061 - Ivel House, Mill Lane, Biggleswade, SG18 8AZ**
- Works to a tree within a Conservation Area: Prune back from building by 1m to Yew Tree (coloured blue and red).
- l. **CB/TRE/24/00111 - 11 Wharf Mews, Biggleswade, SG18 0AW**
- Works to a tree protected by a Tree Preservation Order: Yew Tree 3.5m reduction, Ash tree reduction up to a 3.5m, Sycamore tree reduction to an and up to a 3.5m and the removal of deadwood, these works are set to be completed as part of maintenance to keep the trees healthy as well as promoting new growth.

- m. **CB/TCA/24/00098 - White Hart Public House, 23-24 Market Square, Biggleswade, SG18 8AS**

Works to trees within a Conservation Area: Fell and remove 1 x Horse Chestnut - the tree is full of canker and in a declining condition.

11. PLANNING APPLICATION OUTCOMES

- a. A report of the Planning Application Outcomes (by exception applications only) as of Tuesday 5th March 2024.

12. ACCOUNTS

- a. **Financial Administration**

The February accounts closed down on Wednesday 6th March. February position statements and a projected outturn for 2023/2024 will be presented to Council on 9th April.

13. ITEMS FOR INFORMATION

- a. **Proposed Temporary Road Closure – Crab Lane/ Chestnut Avenue, Biggleswade**

For Members to receive the correspondence from Central Bedfordshire Council.

- b. **Proposed Temporary Road Closure – Bonds Lane, Biggleswade**

For Members to receive the correspondence from Central Bedfordshire Council.

- c. **Proposed Temporary Bridleway Closure – Bridleway No. 58**

For Members to receive the correspondence from Central Bedfordshire Council.

- d. **Proposed Temporary Road Closure – Dunton Lane, Biggleswade**

For Members to receive the correspondence from Central Bedfordshire Council.

- e. **A00433 Station Road, Biggleswade - Waiting Restrictions**

For Members to receive the correspondence from Central Bedfordshire Council.

- f. **A New Local Plan**

For Members to note CBC's intention to produce a new Local Plan and to note progress and timescales. See attached report from Cllr. M. Russell.

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_cbWMvvPrQZOGBjqwvk-BFw

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. (BRCC Service Level Agreement (SLA))
- b. (Kings Reach Update)

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



MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING
HELD ON TUESDAY 13th FEBRUARY 2024
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 J Jones
Cllr M North
Cllr S Patel
Cllr A Skilton
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 I Campbell – Community Development Manager
Ms F Gumush – Meetings Administrator

Members of the Public – 2 (1 online).

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

a. Cllr M Russell, Cllr S Sajid.

b. REMOTE ATTENDANCE

Cllr P Guilcher.

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item:

None.

b. Non-Pecuniary interests in any agenda item:

Cllr Strachan for Item 9f.

3. **TOWN MAYOR'S ANNOUNCEMENTS**

- a. None.

4. **PUBLIC OPEN SESSION**

Ward Councillor, Grant Fage

Cllr Fage commenting on Item 9h, Street Trading Application, noted that the location on the application for this vendor looked to be on a roundabout, which he added is inappropriate. He also questioned the quality of this application and hoped Council would take a closer look at it and draw their own conclusions.

5. **INVITED SPEAKER**

None.

6. **MEMBERS' QUESTIONS**

Cllr Jones explained that a member of public who contacted her recently, informed her that on a recent walk to see the new level crossing at Lindsell's bridge, they had to walk by the railway as the new path was not yet opened. She added however that there were major trip hazards there as a lot of plastic ties were strewn along the pathway, some of which was coming out of the ground. Cllr Jones requested that Officers raise the issue with Central Bedfordshire Council and also inquire as to how long it would be before the new path was opened as walking along the train track was not ideal.

Cllr Jones noted that the announcement of the cancellation of the Biggleswade Community Carnival this year was sad and wondered if the Council could support the fundraising that would be lost from not having this event this year.

Cllr Patel responded that they hoped there would be more onus on the annual Duck Race this year, making it a bigger event than usual.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. P10 Item 10d. Cllr Barrett indicated that the word 'path' should be included for the sentence to read 'provide a swept path plan'.

Subject to these amendments the Minutes were **APPROVED** as an accurate record of the Town Council Meeting held on Tuesday 23rd January 2024.

8. **MATTERS ARISING**

P8 Matter Arising. Cllr Knight asked if there had been any response to the issue relating to the Jerk Hub application, to which the Town Clerk responded that Officers were still awaiting a response, and this was being followed closely.

9. **ITEMS FOR CONSIDERATION**

- a. **Grants Policy Update**

The Town Clerk & Chief Executive presented the report and indicated that the report followed on from the Council connected to precept. He added that it included minor changes which would

enable second tranche grant applicants to be paid in the present financial year, rather than the next financial year.

Members **RESOLVED** to accept the recommendation changing the deadline date of the second tranche to 28th February and to approve the associated changes to the Grants Policy.

b. **Update to Financial Regulations**

The Town Clerk & Chief Executive presented the report and indicated that following on from the F&GP Committee Meeting, it was agreed that a second credit card was issued as a back-up to the Town Clerk's card. He added that this would need a slight adjustment to the Financial Regulations to reflect the change.

Members indicated that there was a typo on P6 of the Regulation under article 4.1 which should read £15,000 - £30,000 not £15,00.

Members **RESOLVED** to **ACCEPT** the recommendation to agree changes detailed in Figure 1 of the report.

c. **Jubilee Recreation Ground Report**

Members discussed the report presented by the Head of Governance & Strategic Partnerships. The report had previously been presented at the recent Public Lands and Open Spaces Committee meeting; however, a Town Council resolution was necessary to take the project further.

Members agreed that as a concept the project was good, with points including:

- Opening of the fencing could affect the residents in the area as there are homes overlooking the grounds.
- Extending of the path to the east may be a better option as families use the area in the north for picnics and playing football.
- If trees are going to be planted; using the land south would be better as it would leave the flatter area in the north for families.
- Due to the history of the land as a former landfill, it may not be suitable for tree planting.
- The agreement would need to be looked over by a specialist solicitor.
- Residents in the area should be consulted on what the project will involve.

Following much discussion, Members **RESOLVED** the following:

- In relation to the trees, Officers continue negotiations on the exact location of the trees and the contract and have authority to proceed with that as required. This is subject to inviting Earthwatch to deliver the project as suggested subject to the legal agreement being satisfactory.
- Upon the successful conclusion of the negotiations and agreement with Earthwatch and the final location of the trees, new proposals are drawn up for the location of a path; consultation is held with the local residents and the item is brought back to Council or PLOS once the process is complete.
- To remove a 2.5m section of the fence to the north of the site irrespective of the tiny forest and the path.

d. **Kitelands and Brunel Report**

The Head of Governance & Strategic Partnerships presented the report. He explained that the play area items for Kitelands had been delivered to the Public Realm depot and were currently being built by the installers there.

The Head of Governance & Strategic Partnerships indicated that the installers would be arriving at the Kitelands site to start the installation work by the beginning of March, and they anticipated that the work would not take more than four weeks to complete. He added that Tritax Symmetry had been invited to a site visit.

With regards to the Brunel Play Area, the Head of Governance & Strategic Partnerships noted that ahead of the Council meeting, Officers had received positive communications from the Department for Levelling Up and Housing to say that the application for Public Works Loan Board funding (PWLB) had been successful for this project.

The Head of Governance & Strategic Partnerships indicated that whilst waiting for the application to come through, the price of equipment for this play area had increased. Therefore, a new report, outlining the additional expenditure, would come back to a Town Council meeting for discussion.

Members **RESOLVED** to **NOTE** the report and the progress on Kitelands.

Members also **RESOLVED** to **ACCEPT** that Officers will provide a revised costings report regarding the Brunel Drive Play Area equipment, to a Town Council meeting.

e. **Linear Wood & Saxon Gate Pocket Park Report**

The Town Clerk & Chief Executive explained that a condition survey was carried out on this area which helped with the negotiations and highlighted any issues with Central Bedfordshire Council. He indicated that if the Council decided to take over these two areas, they would have to be in a very good condition prior to that decision.

Members **RESOLVED** to **NOTE** this report and agreed for the item to be brought back to the next Town Council meeting.

f. **Land North Access Arrangements**

Members discussed the correspondence from Carter Jonas and welcomed the invitation to meet with Council Members.

Members determined that the preference would be for any meeting to be in the public domain. They also indicated that if the organisation could share some documentation ahead of the meeting, it would help aid discussion.

Members **RESOLVED** that Officers consult with and invite Carter Jonas to a future Town Council meeting.

g. **Pre-Consult BIGG Green Wheel (Saxon Close & Baden Powell Way)**

Members discussed the correspondence from CBC which looked at the stopping up and diversion of parts of the Biggleswade public footpaths and the creation of a footpath and bridleway.

Members **NOTED** the correspondence and welcomed the introduction of a new footpath and acknowledged the work to be carried out.

h. **Street Trading Application: Ref 33452**

Members discussed the application for a new street trader.

Members **RESOLVED** to **OBJECT** to this planning application on the grounds of safety as the proposed trading location on the highway is unsafe. Additionally, the application was considered to be not of good quality in terms of submitted detail.

10. **PLANNING APPLICATIONS**

a. **CB/TCA/24/00038 - 1- 36 Claremont Court, Rose Lane, Biggleswade**

Works To Trees In A Conservation Area: Re-Pollard two Lime Trees and up to 30% Reduction to one additional Lime Tree, maintenance to uphold appearance.

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

b. **CB/24/00125/FULL - 22 Holme Court Avenue, Biggleswade, SG18 8PF**

Two storey front and side extensions.

The Town Council **OBJECTS** to this application on the grounds of the following:

- Impact on the appearance of the area.
- Design, appearance, layout and materials.
- Overdevelopment due to the height of the building.

The Town Council also asks that Officers check with the planning regulations for the height of the building.

c. **CB/24/00232/FULL - 29 Binder Place, Biggleswade, SG18 0RU**

Creation of a loft conversion with front and rear dormers. Erection of a two-storey side extension.

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

11. **PLANNING APPLICATION OUTCOMES**

This report was **NOTED**.

12. **ACCOUNTS**

a. **Financial Administration**

Members **RESOLVED** to note the Management Accounts report as attached in the agenda pack.

In addition, the usual financial documentation is available on the Council website.

13. ITEMS FOR INFORMATION

a. CBC Traffic Management Meeting

Members **NOTED** the action items arising from the CBC Traffic Management Meeting.

b. The Red Lion, 1 London Road, Biggleswade, SG18 8ED

Members welcomed the decision of the Planning Appeals with regards to the appeal brought in by the Red Lion.

Cllr Knight thanked Cllr Thomas for attending the appeals hearings and making a valuable contribution at the hearing.

Members **RESOLVED** that Officers write to Central Bedfordshire Enforcement and ask that they ensure that the building is restored to its original state prior to any of the work on the building had been carried out.

14. PUBLIC OPEN SESSION

No one from the public wished to speak.

15. EXEMPT

a. Market Square & Wider Town Centre Vision Report

Members discussed the report and **NOTED** the recommendations put forward by Officers.

Members **RESOLVED** that Officers continue to work with Members to establish a way forward with a target date of 31st March 2024 prior to formal engagement with Ward Councillors once this has been agreed.

b. Kings Reach Football Pitches Report

Members discussed the report by Officers and **RESOLVED** that Officers engage with the Consortium to get a data pack connected to all of the football pitches on the Kings Reach Estate before wider negotiations are carried out.

c. Football and Cricket Proposal Report

Members **NOTED** the report and agreed to all the actions proposed by Officers.

The Mayor closed the meeting at **9.15pm**.



**MINUTES OF THE BIGGLESWADE TOWN CENTRE MANAGEMENT
COMMITTEE MEETING HELD ON TUESDAY 20th FEBRUARY 2024
AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL**

PRESENT:

Cllr. J. Woodhead (Chairman)
Cllr. S. Patel (Deputy Chairman)
Cllr. I. Agnew
Cllr. M. Foster (ex-officio voting Member)
Cllr. M. Knight (ex-officio voting Member)
Cllr. A. Skilton
Cllr. D. Strachan

Mr P Tarrant – Town Clerk & Chief Executive
Mr I Campbell – Community Development Manager
Ms F Gumush – Communications & Events officer
Ms K Chambers – Committee Clerk

Members of the Public – 2

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. C. Thomas, Cllr. D. Albone, Cllr. P. Guilcher.

NO APOLOGIES FOR ABSENCE

None.

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item:

None.

b. Non-Pecuniary interests in any agenda item:

Cllr. Woodhead and Cllr Foster for Item 12b (Rose Lane Car Park St Andrews School Report).

3. **CHAIRMAN'S ANNOUNCEMENTS**

a. **Poundland at the A1 Retail Park**

Cllr. Woodhead highlighted to the group that there are plans for another Poundland to be opened at the Biggleswade A1 Retail Park. Residents have voiced concerns about the one in the market square closing as a result. Cllr. Woodhead has reached out formally to the business and has received no response yet, but reassurances have been provided that this unit will remain open.

b. **Suspected Arson at Abbots Walk**

Cllr. Woodhead has also been in touch with Boddy & Edwards, the managing agents for Abbots Walk, due to a couple of suspected arson attacks. The agents want to do some refurbishment work, which should be considered as part of the bigger town centre vision. The Community Development Manager and the Head of Governance & Strategic Partnerships have been to view the site.

4. **PUBLIC OPEN SESSION**

No one from the public wished to speak.

5. **INVITED SPEAKER**

None.

6. **MEMBERS' QUESTIONS**

Cllr. Skilton noted that there is a campaign by Age UK to prevent digital exclusion of certain demographics. There are cards available in their shop with free postage and this will put residents' names onto their petition. These cards are also available at Biggleswade library.

Cllr. Skilton also indicated that Item 12b relating to Rose Lane Car Park may not be suitable for the exempt section and proposed for the item to be moved into the public session.

Cllr. Strachan asked that, should this be put to a vote, could the reasoning for Item 12b being in the exempt session be shared with the group.

The Chairman and Town Clerk & Chief Executive responded that there were two reasons for this decision:

- The commercial aspects connected to item 12b and
- The confidentiality and relations to stakeholders.

Members **RESOLVED** to keep Item 12b as exempt.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

a. P7 Item 5 – phrasing. 5km cannot be classed as a marathon.

b. P7 Item 8 1st paragraph – missing text. Line should read 'The Place Shaping Manager', not 'Place Shaping'.

Subject to these amendments the Minutes were **APPROVED** as an accurate record of the Town Centre Management Committee meeting held on Tuesday 17th October 2024.

8. **MATTERS ARISING**

P7 Item 8 – Cllr. Strachan asked if any further developments have been made relating to the bus interchange.

The Community Development Manager responded that Highways are unlikely to allow the move of bus stops to the High Street for the foreseeable future. Buses will continue to turn and drop passengers off near Century House, despite the new interchange. The Chairman indicated that a further update and timelines could be useful from Central Bedfordshire Council (CBC) surrounding this.

P8/9 Item 9d – Cllr. Strachan highlighted that the minutes indicated that Bigg Eats would be discussed at this session relating to a third-party agreement being presented. However, this is not on the agenda.

The Community Development Manager responded that he and the Head of Governance & Strategic Partnerships have sent a draft contract to Bigg Eats and were awaiting to hear back. This will come to a Town Council meeting for discussion.

9. **ITEMS FOR CONSIDERATION**

a. **D-Day Anniversary Event**

The Community Development Manager presented the report. He indicated that the intention of the event should be to link the significance of the event to the local community.

It was also highlighted that this event might require the purchasing of wreath stands as there are concerns that these might blow away in adverse weather.

Permission has been sought and granted for the Shuttleworth Collection to bring D-Day era vehicles to the town centre, with the hope to keep them there until after 3pm to allow school-children to view them.

Members **RESOLVED** to accept the recommendations that:

- BTC work in partnership with the Royal British Legion and the Shuttleworth collection.
- BTC provide help and support in arranging and organising the 80th Commemoration of D-Day in line with the experience of previously well-run annual events organised by the Biggleswade Branch of the Royal British Legion.

b. **Benches and Memorial Plaques Waiting List**

The Community Development Manager commented that the decision has been made to have one model of bench, either in black or green dependent on its location, as is written in the policy presented.

Members noted that it is important to consider the addition of new benches within the town centre, as this area has little space due to those pre-existing. The latter are considered in keeping to the town and therefore the new benches should be placed in new areas.

Members pointed out that there is the possibility to change the named locations listed in the report, as there are a variety of places that could be benefitted by the installation of benches.

Members **RESOLVED** to adopt a revised policy which is inclusive of areas owned and managed

by BTC. The benches will vary in colour dependent on the setting they are placed.

10. **ITEMS FOR INFORMATION**

a. **UKSPF Update Report**

The Community Development Manager presented an overview of the report, highlighting plans to repave the town space, install digital signs, and update the toilets in Century House.

The Town Clerk & Chief Executive noted that they are awaiting financial information from CBC and therefore this is a continuing work in progress that will come back to Council once details have been solidified.

Members raised various questions relating to points within the report, highlighting the options available in terms of signage and the benefits that these might have. Digitalisation was considered but it was highlighted that this would require a variety of extra resources that would incur further cost.

Members also noted that the responsibility of the market square belongs to CBC, allowing them to organise the repairs. Comments were made that funds might be available to restore the pavement within BTC.

Members **RESOLVED** to **NOTE** the report and bring this back to Council once further information has been provided.

b. **Electrical Infrastructure Market Square**

The Community Development Manager noted that discussions between BTC and CBC Officers were held about the management of the square. Information has been received informally that CBC Officers will be coming to look at the market square in the next fortnight.

Members noted that this issue was discussed at Town Council on 27th June 2023 (Item 11f) and preferably these ideas would be adhered to by CBC in their works.

Members **RESOLVED** to **NOTE** the report and asked that the Town Clerk & Chief Executive write formally to the Chief Executive of CBC and express concern about the electrical installations on the market square.

c. **5KM Run**

The Town Clerk & Chief Executive noted that the Safety Advisory Group will be consulted and may disagree with the first route. Other routes will have to be considered if this is the case.

Members **RESOLVED** to **ACCEPT** the officer's recommendation:

- Officers recommend support for this venture and will collaborate with the event organisers, Jones' Fitness, while support the CBC SAG process to ensure a safe, legal, and fun event.
- Officers have submitted the full documentation pack to the Safety Advisory Group (SAG) and are awaiting their report.

d. **Biggleswade Shopwatch**

The Community Development Manager indicated that he has been invited to Shopwatch meetings and will be attending on 26th February 2024.

Members noted the importance of linking BTC CCTV into this programme so that it can be requested where necessary.

Members asked if there had been updates to CCTV since it being mentioned at a previous meeting. The Town Clerk & Chief Executive indicated that he would look into this and provide an update.

Members **NOTED** the report.

11. **PUBLIC OPEN SESSION**

No one from the public wished to speak.

12. **EXEMPT**

a. **Car Parking Electric Vehicle Charging Tender Evaluation**

Members recognised that in order for EV Chargers to benefit the local community, they need to be affordable and accessible to a majority of electric vehicles.

Members **AGREED** to pause the idea of EV Chargers for the foreseeable future.

b. **Rose Lane Car Park St Andrews School Report**

Members reviewed the report.

It was **RESOLVED** that a formal agreement will be written in regard to car parking for the construction period.

Members **RESOLVED** that there was a need to purchase parking permits.

The Chairman closed the meeting at **9:00pm**.

BIGGLESWADE TOWN COUNCIL
Town Council 12th March 2024
Play Areas Project - Brunel Drive Update Report

Town Council 12/03/2024
Items for Consideration
Item 9b - Play Areas Project - Brunel

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: An indicative £44,994 of Public Works Loan Board funding (PWLB) could be sourced for this project in 2024. The balance of £3,376 could be sourced from the General Reserves.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

In 2021, Officers reported on the poor condition and offer of the Brunel Drive play equipment noting that it remained safe. The Brunel Drive play area condition was discussed at both the PLOS Committee on the 31st January 2023, and several Town Council meetings during 2023. Officers conducted an expression of interest exercise on the Crown Commercial Services (CCS) Government platform which ended on the 30th September 2023. In mid-January, the Debt Management Office (DMO) approved the Town Council's PWLB application of £44,994 and funds will shortly be in the Town Council's account.

Summary

The DMO approval was well beyond the normal 12-week DMO approval process. Officers were notified in mid-December 2023 that the equipment supplier was significantly increasing its price list by 9.5% to align with the 2023 high price inflation level. Officers negotiated a moratorium in indexation as the contracts had been based on the original specification. The supplier via the installer agreed to hold the prices at their pre-agreed original level in late December and January. In early February 2024, Officers were advised that the moratorium could no longer hold due to the passing of time and new prices would apply in March 2024. The newly quoted price is held for March 2024 only.

Fig. 1 Project Pricing (maintaining existing spec, £ excluding VAT)

Description	PWLB	Original	New (9.5% uplift)	Variance (+/-)
Project costs totals	44,994	44,994	48,370	-3,376

Officers note that they had in mid-2023 negotiated a significant discount over the originally forecast project cost of £49,233, equating to notional £4,239 at the time.

This report contains three key decisions.

1. The Town Council should sign the agreement and place an order for equipment. Delivery would be in early July 2024 with installation soon after and an official opening in September.
2. As two viable quotes were received and evaluated, the Town Council should consider suspending financial regulations (sourcing three viable quotes) to progress this project.
3. The Town Council should, after considering this project in the round of other PWLB projects, use the PWLB allocation of £44,994 for Brunel drive, and additionally draw down £3,376 from the Town Council's general reserves.

Recommendations

That Members consider this report and agree on key decision one, two and three.

Harry Henderson
Public Realm Manager

Karim Hosseini
Head of Governance & Strategic Partnerships

BIGGLESWADE TOWN COUNCIL
Town Council 12th March 2024
Kitelands Project Update 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: There may be some unquantified additional project costs due to delays. Up to £700 of cat scan site costs could come from the Town Council's 2024-25 budget.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

The Kitelands to date has been progressing well. A legally cleared agreement covering phase one was signed in late 2023 and funding from Tritax Symmetry is in the Town Council's account.

Summary

On Monday 4th March, the installer attended the site and at location one marked on appendix A, completely removed the old climbing frame play equipment as part of phase one. The ground was made good, grass seeded, and Cat scan cleared.

Had the installer completed an entire site inspection covering health and safety risks, including cat scan, three possible locations for a new toddlers' play area would have been swiftly determined. Unfortunately, this did not happen which has resulted in ad hoc testing by location.

An original plan for the entire play equipment related site is at appendix A and shows locations one, two, and three in blue. The installer has recommended using location one as this had been cat scanned and was clear. Location two recently cat scanned has been discounted due to the regulation to have a minimum of 25 metres clear space between a boundary and the path, and location two was seriously restricted. Officers consider that installing equipment in this location would require local consultation.

The Town Council originally signed off the plan at appendix A, and enabled Officers to sign the agreement. Despite recent uncertainty of location due to the ad hoc cat scanning visits, Officers' view is that there is only one viable location from a total of three.

If Members require a new digital render of phase one based on choosing location three, the installer has advised this would take six weeks to materialize and be at additional cost of circa £600.

Officers are procuring an appropriate sign for phase one within the overall budget. Officers will inform Tritax Symmetry of the final location decision and any associated potential delays if appropriate, following the Town Council's resolution.

There are four key decisions.

1. The Town Council after considering the reported issues on installation risks, delays, accepts that location two is not viable.
2. The Town Council reverts to the installer recommended and the Town Council agreed location one, rather than location three. This means installation can progress within the original project timeline. Location three has not been cat scanned yet which would incur further cost of £500.
3. The installer should conduct a complete cat scan and digital mapping of the entire site at an additional indicative £700. This will need to be drawn from the 24-25 Town Council Public Realm budget. This action will facilitate project phase two.

4. To procure a new Cat scanner at an indicative £2,000 inc. training. Officers will bring this to the September 2024 budget planning cycle as a growth item. If successful, it would greatly enhance future projects and release cost savings.

Recommendations:

That Members note this report and agree with key decisions one, two, three and four.

Harry Henderson
Public Realm Manager

Karim Hosseini
Head of Governance & Strategic Partnerships

Appendix A: Installer digital plan with three locations marked in blue.

1. Inclusive Orbit
2. City Cradle Swing
3. Twin Rider
4. Little City Abu Dhabi
5. City Junior Swing (2x Flat Seats)

Client Approval

Name	
Signature	
Date	



Scheme No: 25258rev2/BED Date: 19/09/2023 Drawn by: LS

All plans, quotations and correspondence between Playdale and the addressee are to remain strictly confidential between those parties only. Playdale reserve the right to make modification in design and specification.

1:200 @ A2



www.playdale.co.uk



Playdale

BIGGLESWADE TOWN COUNCIL
Town Council 12th March 2024
Fleet Replacement Update Report

Implications of Recommendations

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

Finance: A £445 negative impact on the Town Council capital reserve in 2024-25. Further growth required for 2025-26 onwards.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

The fleet replacement has repeatedly gone to Members throughout the budget planning cycle from late summer 2023. The recommendations in the report to the 23rd January Town Council meeting were resolved as part of the wider precept setting exercise including fleet growth. Officers were enabled to procure agreed vehicles.

Summary

This report comprises two key decisions.

1. Due to slightly more expensive quotes (valid 30 days in March), Officers to progress the replacement, using a 48-month lease contract with maintenance, of two existing vehicles, the Kubota and the Ford SUV.

A report covering the Isuzu Gafter LWB vehicle will be going to the 9th April Town Council meeting. The vehicle is included in the committed budget calculations.

Officers have trawled the market for viable vehicle replacements to action the Town Council resolution. Costs have increased due to several factors, price increases, lack of availability and cost of parts and previous quotes only having been valid for 30 days as standard. All suppliers have flagged that each vehicle has a delivery lead time of six to eight months and this lag has been factored into budget calculations for 24-25.

For key decision one, Officers have selected two Ford Transit tipper dual cab vehicles as these fulfil the resolution and are deemed to provide current operational best practice requirements, including tipper functionality, dual cabins, towage, and tools storage.

Figure one below provides three quotes for each of the two vehicles from three suppliers. There is a projected indicative shortfall for 2024-25 of £445 to procure the two required vehicles and the Public Realm team will continue with the existing fleet until such time as each new vehicle becomes available.

The latest calculations demonstrate that the new procurement requirements fall just above the allocated budget. Officers are thus requesting that an up to indicative £445 be drawn from the Town Council's capital reserves to make up the shortfall. It is too early to vire from any potential budgetary underspends as the new financial year has not yet begun.

Fig 1: Vehicle Replacement Costs (£) for 2024-25, 48 month leases, including maintenance.

Description & Quote Options	Monthly	Commitment	Yearly (7 months)	24/25 Budget
Kubota KX68 AXU		183	183.00	183
Isuzu KV69 FPJ	342	4106	4106	4,106
Grafter LN69 XL	496	5949		4,214
1. Two New Fords	1,390	16,681	9,731	16,681
2. Two New Fords	1,406	16,872	9,842	N/A
3. Two New Fords	1,924	23,098	13,474	N/A
Expenditure	2,228	26,919	14,020	25,001
Budget				24,556
Variance (+/-)				-445

Operational Benefits

Officers have identified the following benefits of procuring new white fleet vehicles.

1. Capability of carrying more personnel with enhanced health and safety.
2. Storage of Tools for PR duties.
3. Fuel efficiency less trips to dispose of debris and pruning's.
4. Towing capability on all new vehicles, the PR team would be able to tow chipper to sites and chip cuttings onsite directly into tipper. Officers will include in the 24-25 growth plan provision for two vehicles to have cages fitted for more capacity.
5. The new fleet is also fitted with cab beacons for safety whilst stopped on roads or near roads.
6. The new fleet will give the PR team identity within the town as vehicles will at some point be fitted with the BTC logo on side panels as a future growth item.
7. The PR team will continue to have adequate storage facilities for all new fleet within the PR depot.
8. All new fleet will be fitted with the latest anti-theft technology.

The overall benefits are that the PR team will be more efficient in the daily operations within the town, and where there is a requirement for the PR team to increase the workload or staff going forward the new white fleet will enable the PR team to achieve this.

Recommendations:

That Members note this report, the proposed benefits, the future fleet report for 9th April Town Council meeting, and agree:

- on decision one to procure two new vehicles in keeping with the original resolution,
- allow Officers to vire up to £445 from the Town Council's capital reserves for 2024-25,
- enable Officers to place orders for the two vehicles with a delivery from April 2024, likely to be November 2024.

Harry Henderson
Public Realm Manager

Karim Hosseini
Head of Governance & Strategic Partnerships

BIGGLESWADE TOWN COUNCIL
Town Council Meeting 28th March 2023
General Insurance Policy Renewal 24/25 Report

Implications of Recommendations:

Corporate Strategy: FINANCE: Engage the services of professional support service providers to ensure best practice.

Finance: General budget 24/25 financial year with some general reserve drawdown.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Officers met twice with the representative from BHIB Insurance Brokers in late Autumn 2023 to discuss the current policy cover levels. The Town Council is entering year two (2024/25) of the three-year agreement.

BHIB is nationally recognised, accredited by SLCC and the official partner of NALC. BHIB is the leading provider of insurance to local authorities across England and Wales and a valued partner of the Town Council.

With regards to fidelity guarantee cover levels, Officers have increased the fidelity cover level from £1 million to £2 million for 2024/25 which is included in the proposal.

Officers underscored the need for the Broker to provide three renewal quotes in line with the Town Council's Financial Regulations (section 11.1 H). The broker has confirmed that the UK insurance market is still in negative territory, and he has not found other quotes from insurance majors, despite trying.

The Town Council's current insurance policy expires at midnight on the 31st March 2024. An additional month of insurance cover is provided as a grace period if necessary.

Summary

BHIB provided a response to the Town Council in late February 2023, and the new quote received on 1st March 2024, is available at Appendix A.

The Broker highlighted that, due to challenging market conditions and the current high inflation rate, he was only able to source one quote which was with the Town Council's current Insurance Provider. Officers conducted a short telephone-based exercise with other providers which produced no result.

The insurance cover premium for 2022/23 was £22,408 and for the current 2023/24 is £24,192. The new quote with a static fidelity cover is £24,900.30 including Insurance Premium tax. This equates to a circa 2.93% increase, which is below the current rate of inflation. Coverage includes the fleet.

The 24/25 insurance budget allocation is £25,715, which is sufficient to cover the new premium..

Recommendation

That Members note this report and:

- a) The Town Council suspend Section 17.2 of the Financial Regulations:

17. Suspension and revision of Financial Regulations

17.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all Members of Council.

- b) That Members resolve to renew the existing reviewed insurance policy as per the quote provided in Appendix A.

Karim Hosseini
Head of Governance & Strategic
Partnerships

Sian van der Merwe
Deputy Administration & HR
Manager

Appendix A: BHIB Insurance Quote 24/25

Please see the folder on SharePoint.

BIGGLESWADE TOWN COUNCIL
Town Council 12th March 2024
Jubilee Gardens Tiny Forest Path, Gateway Report

Implications of Recommendations

Corporate Strategy: Health & Wellbeing: Continue to develop indoor and outdoor recreational and leisure facilities.

Finance: Not applicable.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

At the 13th February 2024 Town Council meeting, Members resolved as follows;

In relation to the trees, Officers continue negotiations on the exact location of the trees and the contract and have authority to proceed with that as required. This is subject to inviting Earthwatch to deliver the project as suggested subject to the legal agreement being satisfactory.

Upon the successful conclusion of the negotiations and agreement with Earthwatch and the final location of the trees, new proposals are drawn up as to where the path and the fence would be located; consultation is held with the local residents and the item is brought back to Council or PLOS once the process is complete.

Amendment was made to the above proposal, to remove the 2.5m section of the fence irrespective of the tiny forest and the path.

Summary

Officers working with Earthwatch, and the landscapers conducted six test pits, three in the north and three in the south end of the site. The results showed that the north end of the site is viable, and there was debris and contamination of subsurface soil at the south end. Appendix A contains a technical drawing of the proposed location and arrangement of the overall project in the north end of the site, including plants, trees, openings, and furniture.

The landscapers are scheduled to start work on 13th March 2024 in the north end. The planting, including with participation of volunteers, will take place from the 20th March and is scheduled to last no more than one day. Officers and the project have warmed up volunteers from several community organisations. Officers have carried out the resolution regarding the site location and planting of trees, and a fortnight of settlement is planned once planting finishes.

Appendix B includes the promotional material which Officers are proposing to distribute using regular and online channels. Officers have already leaflet dropped the first round of 100 Earthwatch leaflets to the immediate vicinity. Officers propose to extend the circulation of circa 250 double-sided material to a slightly wider radius including the surrounding housing roads. The consultation period for both the pathway options and the gateway access point (and wider) will run from 1st April to 30th April. Officers will conduct an onsite pop-up consultation roadshow on Monday 1st April from 2pm to 4pm.

Recommendations:

That Members note this report and agree to enable Officers to proceed with the proposed consultation via the above means and to bring a report containing community feedback to the 14th May Annual Statutory Council meeting.

Ian Campbell
Community Development Manager

Appendix A: Earthwatch technical drawing.

Appendix B: Partnership flyer including site location map.

Jubilee Rec Tiny Forest Design2



0 10 20 m
|-----|-----|

Data source: OpenStreet Map, Google Earth
CSR: OSGB36
Produced by Earthwatch Europe 05/12/2023



Tiny Forest in Jubilee Recreation Ground

Thank you all for your 'tree-mendous' response to our Tiny Forest survey which received overwhelming support and raised several other issues.

Across the UK, Tiny Forests are reconnecting people with nature, enhancing wellbeing, helping to mitigate the impacts of climate change and providing nature-rich habitat patches to support urban wildlife.

Due to popular demand, we are extending the circulation of this information flyer to a wider area.

We have made progress! Following the digging of 6 small test pits, 3 in the north, 3 in the south, to determine if the soil is viable for the planting of the tiny forest, we are pleased to say that the ground is suitable enough for planting in the north location.

The work is being divided up into four phases:

Phase 1:

Landscaping preparation will begin from Wednesday 13th of March. Planting will commence from Wednesday 20th of March.

A two-week bedding in period will be observed.

Phase 2:

From the 1st of April to the 30th of April, consultation on the design and location of a pathway.

Phase 3:

From the 1st of April to the 30th of April, consultation of the introduction of a 2.5m gateway.

As part of our community consultation exercise, Officers plan to be on site at Jubilee Recreation Area on 1 April 2024, between 2pm and 4pm, where you can come along, say hello and tell us what you think.

If you are interested in volunteering to help plant trees, then join the Tiny Forest movement to make a difference locally and help meet the challenges we face globally.

For further information email us on: ian.campbell@biggleswadetowncouncil.gov.uk

TREE PLANTING EVENT

Come and plant 600 trees in a Tiny Forest!



Jubilee Recreation Ground,
Jubilee gardens, Biggleswade
SG18 0JW

Coordinates: 52°05'42.4"N 0°15'17.6"W

DATE: Wednesday 20th March

TIME: Slot 1: 2pm-3pm
Slot 2: 3pm onwards

Come along to your local Tiny Forest tree planting day!

A Tiny Forest is a miniature native woodland about the size of a tennis court. They are an amazing location for wildlife, the local community, and can help fight against climate change. So, come join us and plant 600 trees in your new Tiny Forest!

- Free family-friendly event, everyone's welcome!
- Bring gloves and spade if you have one, if not, we will have plenty on the day.
- Arrive at the start of your slot to make sure you have plenty of trees to plant.
- If you'd like to get in touch, email us at tinyforest@earthwatch.org.uk



FREE EVENT!



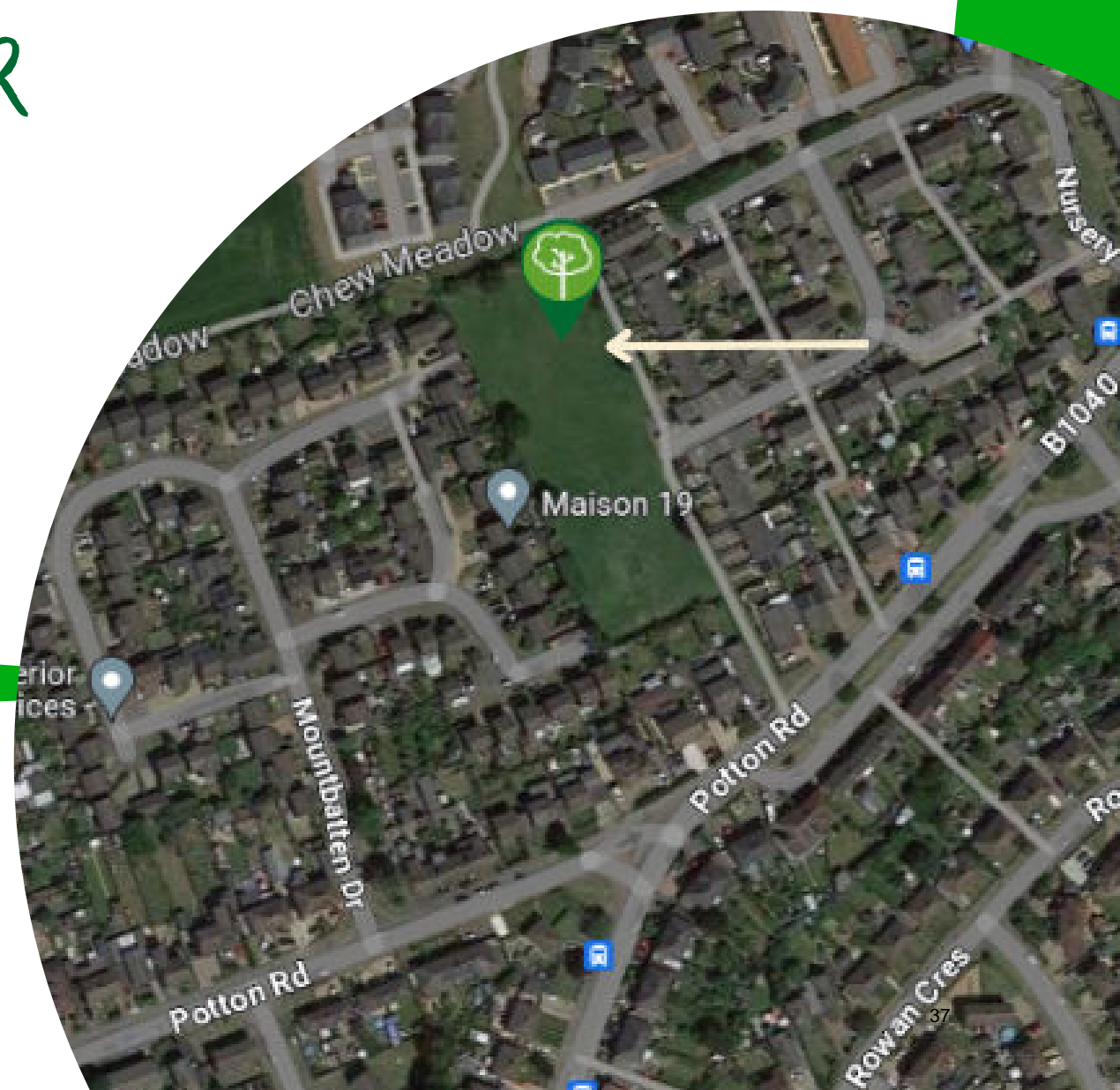
SCAN ME & REGISTER

Scan the QR code to register,
or visit <https://bit.ly/49BXbg7>

Powered by:

earthwatch
EUROPE

Working in partnership with:



BIGGLESWADE TOWN COUNCIL
Town Council 12th March 2024
Bus Stop Outside Jordan's Mill

Implications of Recommendations

Corporate Strategy: CORPORATE ASPIRATIONS: A Vibrant Town

VALUES: Work collaboratively to develop an arts, culture and tourism strategy which recognises the unique heritage and culture of the town and publicise events through an annual calendar.

Finance: Not applicable.

Equality: Not applicable.

Environment: Work with BRCC and Central Bedfordshire Council on the wider development and management of the Green Infrastructure Plan. Seek to support environmentally friendly transport options.

Community Safety: Not applicable.

Background

BTC have been approached by Officers of Central Bedfordshire Council's (CBC) Public Transport Services Team seeking BTC support for the construction of a bus stop layby outside of Jordan's Mill. This will complement and enhance tourism visits to the attraction by public transport from Biggleswade in line with their 'Days Out by Bus' promotion.

Summary

Jordan's Mill is a popular tourist destination on the Green Wheel just outside Biggleswade. The proposal is to install a bus stop on the road outside the visitor attraction to enable better traffic flow and avoid obstruction. CBC has confirmed that the frequency scheduling of the number 200 bus route will not change. The installation work could happen in spring 2024 in time for an early summer launch.

Recommendation:

Officers would be keen to recommend support for the CBC initiative in initiating the creation of a dedicated bus stop serving visitors to Jordan's Mill.

Ian Campbell
Community Development Manager

BIGGLESWADE TOWN COUNCIL **Town Council 12th March 2024** **Car Parking Update Report**

Implications of Recommendations

Corporate Strategy: Economy: A thriving town: Improve the management of the car parks, including modernising payment options, and exploit opportunities to secure additional parking.

Finance: Parking Machines installation are covered by the s106 funding and there will be £5,980 projected savings on the maintenance budget.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Officers have over a protracted timeframe, conducted expression of interest exercises, evaluation phases, and procurement of new car parking machines and associated technology. Officers have engaged with the preferred supplier to finalise the user acceptance testing which has taken ten months, primarily due to the software limitations. Officers have engaged with CBC to revise the existing Traffic Regulation Orders (TRO) and scoped new signage to comply with regulations. Officers have reported to TCM Committees and Town Council meetings. Car park revenue for 23/24 is projected to close at £33,000 and for 24/25 is projected to be £35,000.

Summary

This report provides two key decision points:

1. To enable Officers to draft a fresh contract in collaboration with the supplier, sign a new three year (plus one year) agreement, incrementally commission the seven new parking machines (Dan Albane car park first), other technology, and associated service level agreement (SLA). The SLA at appendix A brings significant savings in 2024/25.
2. To finalise the TRO with CBC and procure 13 new decal stickers to incrementally apply to the 13 existing signboards in all car parks.

Officers consider that the preferred supplier provides good vertical integration for the parking system as a whole and is technology future resilient. Officers and Members have been disappointed with the existing substandard service levels set out in the current contract in terms of response times and at times, staffing manner. It is expected that by entering into a renewed contract, better levels of service maintenance will prevail and Officers have underscored this expectation to the supplier.

Fig.1 Car Parking Costs, Budget 23/24, Allocated Budget 24/25 and Projected Costs 24/25 (£)

Description	23/24 Capital	24/25 Capital	23/24 Revenue	24/25 Revenue	24/25 Budget	24/25 Projected Revenue Variance (+/-)
7 x New machines (s106 funds)	12,278	0	0	0	0	0
Service contract (23/24 inc tickets)	0	0	8,500	2,520	2,562	+5980
New TRO CBC legal	0	0	0	2,226	0	-2,226
New signage	0	0	700	0	0	0
Projected Totals	12,278	0	9,200	4,746	2,562	+3,754

The 24/25 proposal will deliver a **saving of £5,980** on the 23/24 maintenance contract. It is assumed this saving is conservative, as in future the machines will only provide a paper receipt if selected, thus reducing paper roll consumption (circa £688 in 23/24) and improving

sustainability.

New signage for legal compliance is required due to the machines being labelled as being 'ticketless'. This necessitates a simple form of words to be inserted in the TRO to comply with the existing regulations. Officers have already negotiated a £275 discount for the TRO from CBC Officers who have informed the Town Council that the action can be completed by no earlier than the end of April 2024.

Recommendations:

For Members to note this report, acknowledge the protracted work that Officers and Members have put in to reach this point and:

- To agree with key decision one enabling Officers to progress to draft and then sign the renewed contract and linked SLA, installing the parking machines on an incremental basis, and
- To agree with key decision two for Officers to continue to finalise the TRO with CBC, and incrementally introduce associated signage and costs.

Ian Campbell
Community Development Manager

Karim Hosseini
Head of Governance & Strategic Partnerships

Appendix A: New Maintenance Agreement, available on SharePoint.

BIGGLESWADE TOWN COUNCIL
Town Council Meeting 12th March 2024
Meetings Schedule Update Report

Implications of Recommendations

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

Finance: Not Applicable

Equality: Not Applicable

Environment: Not Applicable

Community Safety: Not Applicable

Background

Following the Town Council resolution on 22nd August 2023, Officers produced a new Town Council meetings schedule within the current municipal year. This is at appendix A.

Members asked for Officers to obtain written confirmation from Central Bedfordshire Council that this would not pose any significant issues for them in agreeing deadline extensions on an ad hoc basis for planning applications.

Members **RESOLVED** to accept the new meeting schedule, which would enable Officers to update the Town Council noticeboards and website.

Members **RESOLVED** for the trial period to run until the end of the current municipal year.

Summary

This report sets out two key decisions:

1. For Members to resolve to extend the current meetings schedule trial, with the existing meetings frequency. Planning items have been covered sufficiently well during the trial and one reserve meeting session has been used.
2. For Members to discuss and amend where appropriate, the proposed 2024-2025 meetings schedule at appendix B which covers the Annual Assembly on the 6th of May 2025. There are five F&GP, four TCM, four PLOS, four Personnel Committee meetings, and four Joint Committee meetings, the latter agreed with the CBC secretariat.

Recommendation

That Members consider and resolve on both key decision points, enabling Officers to action the proposed meetings schedule for 2024-2025 and placing it on the Town Council noticeboards and website at the appropriate time.

Officers have checked the CBC website and have confirmed that the dates for Biggleswade Joint Committee do not clash with any CBC Council meetings.

Karim Hosseini

Head of Governance & Strategic Partnerships

Appendix A: Current Meetings Schedule (12th September 2023 version)

Appendix B: Proposed Meetings Schedule.



MEETING DATES FOR 2023

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

DATE	TIME	MEETING
12 th September	7.00 pm	Council
19 th September	7.00 pm	Finance & General Purposes
26 th September	7.00 pm	Council – Reserve Meeting
3 rd October	7.00 pm	Public Land & Open Spaces
10 th October	7.00 pm	Council
12 th October	7.00 pm	Biggleswade J C
17 th October	7.00 pm	Town Centre Management
24 th October	7.00 pm	Council – Reserve Meeting
31 st October		
7 th November	7.00 pm	Personnel
14 th November	7.00 pm	Council
21 st November		
28 th November	7.00 pm	Council – Reserve Meeting
5 th December	7.00 pm	Finance & General Purposes
12 th December	7.00 pm	Council
19 th December		

MEETING DATES FOR 2024

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

DATE	TIME	MEETING
	2024	
2nd January		
9th January	7.00 pm	Council
16th January	7.00 pm	Finance and General Purposes
18th January	7.00 pm	Biggleswade J C
23rd January	7.00 pm	Council – Precept meeting
30th January	7.00 pm	Public Lands & Open Spaces
6th February	7.00 pm	Personnel
13th February	7.00 pm	Council
20th February	7.00 pm	Town Centre Management
27th February	7.00 pm	Council – Reserve Meeting
5th March		
12th March	7.00 pm	Council
19th March	7.00 pm	Finance and General Purposes
26th March	7.00 pm	Council – Reserve Meeting
2nd April	7.00 pm	Public Lands & Open Spaces
9th April	7.00 pm	Council
16th April	7.00 pm	Town Centre Management
23rd April	7.00 pm	Council – Reserve Meeting
25th April	7.00 pm	Biggleswade J C
30th April	7.30 pm	Annual Assembly

New Municipal Year		
7th May		
14th May	7.00 pm	Annual Statutory Council
21st May	7.00 pm	Personnel
28th May	7.00 pm	Council – Reserve Meeting

Biggleswade Joint Committee Meeting dates are subject to change subject to CBC scheduling.



MEETING DATES FOR 2024-25

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

DATES	TIME	MEETING
2 nd January		
9 th January	7.00 pm	Council
16 th January	7.00 pm	Finance and General Purposes
18 th January	7.00 pm	Biggleswade J C
23 rd January	7.00 pm	Council – Precept Meeting
30 th January	7.00 pm	Public Lands & Open Spaces
6 th February	7.00 pm	Personnel
13 th February	7.00 pm	Council
20 th February	7.00 pm	Town Centre Management
27 th February	7.00 pm	Council – Reserve Meeting
5 th March		
12 th March	7.00 pm	Council
19 th March	7.00 pm	Finance and General Purposes
26 th March	7.00 pm	Council – Reserve Meeting
2 nd April	7.00 pm	Public Lands & Open Spaces
9 th April	7.00 pm	Council
16 th April	7.00 pm	Town Centre Management
23 rd April	7.00 pm	Council – Reserve Meeting
25 th April	7.00 pm	Biggleswade J C
30 th April	7.30 pm	Annual Assembly
7 th May		
14 th May	7.00 pm	Annual Statutory Council
21 st May	7.00 pm	Personnel
28 th May	7.00 pm	Council – Reserve Meeting
4 th June	7.00 pm	Public Lands & Open Spaces
11 th June	7.00 pm	Council
18 th June		
25 th June	7.00 pm	Council – Reserve Meeting

MEETING DATES 2024-25		
2nd July	7.00 pm	Finance and General Purposes
9th July	7.00 pm	Council
11th July	7.00 pm	Biggleswade J C
16th July	7.00 pm	Town Centre Management
23rd July	7.00 pm	Council – Reserve Meeting
30th July	7.00 pm	Personnel
6th August	7.00 pm	Council
13th August		
20th August	7.00 pm	Council – Reserve Meeting
27th August	7.00 pm	
3rd September	7.00 pm	Finance and General Purposes
10th September	7.00 pm	Council
17th September		
24th September	7.00 pm	Council – Reserve Meeting
1st October	7.00 pm	Public Lands & Open Spaces
8th October	7.00 pm	Council
15th October	7.00 pm	Biggleswade J C
22nd October	7.00 pm	Town Centre Management
29th October	7.00 pm	Council – Reserve Meeting
5th November	7.00 pm	Personnel
12th November	7.00 pm	Council
19th November		
26th November	7.00 pm	Council – Reserve Meeting
3rd December	7.00 pm	Finance and General Purposes
10th December	7.00 pm	Council
17th December		
24th December		

MEETING DATES FOR 2024-25
MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

DATES	TIME	MEETING
	2025	
7 th January	7.00 pm	Council
14 th January	7.00 pm	Finance and General Purposes
16 th January	7.00 pm	Biggleswade J C
21 st January	7.00 pm	Council – Precept Meeting
28 th January	7.00 pm	Public Lands & Open Spaces
4 th February	7.00pm	Personnel
11 th February	7.00 pm	Council
18 th February	7.00 pm	Town Centre Management
25 th February	7.00 pm	Council – Reserve Meeting
4 th March		
11 th March	7.00 pm	Council
18 th March	7.00 pm	Finance and General Purposes
25 th March	7.00 pm	Council – Reserve Meeting
1 st April	7.00 pm	Public Lands & Open Spaces
8 th April	7.00pm	Council
15 th April	7.00 pm	Town Centre Management
22 nd April	7.00 pm	Council – Reserve Meeting
29 th April	7.00 pm	Biggleswade J C
6 th May	7.00 pm	Annual Assembly
New Municipal Year		
13 th May		
20 th May	7.00 pm	Annual Statutory Council
27 th May	7.00pm	Personnel
3 rd June	7.00 pm	Council

‘* Biggleswade Joint Committee Meeting dates are subject to change subject to CBC scheduling.

Report to Council – 12th March 2024

Fen Reeves – the Management of Biggleswade Common

Issues have been raised both at Council and at PLOS about the management of Biggleswade Common. The Common, which at 300 acres is the largest in Bedfordshire, is owned by the Lord of the Manor but managed by the Fen Reeves.

The Town Council owns two out of 108 Common Rights and, as the delegated councillor for liaison with the Fen Reeves, I have had a meeting and exchanged many emails with the Head Reeve, Alan Porter, and the Acting Reeve, Hannah Skingley. I found the process very informative and it has resulted in a factsheet being produced and formally agreed by the Reeves and the Lord of the Manor.

The factsheet is attached to this report. If Council wishes, it could be added to our website as information about an asset which is very much valued by Biggleswade residents.

In addition, the Fen Reeves are working with Bedfordshire Rural Communities Charity with the objective of putting an information board with the details from the factsheet at each entrance to the Common.

The Reeves have also met with Biggleswade Green Wheel about interpretation panels for the Common. Three are planned and they will focus on history and wildlife.

It is particularly to be noted that the land is managed under Stewardship Agreements with Natural England, who also decide the number of cattle which can be grazed, and that the Common is inspected by DEFRA to ensure that it is being managed properly. There are a number of other laws which apply to the management of the Common.

Recommendation

That the factsheet about Biggleswade Common, its ownership and management be added to the Council website to assist the public's understanding of both the rights and obligations underpinning enjoyment of the Common.

Madeline Russell (Cllr.)
March 2024

Biggleswade Common is an area of permanent pasture on the northern side of Biggleswade which predates the Domesday Survey of 1086. It is privately owned and managed in accordance with an agreed Constitution and Environmental Stewardship Schemes overseen by Natural England.

King Henry I granted “Biggleswade Manor” to the Bishop of Lincoln and his successors as an endowment for the Cathedral in 1132. It’s ownership and current management is steeped in history.

What is common land? Land owned by one or more persons where other people known as “commoners” are entitled to use the land or take certain resources from it.

What are commoners rights? The right to take resources from a piece of common land is called a right of common/common right.

What are the resources at Biggleswade Common? The main right is that of Pasturage – so the right to put livestock out to feed on the grass.

Who owns the rights of common at Biggleswade? There are 108 rights of common at Biggleswade Common owned by a variety of individuals, companies and organisations. Biggleswade Town Council owns two ‘common rights’.

Rather than 108 people putting livestock on the Common, The Fen Reeves arrange for graziers to graze the Common.

What is a Reeve / Fen Reeve? Historically; a person elected by the Tenants who collected rents.

Now; a person elected under the constitution between the Fen Reeves and the Common Right Holders. There are seven Reeves (a Head Reeve and six other common right holders). The ‘Acting Reeve’ deals with the day-to-day management of the common. A ‘Herdsman’ is appointed to help the Acting Reeve with this management.

How is the land managed? The land is in Entry Level and Higher Level Environmental Stewardship Agreements to balance the grazing of limited numbers of cattle (rates set by Natural England) to maintain the common’s historical landscape features alongside maintenance and improvement of environmental features and habitats for other plants and animals. DEFRA randomly inspect the common to ensure management prescriptions are being complied with.

Why are the common land boundaries not fenced? On private land it is the landowner’s responsibility to fence livestock “in” but it’s against the law to prevent or impede access to common land so no boundary fencing can be erected unless it is consented to by the Secretary of State for the Environment. It is therefore the responsibility of adjoining or near land and property owners to fence the common’s livestock “out”.

Public access rights There are a number of public footpaths, permissive paths and bridleways that cross Biggleswade Common which the public can use in accordance with the legislation that governs them.

Under the Countryside and Rights of Way Act 2000 Biggleswade Common is open access land. This means there is a public right of access under which:

YOU CAN	YOU CANNOT
<ul style="list-style-type: none"> walk run sightsee bird-watch climb (if applicable) 	<ul style="list-style-type: none"> ride a horse or bicycle drive a vehicle (except mobility scooters and powered wheelchairs) bring an animal, other than a dog disturb livestock, wildlife or habitats with intent damage hedges, fences, walls, crops or anything else on the land leave gates open, that are not propped or fastened open leave litter remove, damage, or destroy any plant, shrub, tree or root with intent

	<ul style="list-style-type: none"> • camp • play organised games • use a metal detector • run commercial activities on the land such as: <ul style="list-style-type: none"> • film, photograph or make maps • light, cause or risk a fire • post any notices • commit any criminal offence • hang-glide or paraglide
--	--

In addition, you cannot fly model aircraft or drones anywhere on Biggleswade Common.

The law states that visitors using their open access rights must keep dogs on a short lead of no more than 2 metres between 1 March and 31 July each year and **at all times** near livestock.

Managing dogs and cattle Dogs need to be kept on a lead **at all times** on the Common. Chasing is a normal dog behaviour, whatever their breed, age or size so dog owners have a responsibility to keep their dog under control around all livestock for everyone's wellbeing.

This can be done by keeping dogs on leads and close to their owners whenever they are nearby or within seeing, hearing or smelling distance of livestock.

It is important that the cattle on the common never feel threatened. 'Worrying' livestock isn't only about chasing or attacking, it can be simply about them knowing that a dog is nearby.

If the cattle feel threatened they can panic, hurt themselves or those nearby and abort their pregnancies. Dog owners must be responsible and considerate. It is an offence to allow a dog to worry livestock under the Dogs (Protection of Livestock) Act 1953.

Managing dogs and other wildlife Dogs should be discouraged from entering the River Ivel and Potton Brook from the Common to avoid disturbance to the flora and fauna and wildlife found there, including fish, wildfowl and mammals during nesting/ breeding seasons.

If exercising your rights on Common Land please do so safely, considerately and within the parameters of the law.

OUTCOME OF CBC DETERMINED PLANNING					
Address	Application No.	Committee date	BTC Decision	Description	Central Beds Outcome/DATE
2020-2023					
Church Street, Biggleswade, SG18 0JS, ASDA Store	23/03421/VOC	14/11/2023	The Town Council Strongly Objects to this application for variation of condition on the following issues: - the impact and disruption at any time to local residents and the effects of noise and light pollution stemming from extended hours of service. Members highlighted that there were inaccuracies within the correspondence received.	Removal of condition 3 (Goods delivery hours) of planning permission CB/20/03923/VOC Variation of condition 3 of appeal decision APP/P0240/A/12/2185842 (Redevelopment for construction of retail store with catering facilities, bakery, pharmacy, dry cleaners, crèche and associated level parking for 363 cars, store serving and access arrangements (all matters reserved except siting and means of access). Change of opening hours).	Refused.
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 illuminated, 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 for measuring 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.

Home Farm House, Duntun Lane, Biggleswade, SG18 8QU	23/01989/FULL	11/07/2023	The Town Council OBJECTS to this application on the grounds that: •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 to the East of Langford Road, Biggleswade and North of Queens Way and Denny	23/03801/OUT	12/12/2023	The Town Council OBJECTS to this application on the grounds that it will have an impact on the highway and urban coalescence.	Outline Application: Erection of up to 170 dwellings including affordable housing, with public open space, landscaping, sustainable drainage system (SuDS) and vehicular access. All matters reserved except for means of access	Outline Application - Refused (27.02.24)
Land South of Potton Road, Biggleswade	23/02014/SECM		The Town Council OBJECTS to this application on the grounds that: •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
Shortmead Street, The Close Cottage, 17A, Biggleswade, SG18 0AT	TRE/23/00382	12/09/23	Members OBJECT to this planning application for the following reasons: •The sketch is of poor quality to allow detailed assessment. •The suggestion that providing space for a removal lorry is not an appropriate reason to remove the ivy on tree T1 shown on the plan. •It is also suggested that tree T2 on the diagram be removed to near ground level because it is encroaching the drive. A TPO will have been placed to protect the tree, a small amount of pruning would suffice.	Works to a tree(s) protected by a Tree Preservation Order: MB//TPO/00004/G1 (T1) - Yew tree front of drive to remove leaning Ivy-covered stem over the drive back to crown break (T2) - Yew tree side of drive to dismantle to near ground level.	Preserved Tree - Refuse Consent Conditions or reasons:1) The trees are in a suitable condition for retention. 2) The reason for the works provided is not a sustainable solution. 3) There has been previous works which have not been approved present on the trees. 4) The removal would have a detrimental affect on the TPO as a whole. The proposal suggests moving the TPO to a different tree. This would not be a sustainable solution. 5) The removal of the trees would detrimentally affect the group of Yews.

4 The Grove, Biggleswade, SG18 8JW	23/03805/FULL	12/12/2023	<p>The Town Council OBJECTS to this application on the following grounds:</p> <ul style="list-style-type: none"> •The impact on the street scene. •Overbearing on adjoining properties. •Potential loss of light. •Use of non-similar materials. 	Single storey front extension and rear glass canopy/veranda	Full Application - Granted
Unit P, A1 London Retail Park, London Road, Biggleswade, SG18 8NE	23/01106/ADV	08/08/23	<p>Members OBJECT to this planning application on the grounds that:</p> <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.	<p>Regulation 3 - Granted. 1) The development hereby permitted shall begin not later than three years from the date of this permission.</p> <p>Reason: To comply with Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.</p> <p>2) Prior to the first use of the pitches, a noise assessment shall be submitted to the Local Planning Authority for approval of noise level in internal rooms and external amenity noise standards in accordance with the criteria of BS8233:2014. Approved details including for example noise barrier or other means of attenuating noise intruding upon the amenity of indoor living accommodation shall be implemented prior to the use of the pitches and thereafter be permanently retained.</p> <p>Reason: To ensure the adequate amenities of future residents, in accordance with Policy CC8 of the Central Bedfordshire Local Plan 2021</p> <p>3) No caravan located on the site shall be occupied for residential purposes other than by Gypsies and Travellers where these are defined as persons of nomadic habit of life whatever their race or origin, including such persons who on grounds only of their own or their family's or dependants' educational or health needs or old age have ceased to travel temporarily or permanently, but excluding members of an organised group of travelling show people or circus people travelling together as such.</p> <p>Reason: To limit the use of the site to Gypsies and Travellers, as the proposal is justified on addressing a need for such accommodation, in accordance with Policy H7 of the Central Bedfordshire Local Plan 2021</p>

					<p>4) There shall be no more than 2 caravans on each pitch stationed at any one time. Reason: To ensure the adequate amenity of future residents, to protect the amenity of local residents, and to ensure the development would not impact upon the character and appearance of the open countryside, in accordance with Policies HQ1, H7 and EE5 of the Central Bedfordshire Local Plan 2021</p> <p>5) No commercial activities shall take place on the land, including the storage of materials. Reason: In order to ensure appropriate development in the open countryside and to protect the amenities of local residents in accordance with Policies HQ1, H7, EE5 and CC8 of the Central Bedfordshire Local Plan 2021</p> <p>6) The development hereby permitted shall not be carried out except in complete accordance with the details shown on the submitted plans, numbers TQRQM22339114500179; 21055wd1.02; 17003-MODW-M&E-002AB12 Reason: To identify the approved plan/s and to avoid doubt.</p>
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your
reference

our reference CBC 101368
please ask for Streetworks
direct line
e-mail streetworks@centralbedfordshire.gov.uk
web-site www.roadworks.org

For your information

Proposed Temporary Road Closure – Crab Lane/ Chestnut Avenue, Biggleswade

I have a request for a Temporary Road Closure at the above location to enable Carriageway Resurfacing Works to take place in safety. Details are listed in the schedule below and having assessed the application I am satisfied the request is justified.

The restrictions are to be in operation only when the necessary signs are erected on site. The Legal Order will be made to cover an 18 month period. Access may be allowed from time to time according to local signing.

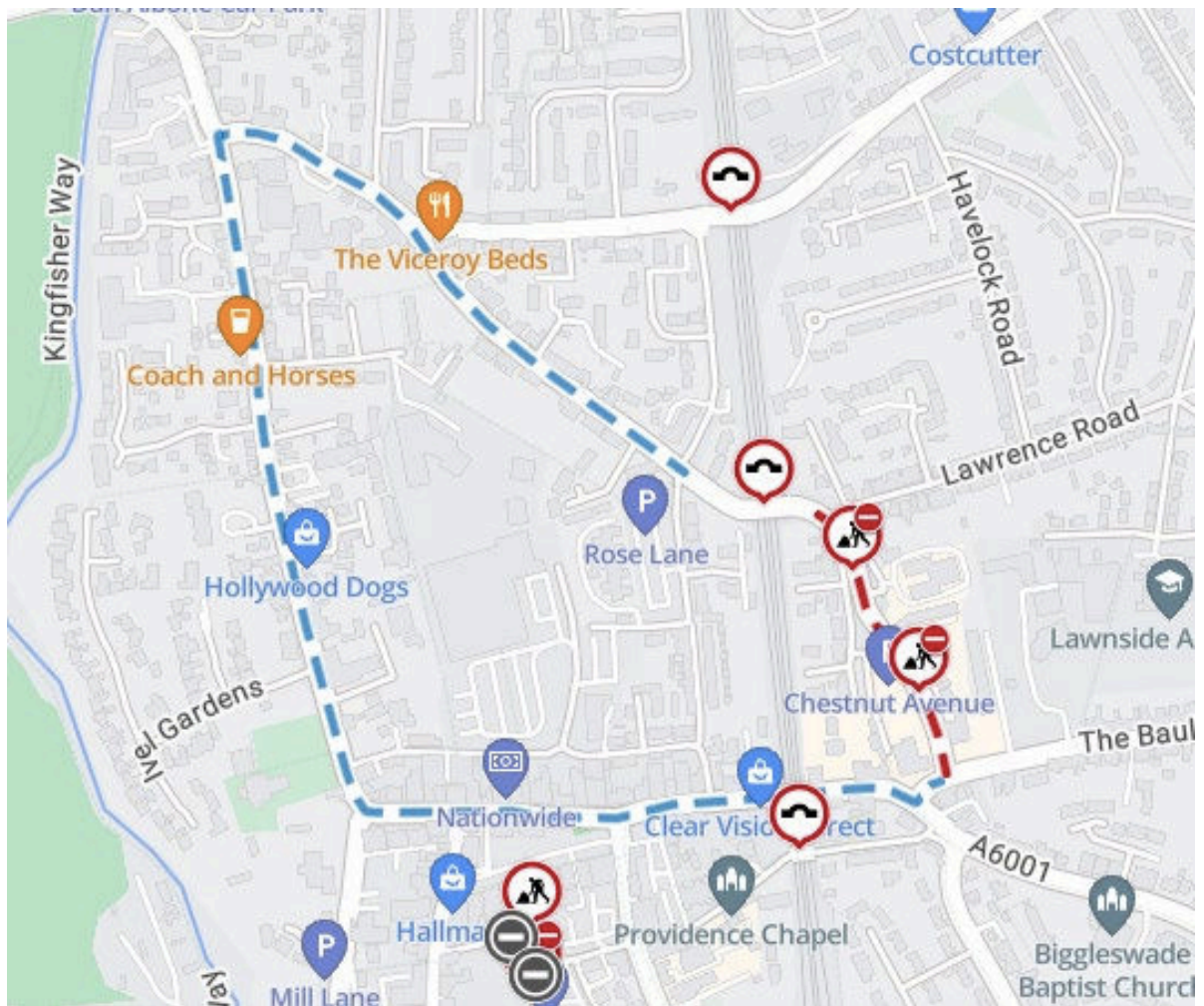
If you have any observations, you wish to make I would be grateful if you could let me know as soon as possible.

Streetworks Team

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Road:	Crab Lane/ Chestnut Avenue, Biggleswade
Application from:	Milestone obo CBC - 03003008049
Reason:	Carriageway Resurfacing
Length affected:	from approx. 25m from Railway Bridge to The Baulk
Date:	The closure will be in place from 18 th to 20 th March from 0800-1600hrs
Diversion Route	Sun St, Shortmead St, A6001, The Baulk

NB. The applicant will be responsible for taking down all Central Bedfordshire Council public notices immediately after the works requiring the Order have been completed.



your
reference

our reference CBC 101486
please ask for Streetworks
direct line
e-mail streetworks@centralbedfordshire.gov.uk
web-site www.roadworks.org

For your information

Proposed Temporary Road Closure – Bonds Lane, Biggleswade

I have a request for a Temporary Road Closure at the above location to enable New Electrical Connection Works to take place in safety. Details are listed in the schedule below and having assessed the application I am satisfied the request is justified.

The restrictions are to be in operation only when the necessary signs are erected on site. The Legal Order will be made to cover an 18 month period. Access may be allowed from time to time according to local signing.

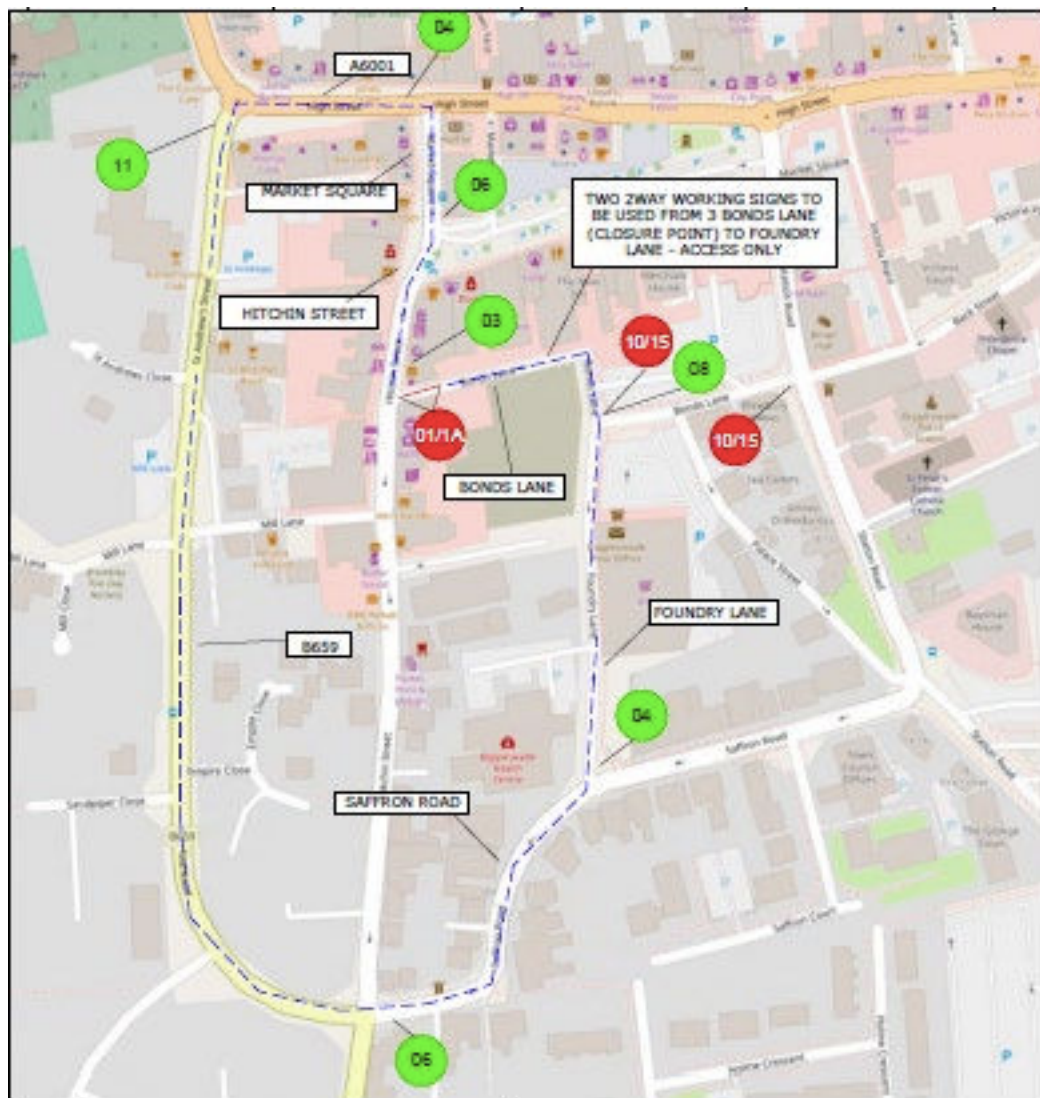
If you have any observations, you wish to make I would be grateful if you could let me know as soon as possible.

Streetworks Team

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Road:	Bonds Lane, Biggleswade
Application from:	Sunbelt Rentals – 0370 0500792
Reason:	Provide New Electrical Service
Length affected:	Full Length
Date:	The closure will be in place from 4 th to 5 th April from 1030-1630hrs hrs
Diversion Route	Foundry Lne, Saffron Rd, B659, A6001, Market Square, Hitchin St

NB. The applicant will be responsible for taking down all Central Bedfordshire Council public notices immediately after the works requiring the Order have been completed.



PUBLIC NOTICE

ROAD TRAFFIC REGULATION ACT 1984 - SECTION 14(1)

CENTRAL BEDFORDSHIRE COUNCIL

(BIGGLESWADE: PART OF BRIDLEWAY NO 58)

(TEMPORARY PROHIBITION OF THROUGH TRAFFIC) ORDER 2024

Notice is hereby given that Central Bedfordshire Council have made an Order the effect of which will be to prohibit any person proceeding on foot or on horseback or lead a horse or cycle along the length of part of public Bridleway No 58, Biggleswade which extends from Ordnance Survey Grid Reference (OS GR) TL 2119 4262 (map point A) in a north easterly direction for approximately 600 metres to OS GR TL 2163 4303 (map point B).

This temporary closure is required to enable construction works to safely take place. The closure is expected to be in place from 5 March to 4 September 2024.

There is no alternative route for bridleway users whilst this closure is in force. Please use other public rights of way whilst the closure is in place.

Further details, including a map, can also be found on the Council's website at:

https://www.centralbedfordshire.gov.uk/info/82/countryside/431/rights_of_way/2

The Order will come into operation on 5 March 2024 for a period not exceeding six months or until the works which it is proposed to carry out on or near to the bridleway have been completed, whichever is the earlier. If the works are not completed within six months the Order may be extended for a longer period with the consent of the Secretary of State for Transport.

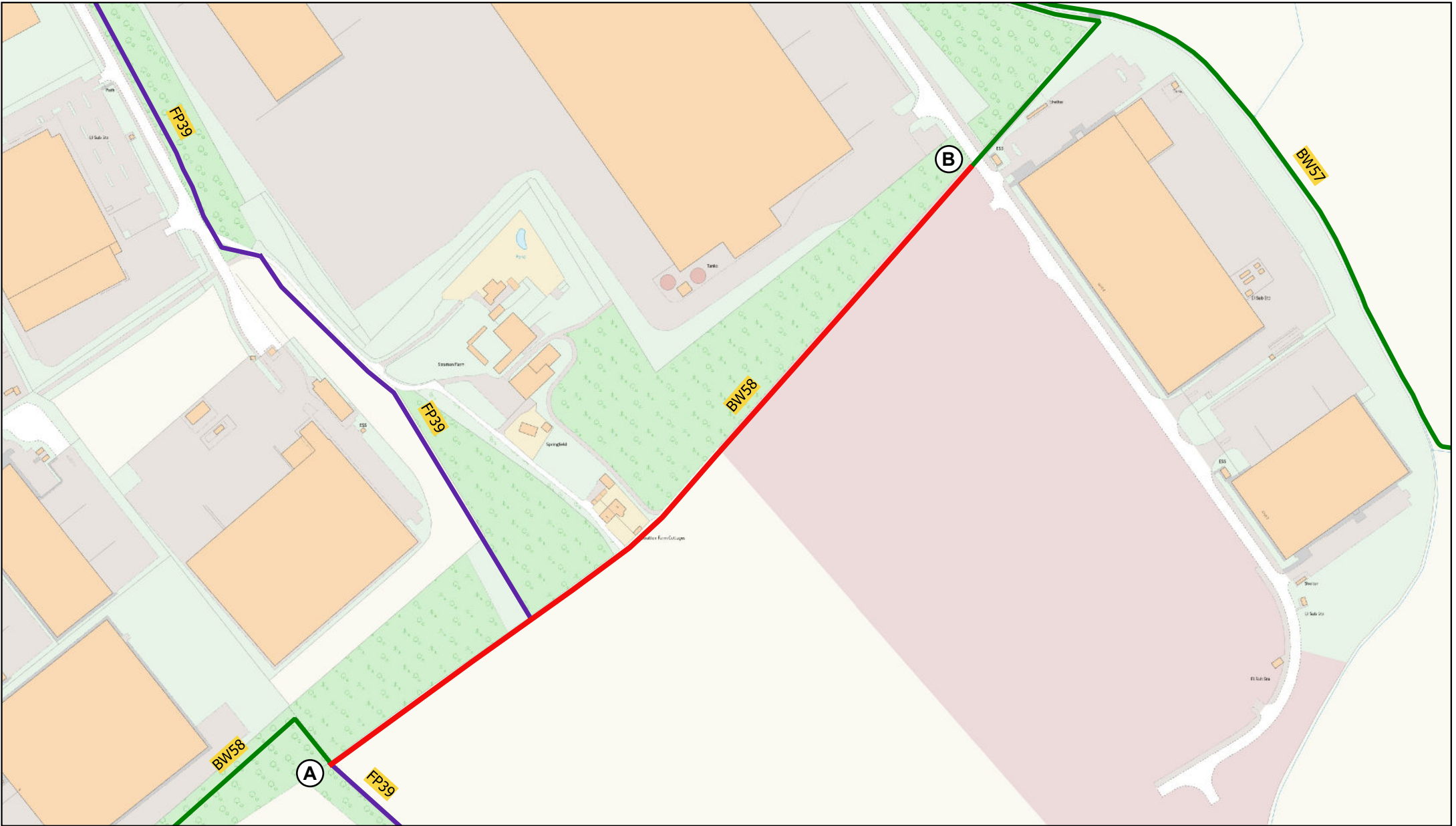
For further information please contact Chris Dorow, Tel: 0300 300 6906,

Christopher.Dorow@centralbedfordshire.gov.uk

DATED 1 March 2024

Central Bedfordshire Council
Priory House
Chicksands
Shefford SG17 5TQ

Gary Powell
Assistant Director, Highways



Legend

ROW/Legal Network

- BOAT
- BW
- FP



25-01-2024

Temporary Closure of Part of Biggleswade Bridleway No 58

- A-B bridleway to be temporarily closed
- Unaffected bridleway

Crown Copyright and database right. 2024 Ordnance Survey AC0000851074 Central Bedfordshire Council.

Cities Revealed Aerial photography copyright The GeoInformation Group 2023

1:3450



Date Created
25-01-2024
by Natasha Gregory

your
 reference
 our reference CBC 101594
 please ask for Streetworks
 direct line
 e-mail streetworks@centralbedfordshire.gov.uk
 web-site www.roadworks.org

For your information

Proposed Temporary Road Closure – Dunton Lane, Biggleswade

I have a request for a Temporary Road Closure at the above location to enable Various Improvement Works to take place in safety. Details are listed in the schedule below and having assessed the application I am satisfied the request is justified.

The restrictions are to be in operation only when the necessary signs are erected on site. The Legal Order will be made to cover an 18 month period. Access may be allowed from time to time according to local signing.

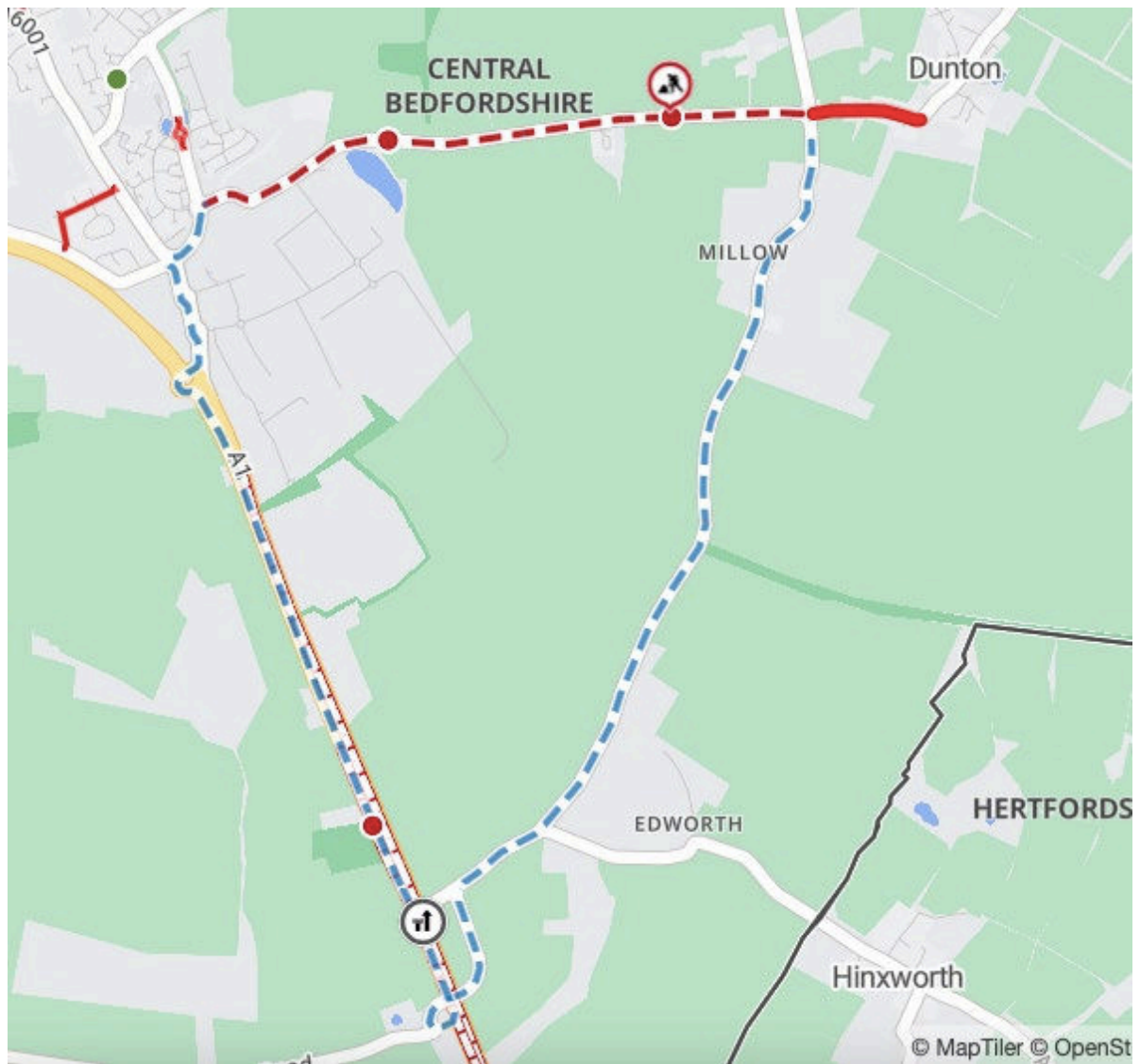
If you have any observations, you wish to make I would be grateful if you could let me know as soon as possible.

Streetworks Team

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Road:	Dunton Lane, Biggleswade
Application from:	Milestone obo CBC - 03003008049
Reason:	Install Gully Pots/ Road Crossing/ Drainage Works/ Grading Banks/ Plaining and Surfacing Works
Length affected:	Full Length
Date:	The closure will be in place from 16 th March to 24 th March for 24hrs a day
Diversion Route	Millow, Dunton Rd, Edworth, C184, A1, A6001 London Rd, Saxon Drive

NB. The applicant will be responsible for taking down all Central Bedfordshire Council public notices immediately after the works requiring the Order have been completed.





PUBLIC NOTICE

CENTRAL BEDFORDSHIRE COUNCIL PROPOSES TO INTRODUCE WAITING RESTRICTIONS ON STATION ROAD, BIGGLESWADE

Reason for proposal: The waiting restrictions are intended to address indiscriminate parking in the vicinity of Biggleswade Station.

Effect of the Order:

To introduce No Waiting from Monday to Saturday between 2pm and 4pm on the following length of road in Biggleswade:-

1. Station Road, south-west side, from a point approximately in line with the southern flank wall of No. 16 Station Road and extending in a north-westerly direction for approximately 11 metres.

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 22 March 2024. Any objections must state the grounds on which they are made **and must quote unique reference number A00433**. 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 (Bedfordshire County Council (District of Mid Bedfordshire) (Civil Enforcement Area and Special Enforcement Area) (Waiting Restrictions and Street Parking Places) (Consolidation) Order 2008) (Variation No.*) Order 202**"

Central Bedfordshire Council
Priory House
Chicksands
Shefford SG17 5TQ

Gary Powell
Assistant Director
Highways

01 March 2024

Station Road, Biggleswade – Proposed Waiting Restriction



Key

 Proposed No Waiting Mon – Sat between 2pm and 4pm

Report to Council – 12th March 2024

Central Bedfordshire Council - A New Local Plan

Central Bedfordshire Council hosted a Local Plan Engagement Event on 13th February at Priory House which I attended on behalf of the Town Council.

Officers reminded us that, when the Local Plan was made, it was conditional on a review beginning within six months. The review began in January 2022 looking at changes since the Plan was produced: underlying policies; new local strategies; housing need and the impact of national planning reforms.

Due to the impact of national planning reforms, CBC decided in November 2023 that a completely new plan is required rather than a review of the existing plan. It will conform to the new style of plan set down by Government. A particular issue is the Duty to Co-operate, which the Government has now withdrawn for new plans. This meant that, for the current Local Plan, CBC had to consider the needs, including housing, of Luton as well as the Central Beds. area.

A local plan has to be for a minimum of fifteen years so the new plan will be 2028 – 2043 unless CBC decides to extend the plan over a further period.

The production of a new local plan has been scoped and the key milestones are as follows:

Nov 23 – June 24	Evidence studies and engagement/comms strategy commissioned
June – Sept 24	Informal public engagement
End 24	Call for sites
Jan – Dec 25	Outcomes of evidence site assessment, drafting of plan
Feb – April 26	Regulation 18 consultation (issues and options)
Sept – Oct 27	Regulation 19 consultation (pre-submission)
Feb 28	Submission
March – Aug 28	Examination period
December 28	Adoption

[Please note the Call for Sites at the end of this year. Very little of the parish of Biggleswade remains undeveloped but there are three large, greenfield sites which may come forward – further land to the north of Potton Road (residential?); land to the south of the A1 on Langford Road (commercial or residential?); and land to the east of the A1, south of Stratton Business Park (commercial).]

On behalf of Biggleswade, I raised two points which arise from the current Local Plan and the Neighbourhood Plan.

The first is the issue of coalescence with Sandy and Langford. The Town Council has worked with Langford Parish Council to try to avoid development up to the parish boundary. We now

know, through the Neighbourhood Plan process, that there are ambitions to develop the land to the south of the A1 bypass along the Langford Road. To the north, we have fought hard against any further development to the north of Potton Road to avoid coalescence with Sandy and to protect Biggleswade Common. There has also been much work to protect and develop the Green Wheel.

I therefore stressed the importance of re-instating the Important Countryside Gap to the north of Biggleswade which was in the pre-submission version of the current Local Plan but later removed. I also asked that a similar gap be identified to the south between Biggleswade and Langford.

In the current Plan, we have the residential site to the north which has been refused planning permission but for which we now expect a second application and the commercial site to the south where nothing has yet come forward. So the second point I raised was the status of sites allocated in the current Plan – can they be removed in the new plan, particularly where a planning application has been refused? The answer was maybe/perhaps The key point that came out from that discussion was that the criteria for assessing a site for allocation are not as stringent as the criteria for a planning application. The problem is, of course, that once a site is allocated, it is a strong advantage for an application.

There was a breakout discussion about how CBC should conduct consultations as the plan process moves forward and there was a strong message back from the town and parish councillors present that our councils should be used as much as possible to facilitate public engagement.

The final item on the agenda was a demonstration of some software called Commonplace which CBC intend to use as part of the consultation process to try to gather input from a wider range of people. We were assured that it will not replace face-to-face contact. We await the first stage of engagement due to start in June with the public launch of the new plan.

It is imperative that the Town Council is involved at every stage of the development of the new local plan over the next five years.

Madeline Russell (Cllr.)
March 2024

