



Ref: Agenda/Council – 12/11/2024

7<sup>th</sup> November 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 12<sup>th</sup> November 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 and the Committee 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\\_uoSAK129QliXySvrNX\\_qGw](https://us06web.zoom.us/webinar/register/WN_uoSAK129QliXySvrNX_qGw)

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**

Cllr Steven Watkins – Disposal of Holme Farm.

**6. MEMBERS' QUESTIONS**

**7. MINUTES AND RECOMMENDATIONS OF MEETINGS**

a. For Members to receive the minutes of the Town Council Meeting held on **Tuesday 8<sup>th</sup> October 2024** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade as approved by the Chairman of the Committee.

b. For Members to receive the minutes of the Town Council Meeting held on **Tuesday 22<sup>nd</sup> October 2024** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade as approved by the Chairman of the Committee.

c. For Members to note the minutes of the PLOS Committee Meeting held on **Tuesday 1<sup>st</sup> October 2024** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade as approved by the Chairman of the Committee.

**8. MATTERS ARISING**

a. Minutes of the Council Meeting held on **Tuesday 8<sup>th</sup> October 2024**.

**9. ITEMS FOR CONSIDERATION**

a. **Scheme of Delegations**

For Members to receive and consider a written report from the Town Clerk & Chief Executive and the Committee Clerk.

b. **Police Liaison Role**

One of the current representatives has resigned from the position. The Council are requested to elect a new representative.

c. **Stratton Way Cemetery Update**

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

**10. PLANNING APPLICATIONS**

You can view details of applications and related documentation such as application forms, site plans, drawings, decision notices and other supporting documents for planning applications on the Central Bedfordshire Council website. Click on the hyperlink (electronic copy) on the heading of each planning application listed below.

- a. **CB/24/02326/FULL – 4 St Margarets Gardens, Biggleswade, SG18 8NU**
- CBC Excerpt: One and a half storey rear extension and single storey side extension following demolition of garage.
- 12<sup>th</sup> December 2023:** “The Town Council has **NO OBJECTION** to this application, subject to consultation with neighbours and consideration of their comments.”
- b. **CB/24/02654/FULL – 7 Mead End, Biggleswade, SG18 8JN**
- CBC Excerpt: Erection of a front extension and replacement front door and porch. Erection of a rear extension, part single storey, part two storey. Creation of a dropped kerb and removal of the chimney.
- c. **CB/24/02768/FULL – 28 Larkinson Avenue, Biggleswade, SG18 0RF**
- CBC Excerpt: New open front porch, single storey side and single storey rear/side extensions.
- d. **CB/24/02861/FULL - 29A Lindsell Crescent, Biggleswade, SG18 0DL**
- CBC Excerpt: Retrospective Planning Permission for an existing rear canopy / timber structure.
- e. **CB/24/02802/FULL – Flat 130 Shortmead Street, Biggleswade, SG18 0BH**
- CBC Excerpt: Replacement of existing rear extension with new rear/side extension with roof lantern, Juliet balcony to rear 1st floor, loft conversion and installation of rear dormer and 2 conservation roof lights to the front.
- f. **CB/24/02739/REG3 – Social Centre, Mead End, Biggleswade, SG18 8JU**
- CBC Excerpt: Demolition of 2 buildings.
- g. **CB/24/02945/FULL – 77 London Road, Biggleswade, SG18 8EE**
- CBC Excerpt: Erection of a front porch.
- h. **CB/24/02431/LB – 81 Shortmead Street, Biggleswade, SG18 0BB**
- CBC Excerpt: Listed Building: Removal of a plasterboard stud wall in kitchen area, to allow investigation of chimney breast and fireplace behind to allow for a traditional style oven and additional storage options and future refurbishments.
- i. **CB/24/03022/FULL - Biggleswade Academy, Mead End, Biggleswade, SG18 8JU (Mead End entrance)**
- CBC Excerpt: Creation of new pedestrian drop off/pick up point for parents, enhanced pedestrian access within the site, provision of two disabled car parking bays, new fencing, vehicular access gate and associated ancillary works.
- j. **CB/24/03050/FULL - Biggleswade Academy, Mead End, Biggleswade, SG18 8JU (Kitelands Road entrance)**
- CBC Excerpt: Creation of new hardstanding area for children's collection point, new footpath link with associated ramps and associated landscaping and ancillary works.

- k. **CB/24/03014/FULL – 5 Laurel View, Lawrence Road, Biggleswade, SG18 0LR**
- CBC Excerpt: Single storey rear extension with rooflights, new door to side elevation and single storey garden shed to front garden.
- l. **CB/24/03072/FULL – 5 Laurel View, Lawrence Road, Biggleswade, SG18 0LR**
- Part single and part two storey side extension (part retrospective).
- m. **CB/24/03019/ADV - Land outside Unit B Stratton Business Park, Normandy Lane, Biggleswade, SG18 8QB.**
- CBC Excerpt: Advertisement: Installation of a non-illuminated, free standing business park directory sign.
- n. **CB/24/03133/FULL – The Plough House, 276 London Road, Biggleswade, SG18 9TB**
- CBC Excerpt: Demolition of 2 existing buildings and removal of pre-existing mobile home. Change of use of land for the creation of 4 Gypsy/Traveller Pitches, comprising the siting of 4 static caravans and 4 touring caravans alongside the erection of 1 combined dayroom (Part Retrospective).
- o. **CB/24/02555/LB – 11A Sun Street, Biggleswade, SG18 0BP**
- CBC Excerpt: Listed Building: Replace windows and door to front elevation.
- p. **CB/TCA/24/00501 – 45 London Road, Biggleswade, SG18 8ED**
- CBC Excerpt: Works to a tree within a conservation area: (T1 - Reduce by 2m. Lifting and pruning back from the footpath to allow easier pedestrian access. The tree has previously been pruned poorly, which we will rectify by pruning above the previous points to healthy growth and blend into a suitable shape.T3 - Reduce by 1.5m, keeping the trees natural shape whilst also maintaining the tree at a reasonable size for its location.T4 - Reduce by 2m this tree has also been poorly pruned previously. We intend to rectify this by reducing above the previous pruning points to healthy growth into a suitable shape. Reducing the overhanging branches as close to the boundary line as possible. T7 - Reduce by 2-3m. The tree has grown to a substantial size and concerns to neighbours due to its proximity to outbuilding and property. Some of the substantial stems are rubbing. We would reduce the canopy to suitable growth, removing some weight from the tree to give the neighbour re-assurance that it is healthy and not a hazard. We will also provide a visual inspection of the tree.)
- q. **CB/TRE/24/00455 – Land Adjacent To 18 Manor Court, Dunton Lane, Biggleswade, SG18 8QS**
- CBC Excerpt: Works to trees protected by a Tree Preservation Order: (A) - Sycamore, 12m tall to pollard down to 6-7m. (B) - Horse Chestnut, 15m tall to pollard down to 8-10m, which is below previous pollard points. (C) - Sycamore, 15m tall to pollard down to 8-10m.

r. **CB/TRE/24/00482 – 26 Ivel Gardens, Biggleswade, SG18 0AN**

CBC Excerpt: Works to a tree protected by a Tree Preservation Order: MB/09/00002/T2 (T1) Common Lime tree. Re pollard back to previous pollard points.

s. **CB/TCA/24/00505 – Conservative Club, St Andrews Street, Biggleswade, SG18 8BA**

CBC Excerpt: Works to trees within a Conservation Area: T1- Sycamore crown lift to 5.5m all around to give clearance over road and car park. T2 - Sycamore crown Lift to 5.5m all around to give clearance over road and car park. Remove dead branches at the top of the tree only. T3 - Medium silver birch dismantle to near ground level. Due to tree being in significant decline.

t. **CB/TPO/24/00040 – Amenity land along frontage of A1 Retail Park, Biggleswade Tree Preservation Order No. 40/2024**

CBC Excerpt: Any tree within the area shown on the plan including Sycamore, Lime and Field Maple Located on amenity land which runs along London Road next to Unit I of A1 Retail Park, London Road, Biggleswade, SG18 8NE.

CBC Excerpt: Any tree within the area shown on the plan including Sycamore, Lime and Field Maple Located on amenity land which runs along London Road behind units J-N of A1 Retail Park, London Road, Biggleswade, SG18 8NE.

**11. PLANNING APPLICATION OUTCOMES**

- a. A report of the Planning Application Outcomes (by exception applications only) as of 7<sup>th</sup> November 2024.

**12. ACCOUNTS**

**Financial Administration**

- a. **September 2024 Position & Accounts**

For Members to receive and consider a written report from the Head of Finance & Deputy RFO.

**13. ITEMS FOR INFORMATION**

- a. **Quarterly Bank Reconciliations**

For Members to note a written report from the Head of Finance & Deputy RFO.

- b. **Proposed Temporary Road Closure – Market Square/Station Road/Hitchin St/Bonds Lane, Biggleswade**

For Members to note information from CBC Streetworks.

- c. **East West Rail Upcoming Consultation**

For Members to note information from East West Rail.

d. **Launch of Brownfield Call for Sites**

For Members to note information from the CBC Community & Engagement Team.

e. **Planning Update**

For Members to note documentation from the Planning Inspectorate.

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\\_uoSAK129QliXySvrNX\\_qGw](https://us06web.zoom.us/webinar/register/WN_uoSAK129QliXySvrNX_qGw)

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.

(Football Update Report).

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 8<sup>TH</sup> OCTOBER 2024**  
**AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES**  
**THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL**

**PRESENT:**

Cllr G Barrett (Deputy Mayor)  
 Cllr I Agnew  
 Cllr D Albone  
 Cllr M North  
 Cllr M Russell  
 Cllr S Sajid  
 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 E Bour – Head of Finance & Deputy RFO  
 Mr I Campbell – Community Development Manage  
 Mx K Chambers – Committee Clerk

Members of the Public – 1 (online).

**Meeting Formalities:**

Following a reminder to meeting attendees that this is a formal meeting, the Deputy 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 Deputy 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 Foster, Cllr J Jones, Cllr M Knight, Cllr S Patel, Cllr A Skilton.

b. **No Apologies**

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 9j.  
 Cllr Russell for Item 9a (Air Cadets Grant Application).



### 3. **TOWN MAYOR'S ANNOUNCEMENTS**

- a. Cllr Barrett highlighted that he attended the Biggleswade Business Forum on Monday 7<sup>th</sup> October and thanked Officers for their efforts. He noted that the event was well attended and that feedback and lessons learnt will be used for any future events.

### 4. **PUBLIC OPEN SESSION**

No member of the public wished to speak.

### 5. **INVITED SPEAKER**

#### a. **Bedfordshire PCSOs**

Cllr Barrett informed Members that the invited PCSOs had sent their apologies ahead of the meeting and that this will be reorganised for a future Council meeting.

### 6. **MEMBERS' QUESTIONS**

- a. Cllr Strachan asked whether the Town Council will offer Warm Spaces during the winter. The Town Clerk & Chief Executive responded that spaces like this have been provided during recent heavy rainfall and flooding at the Orchard Community Centre. He noted that this could be used as a Warm Space if necessary and that Officers will liaise with CBC Emergency Planning.
- b. Cllr Russell asked whether there had been any response surrounding a pedestrian safety island on St Andrew's Street. The Head of Governance & Strategic Partnerships noted that Officers contacted CBC again on 16<sup>th</sup> September 2024 but have had no response. Officers will keep chasing this issue.
- c. Cllr Russell asked whether the Wellingtonia tree on the corner of Ivel Gardens and Shortmead Street is going to be felled. The Town Clerk & Chief Executive confirmed that there has been no formal notice from CBC about this and that Officers have been researching the social media post to check its validity. Officers will reach out to CBC Tree Planning to confirm if these works are happening.

### 7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. (P11) Item 9b: Members asked that the recorded vote be minuted as "The recorded vote was as follows" and highlights what the vote was for a two part resolution.

(P14) Item 15a: Misspelling of "licence".

(P14) Item 15b & 15c: Cllr Strachan asked that his departure from the Chamber due to a registered non-pecuniary interest be noted in the non-exempt minutes.

Subject to these amendments the Minutes were **APPROVED** as an accurate record of the Town Council Meeting held on Tuesday 10<sup>th</sup> September 2024.

- b. (P18) Item 15a: Cllr Strachan asked that his departure from the Chamber due to a registered non-pecuniary interest be noted in the non-exempt minutes.

Subject to these amendments the Minutes were **APPROVED** as an accurate record of the Town Council Meeting held on Tuesday 24<sup>th</sup> September 2024.

- c. The Minutes of the Finance & General Purposes Committee Meeting on Tuesday 3<sup>rd</sup> September 2024 were **NOTED**.

**8. MATTERS ARISING**

There were no matters arising.

**9. ITEMS FOR CONSIDERATION**

**a. Grants Applications 2024/25 – Tranche One**

The Head of Finance & Deputy RFO presented the report.

Members considered all the grant application requests and agreed grants for thirteen organisations as following:

<b>APPLICANT</b>	<b>AMOUNT REQUESTED</b>	<b>AMOUNT AWARDED</b>
Bloomin' Well CIC	£1,000.00	£500.00
Biggleswade Sea Cadets Unit 36	£2,000.00	£2,000.00
2 <sup>nd</sup> Biggleswade (St Andrews) Guides	£125.00	£125.00
Biggleswade & District Camera Club	£2,476.00	£2,000.00
Biggleswade Community Group	£1,500.00	£1,500.00
Biggleswade Community Safety Group	£448.99	£448.99
Biggleswade Good Neighbours	£488.00	£488.00
Biggleswade Warm Spaces	£250.00	£250.00
Magpas Air Ambulance	£650.00	£325.00
Masters of Defence	£2,000.00	£1,000.00
Biggleswade ATC Squadron (Royal Air Force Air Cadets)	£1,500.00	£1,500.00
Spring House Community Mental Health Team	£500.00	£500.00
Veg Box Donation Scheme	£600.00	£300.00
<b>TOTAL</b>	<b>£15,537.99</b>	<b>£10,936.99</b>

**b. External Audit**

Mazars concluded that “*On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.*”

*Mazars certify that they have completed their review of Sections 1 and 2 of the Annual Governance and Accountability Return and discharged their responsibilities under the Local Audit and Accountability Act 2014, for the period ended 31st March 2024”.*

The Council has published on 20<sup>th</sup> September 2024 confirming a statement of limited assurance review has been concluded and that the statement of accounts has been published.

The Head of Finance & Deputy RFO noted that Mazars have identified a minor scope for improvements, which are specified in the report.

The Town Clerk & Chief Executive added that there are two to three audit firms that work with local councils, all with their own localised ways of working. Members asked why there are confictions between Mazars suggestions and the Practitioner's guide. The Town Clerk & Chief Executive highlighted the Practitioner's Guide as the chief document that the Council adhere to, and that the Mazar's pro forma only deviates slightly from this and was not highlighted during auditing meetings.

Members considered and **NOTED** the auditor's comments.

c. **Member / Officer Protocol**

The Committee Clerk highlighted key changes in the document, noting terminology specific to Biggleswade Town Council and the inclusion of continued collaboration between Officers and Members in all aspects of Council work. The Town Clerk & Chief Executive noted that Officers are developing a Code of Conduct which will supplement this document and reflect references within other Council polices and documentation.

Members asked that the following changes be made:

- S2: Change "one and other" to "each other".
- S12: Remove "however" from the sentence.
- S8: Reinstate the ninth bullet point.

Members asked why certain deletions had been made within the protocol. The Town Clerk & Chief Executive responded that edits were made to aid the clarity of the protocol. Members also noted that references to Officers attending party group discussions were not relevant to this Town Council and therefore correctly removed.

Members also asked if a statement about Officers communicating with Members about any announcements on the Council's social media or website should be included under Councillor Expectations. The Committee Clerk responded that this will be included within the developing Communications Strategy which will be shared with Council in due course.

Members **RESOLVED** to adopt the policy subject to changes and that Officers upload it to the website. This policy will be reviewed again in October 2025.

d. **Scheme of Delegations**

Members raised concerns with the new wording relating to recommended resolutions of Committees and that this removes the existing powers of Committees.

Members **RESOLVED** that the deleted first statement on most Committee section be reinstated, highlighting a Standing Committee's power to spend £15,000 and resolutions for sums larger than £15,000 and capital projects come to Town Council.

Members asked that all references to Sub-Committees are changed to Standing Committees. Members also asked that all sections use the shortened "Responsible for:" before each bulleted list and that 'licenses' be corrected to 'licences'.

Members **RESOLVED** to make the suggested changes to the Scheme of Delegations and resubmit the document to Town Council on Tuesday 12<sup>th</sup> November 2024.

e. **Lindsell's Bequest Charity**

The Head of Finance & Deputy RFO noted that the Town Council is the sole trustee of the charity and that Members approved the Deed of Amendment at Town Council on 13<sup>th</sup> August 2024. The Town Clerk & Chief Executive added that Terms of Reference have been drafted and that a Chairman will have to be appointed.

Members **RESOLVED** to hold the first meeting of the Lindsell's Bequest Charity on 22<sup>nd</sup> October 2024.

f. **Upcoming Council Reserve Date**

Members **RESOLVED** to approve holding the Council Reserve Meeting on Tuesday 22<sup>nd</sup> October 2024 to host an additional Council meeting.

g. **Town Centre Car Parks Project Update Report**

The Head of Governance & Strategic Partnerships updated Members that, since the agenda was released, Officers received correspondence from CBC Traffic Officers, which expects completion in eight weeks. The Community Development Manager added that, once complete, the first machines will be installed in December or January.

Members asked whether the document shared is the finalised document that will be signed and that Members suggestions were incorporated. The Head of Governance & Strategic Partnerships confirmed that this is the latest version, but this will go to CBC's legal team before completion and will have the correct dates inserted. The Head of Governance & Strategic Partnerships noted that, even though the work was outsourced, only the CBC legal team has the power to complete all changes which have been accepted by the Town Council, thus the action is with CBC to complete the work by the end of November.

Members also asked whether the trial machine can be installed prior to the TRO being passed and use the current system until completion. The Head of Governance and Strategic Partnerships responded that a new machine could be added and tested but would need the TRO to take effect prior to public use and would therefore be covered.

this wouldn't be a possibility as the project did not have costing for additional drilling of machines and that these will only work with the new system and therefore would need covering until completion.

Subject to the upcoming changes, Members **RESOLVED** to agree that the draft TRO document can be signed by the Town Council.

h. **Eagle Farm Road Plaque**

Cllr Woodhead introduced the proposal to Members and Officers and highlighted that this could be placed on the 80<sup>th</sup> anniversary of the incident. This would be placed on Town Council owned land.

Members asked whether it would be possible to consult with the USAAF on the design of the plaque. Cllr Woodhead confirmed that this could be followed up and invite any local organisations linked to the event.

Members **RESOLVED** to agree to the purchase and installation of a plaque for circa £200 to commemorate this incident as part of the town's wider recognition of the 80th Anniversary of the end of the Second World War.

i. **Upcoming Biggleswade Joint Committee Date**

The Head of Governance & Strategic Partnerships noted that Biggleswade Joint Committee is usually hosted on a Thursday in collaboration with Central Bedfordshire Council and that the proposal is to change the date to Thursday 17<sup>th</sup> October 2024.

Members raised the concern that the Chairman and Vice-Chairman of the Committee may not be able to attend the new date and therefore availability should be assessed for all attendees before the date is changed.

Members **RESOLVED** that Officers contact the Chairman, Deputy Chairman and Committee Members about the potential date change and move dependent on the collective responses.

j. **Biggleswade Common Unit CL19 – Transfer of Right**

Members **RESOLVED** to note the transfer and asked Officers to update the Asset Intelligence Team on who the correct Town Clerk is.

10. **PLANNING APPLICATIONS**

a. **CB/24/02516/LDCE – 28 Bluebell Close, Biggleswade, SG18 8SL**

CBC Excerpt: Lawful Development Certificate Existing: garage conversion to a snug/family room.

The Town Council has **NO OBJECTION** to this application.

b. **CB/24/02610/FULL – 55 Wilsheres Road, Biggleswade, SG18 0DN**

CBC Excerpt: Proposed demolition of existing conservatory to be replaced with single storey rear extension.

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

c. **CB/24/02386/FULL – 15 Edward Road, Biggleswade, SG18 0DT**

CBC Excerpt: Erection of a boundary fence to replace removed trees (Retrospective).

The Town Council has **NO OBJECTION** to this application

d. **CB/24/01837/FULL – 3 Sage Close, Biggleswade, SG18 8WH**

CBC Excerpt: Single storey front porch extension.

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

e. **CB/24/02594/FULL – 12 Venus Avenue, Biggleswade, SG18 8FJ**

CBC Excerpt: Single storey rear extension.

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

f. **CB/24/02581/FULL – Former New Inn Public House, 16A Market Square, Biggleswade, SG18 8AS**

CBC Excerpt: Listed Building: Part conversion of first floor to create a two bedroom flat, conversion of rear store to a cycle and bin store with two new external doors, installation of a kitchen extractor and fan over the rear patio area (part retrospective).

The Town Council has **NO OBJECTION** to this application.

g. **CB/24/02366/ADV – Former New Inn Public House, 16A Market Square, Biggleswade, SG18 8AS**

Advertisement: Installation of fascia signage to the front and rear of building. (Retrospective).

The Town Council has **NO OBJECTION** to this application.

h. **CB/TRE/24/00419 – 4 St Andrews Street, Biggleswade, SG18 8BA**

CBC Excerpt: Works to a tree protected by a Tree Preservation Order: T1. Sycamore - Reduce in height by 2-3 metres, shape and balance the remainder of the tree, cut back the overhanging branches 3-4 metres in line with the block paving cutting to viable growth on the side of the care home car park.

The Town Council **RESOLVED** to ask for clarification regarding the location of the tree being worked on, as this was unclear in the supplementary documentation.

i. **CB/TRE/24/00416 – 5 Wharf Mews, Biggleswade, SG18 0AW**

CBC Excerpt: Works to a tree protected by a Tree Preservation Order MB/10/1988: Prune back the overhang to Horse Chestnut Tree T1 to the boundary line.

The Town Council has **NO OBJECTION** to this application.

j. **CB/TRE/24/00415 – 6 Wharf Mews, Biggleswade, SG18 0AW**

CBC Excerpt: Works to trees protected by a Tree Preservation Order MB/10/1988: Reduce back the overhang on 2 Limes Trees T1 and T2 and Horse Chestnut Tree T3 in the rear garden by 2-3m.

The Town Council has **NO OBJECTION** to this application.

## 11. **PLANNING APPLICATION OUTCOMES**

Members asked that the Outcomes appendix is reformatted to be more legible and clearer in future agendas.

This report was **NOTED** by Members.

## 12. **ACCOUNTS**

### **Financial Administration**

a. **August 2024 Position & Accounts**

The Head of Finance & Deputy RFO noted that the project outturn after month four suggests a deficit of around £66,776 at the end of the financial year. This is inclusive of expenditure related to professional legal fees and football maintenance, both of which will be sourced from the general reserve.

Members **RESOLVED** to approve the August 2024 Financial Management report.

13. **ITEMS FOR INFORMATION**

a. **Standing Orders**

The Town Clerk & Chief Executive noted that intent to share the Standing Orders was shared on 10<sup>th</sup> September 2024 and that the draft will be shared for discussion on Tuesday 12<sup>th</sup> November 2024. He asked that Members with any observations be shared with him through email.

Members were cautious about an email approach to feedback and noted that an informal discussion is usually held to share any commentary. Members **RESOLVED** to host an informal discussion on Tuesday 22<sup>nd</sup> October 2024.

Members asked that the Standing Orders are reordered to correctly reflect the text and ensure that the document is proofread before redistribution.

b. **Cash Access UK Application**

The Town Clerk & Chief Executive reminded Members of the resolution for him to contact Cash Access UK about having a banking hub in Biggleswade. He noted that the response was negative due to existing banking provisions in the town, and that if Sandy are successful in their application, this may preclude Biggleswade from having one in the future as well.

Members **NOTED** the update.

c. **Emerging Projects and Capital Borrowing Regulations 2025/26 Onwards**

Members **NOTED** the update.

14. **PUBLIC OPEN SESSION**

No one from the public wished to speak.

15. **EXEMPT**

a. **Planning Update**

Members **RESOLVED** to note the report.

The Deputy Mayor closed the meeting at **9:06pm**.







**MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING**  
**HELD ON TUESDAY 22<sup>ND</sup> OCTOBER 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 G Barrett (Deputy Mayor)  
 Cllr D Albone  
 Cllr J Jones  
 Cllr M Knight  
 Cllr M Russell  
 Cllr A Skilton  
 Cllr D Strachan  
 Cllr C Thomas

Mr P Tarrant – Town Clerk & Chief Executive  
 Mr K Hosseini – Head of Governance & Strategic Partnerships  
 Mr E Bour – Head of Finance & Deputy RFO  
 Mr Harry Henderson – Public Realm Manager  
 Mx K Chambers – Committee Clerk

Members of the Public – None.

**Meeting Formalities:**

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

**1. APOLOGIES FOR ABSENCE**

Cllr I Agnew, Cllr M North, Cllr S Patel, Cllr S Sajid, Cllr J Woodhead.

**b. NO APOLOGIES**

Cllr P Guilcher.

**2. DECLARATIONS OF INTEREST**

**a. Disclosable Pecuniary interests in any agenda item:**

None.

**b. Non-Pecuniary interests in any agenda item:**

None.

3. **TOWN MAYOR'S ANNOUNCEMENTS**

None.

4. **PUBLIC OPEN SESSION**

No member of the public wished to speak.

5. **INVITED SPEAKER**

6. **MEMBERS' QUESTIONS**

- a. Cllr Jones asked if there were any updates for the cricket ground gates. The Head of Governance & Strategic Partnerships responded that Officers are in contact with the Council's insurers and third-party insurers to establish work needed and Officers are currently obtaining quotes for a replacement gate.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

8. **MATTERS ARISING**

9. **ITEMS FOR CONSIDERATION**

a. **School Organisational Plan 2025-2030 Consultation**

Members **RESOLVED** that Councillors respond to the consultation individually to best represent a wide range of perspectives.

10. **PLANNING APPLICATIONS**

11. **PLANNING APPLICATION OUTCOMES**

12. **ACCOUNTS**

13. **ITEMS FOR INFORMATION**

14. **PUBLIC OPEN SESSION**

No member of the public wished to speak.

15. **EXEMPT**

a. **Capital Programme**

Members **RESOLVED** to note the report and suggest recommendations.

The Mayor closed the meeting at **9:40pm**.





**MINUTES OF THE BIGGLESWADE PUBLIC LAND AND OPEN SPACES MEETING HELD  
TUESDAY 1<sup>ST</sup> OCTOBER 2024 AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES  
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL**

**PRESENT:**

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

Mr P Tarrant – Town Clerk & Chief Executive  
Mr K Hosseini – Head of Governance & Strategic Partnerships  
Mr H Henderson – Public Realm Manager  
Mx K Chambers – Committee Clerk

Members of the Public –

**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**

a. Cllr G Barrett, Cllr P Guilcher, Cllr J Jones, Cllr J Woodhead.

**2. DECLARATIONS OF INTEREST**

a. **Disclosable Pecuniary interests in any agenda item:**

None.

b. **Non-Pecuniary interests in any agenda item:**

Cllr Skilton for Item 10b.

**3. CHAIRMANS ANNOUNCEMENTS**

The Chairman thanked the Public Realm Team for their flooding response during the recent heavy rainfall.

**4. PUBLIC OPEN SESSION**

No member of the public wished to speak.

5. **INVITED SPEAKER**

6. **MEMBERS' QUESTIONS**

There were no Members' questions.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. The Minutes were **APPROVED** as an accurate record of the Public Lands & Open Spaces Committee Meeting held on Tuesday 4<sup>th</sup> June 2024.

8. **MATTERS ARISING**

There were no matters arising.

9. **ITEMS FOR CONSIDERATION**

a. **Project Status Update**

The Head of Governance & Strategic Partnerships highlighted that the Brunel Play Area updates have been completed and will be inspected in the coming week. The agreed fencing removal and barriers have also been completed at Jubilee Recreation Ground. The Public Realm Manager also noted that benches have been refurbished and will be reinstalled soon.

The Town Clerk & Chief Executive noted that a report co-authored with the Chairman of PLOS and F & GP will be shared with Council on 22<sup>nd</sup> October 2024 and it will provide concrete and detailed information on upcoming projects and capital borrowing.

Members asked whether the Public Realm vehicles now have the Biggleswade Town Council logo on them. The Public Realm Manager confirmed that these have been applied to all vehicles bar one, due to this being replaced in the near future.

Members reiterated the good work completed at Brunel Play Area and discussed that these improvements be made to other Council owned play areas in future. The Town Clerk & Chief Executive responded that this will be included within the Emerging Projects report.

Members **RESOLVED** to note the report.

b. **Burial & Memorial Regulations**

Members noted the following corrections needed within the policy:

- (6) Ensuring clarity with undertaker and gravedigger responsibilities.
- (15) 'Issuance' should be 'issue' or 'issuing'.
- (15) Remove the word 'recordable'.
- (18a) 'Curb stones' should be 'Kerbstones'.
- (45) Include reference to service animals being allowed on site.
- (47) Modifying the formatting to correct numbering.
- (47) Removing "as in some instances it could be seen as a nuisance".
- Ensure consistency with reference to "the Council".

Members asked why the maximum height for a headstone is 4 feet in (18a) but the maximum height is 5 feet in (18f). The Head of Governance & Strategic Partnerships responded that this is to be inclusive of any additional monuments on the grave.

Members asked how families could purchase plots together. Cllr Knight responded that plots will be allocated at the point of purchase and therefore multiple plots would need to be purchased at the same time to ensure proximity. Members asked that this be clarified within the policy and that Officers consider other Council's policies to ascertain the best wording.

Members questioned whether the conditions to be classified a resident in (8) are clear and reasonable. Members **RESOLVED** that the wording should be as follows:

- "A resident is classed as someone who is on the electoral roll or has been on the electoral roll for 5 years of the last 10 years for Biggleswade, and their minor children."

Subject to the changes recommended, Members **RESOLVED** to agree the proposed Burials & Memorials Regulations progress to the F & GP Committee for a fees discussion.

c. **Football Pitch Bookings Policy and Terms & Conditions**

The Public Realm Manager noted that the policy was reviewed with the focus to tighten existing rules and ensure further use by football clubs and the public.

Members noted the following corrections needed within the policy:

- (2a) 'Through' should be 'throughout'.
- (3a) Remove 'Squarespace Scheduling'.
- (3b) 'Would suffice' should be 'will'.
- (6e) Use 'the Hirer' consistently when referring to any clubs or the public.
- (7) Reword the introduction for clarity.
- (7f) 'Key' should be pluralised.
- (7n) Repeat the rebooking rules from 5a.
- Ensure consistency with reference to "the Council".

Subject to the changes recommended, Members **RESOLVED** to agree the proposed Football Pitches Booking Policy and Terms & Conditions progress to the F & GP Committee for a fees discussion.

10. **ITEMS FOR INFORMATION**

a. **Drove Road Bowls & Tennis Survey Feedback**

Members asked whether the survey distribution and questions accurately reflected the population of Biggleswade and the Council's prospective projects. The Head of Governance & Strategic Partnerships responded that, alongside the 100 letters distributed, this was also shared online. The Town Clerk & Chief Executive noted that the survey aimed to reflect the perspective of the public on any prospective improvements, which will be detailed in the aforementioned upcoming report.

Members **NOTED** the report.

b. **Allotments Policy and Terms & Conditions**

The Town Clerk & Chief Executive noted that the reviewed draft policy was shared with the Chairman and Deputy Chairman of the PLOS Committee, and that Officers are working with the Biggleswade Allotment Association (BAA) and plot holders to capture all perspectives.

Members asked that all plot holders are consulted because not all holders are part of the BAA. The Town Clerk & Chief Executive responded that they could be invited to the upcoming Allotment Meeting or be emailed the draft policy for them to send comments on.

Members also asked that the BAA comments and the revised draft be sent to all PLOS Committee Members.

Members **NOTED** the report.

**11. PUBLIC OPEN SESSION**

No member of the public wished to speak.

**12. EXEMPT**

None.

The Chairman closed the meeting at **8:05pm**.

DRAFT





**BIGGLESWADE TOWN COUNCIL**  
**Town Council 12<sup>th</sup> November 2024**  
**Item 9a: Scheme of Delegations**

**Implications of Recommendations**

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

**Finance:** Not applicable.

**Equality:** Not applicable.

**Environment:** Not applicable.

**Community Safety:** Not applicable.

**Background**

The Scheme of Delegations was last reviewed in April 2023. It is good practice for Town Council's to review key documents on a yearly basis.

Both internal and external audit will also review these key documents as part of their yearly and quarterly critique.

The draft document has been co-authored with the Mayor and Deputy Mayor.

**Summary**

Members resolved at Council on 8<sup>th</sup> October 2024 that the document should reinstate Standing Committee powers, highlighting their power to spend £15,000 and that any higher sums or capital projects come to Council. Members also resolved that other minor changes be made to the document for clarity and accuracy.

**Recommendation:**

That Members resolve to adopt the policy and that Officers upload it to the Council's website. This policy will be reviewed again in November 2025.

Peter Tarrant  
Town Clerk & Chief Executive

Kathrine Chambers  
Committee Clerk

Appendix A: Draft Scheme of Delegations.

# Scheme of Delegations



[Adopted:](#)

[Review: November 2025](#)

## FUNCTIONS DELEGATED TO COMMITTEES

### 1. DELEGATED POWERS - TOWN COUNCIL COMMITTEES

Members will be advised by the Town Clerk whether a particular item under discussion is within the Committee's delegated powers, if so the minutes will then record the decision as "**Resolved**".

If the matter is not within the Committee's delegated powers, then the minutes will show the decision as "**Recommended**" and the matter will then be brought to the Council's particular attention by the Chairman of the Committee at the next meeting of the Council. This item can be discussed in full by the Town Council. In any case where a Committee Chairman and Vice Chairman is either unsure whether a matter falls within delegated powers, or whether a matter should be determined by them, they should refer that matter to the next highest level of decision. A Committees delegated power need not always be exercised.

**It is Unlawful to delegate powers to Committee Chairmen, Vice-Chairmen. The standing committees are:**

- Public Lands and Open Spaces
- Town Centre Management
- Finance and General Purposes Committee
- Personnel
- Appeals

## 2. Town Council

The Town Council has full authority and its responsibilities include:

- Resolving actions incurring expenditure within its budget.
- Prepare estimates of expenditure in December for the forthcoming financial year.
- To conduct [monthly a half yearly](#) appraisal of the budgets ~~and accounts based on September figures~~.
- To receive estimates of expenditure in December for the forthcoming financial year from other Committees of the Council, to set a recommendation for the Precept for approval at the January Council meeting.
- To request the agreed Precept amount from Central Bedfordshire Council, or their successors.
- To review and monitor annually, Standing Orders, Financial Regulations, [and](#) Terms of Reference for Committees ~~and Guidelines for Chairmanship~~.
- To review the internal audit procedures annually and to appoint an Internal Auditor.
- To form [Standing](#) Committees as required.
- To elect members to outside bodies.
- To approve and monitor all tenders and contracts, after review by other Committees as relevant.
- To approve both the amount and purpose of a Public Works Loan Board (PWLB) funding prior to committing any expenditure. Council re-approval shall be re-obtained if the Council is not contractually committed to PWLB expenditure within 6 months. For PWLB expenditure, the Financial Regulations in relation to delegation of authority to [Standing](#) Committees or Officers shall not apply.
- To do anything calculated to facilitate or conducive or incidental to the discharge of any of their functions. (LGA 1972, s 111).
- To make provision for future agreed capital projects.
- To manage policy with regard to promotion and publicity of the Council.
- To consider all planning applications on their merit and to make comment and pass resolutions in respect of [these and take note of S106 agreements](#).
- When considering planning applications, to take the statements of the NPPF (National Planning Policy Framework) adopted Local Plan, Neighbourhood Plan and Town Centre Masterplan into consideration.
- To respond to Central Beds Council on all planning applications within the set timescales.
- To appoint Members or instruct Officers to attend Central Beds Councils Development Control meetings to make representations on behalf of the Council where necessary.
- To request a Central Beds Council Ward Councillor to call in applications to be referred to the Central Beds Council's Development Control Committee for consideration.
- To monitor Central Beds Council policies and Plans that could affect the town.
- To consider all planning issues which have relevance to Biggleswade and its inhabitants and to make recommendations thereon.
- ~~To monitor proposals from developers under Section 106 Agreements.~~
- ~~To monitor and control office procedures, office facilities and equipment.~~
- ~~To keep minutes.~~
- Control and development repairs, maintenance, and continued improvement to the Town Hall.
- Health and Safety – to ensure compliance with all health and safety.
- Fire precautions – to ensure measures are in place to deal with fire.
- Recycling.

- ~~Liaising with the Unitary Authority on matters pertaining to the Council.~~
- ~~Liaising with the police and other outside bodies on matters pertain to the Council.~~

### 3. **Public Land and Open Spaces**

The Committee has delegated authority to make decisions and deal with matters listed below, only where sufficient budgetary provision exists or can be vired from within the approved budget of the Committee [for resolutions under £15,000](#).

[Capital projects are referred to the Town Council as an application to access the Capital Reserve and/or PWLB funding.](#)

~~Capital projects are referred to the Town Council as an application to access the capital fund.~~

~~The Committee may decide not to exercise its delegated power and may instead make recommendations to Council.~~

The Committee is required to submit a list of resolutions and recommendations to the next available meeting of the Council [if these are for sums larger than £15,000 or if they are linked to capital projects](#).

Responsible for ~~the control and development, repairs, maintenance, continued improvements to:~~

- All Council play areas, equipment, buildings, fences, hiring of and the leases relating to.
- All Council Sports areas, equipment, buildings, fences, hiring of and the leases relating to.
- All Council Recreation areas, equipment, buildings, fences, hiring of and the leases relating to.
- Council Allotments, tenancy agreements, rents, infrastructure and wildflower meadow and the lease relating to.
- All Council flower beds, hanging baskets and planters.
- Council work depots and the lease relating to.
- All vehicles, equipment and tools.
- All trees, hedges, bushes and shrubs under the Council's control.
- Cleanliness of sites – litter collection.
- All seats, benches, litter bins and dog bins under the Council's control.
- River and river banks under the Council's control.
- Negotiations for commuted land, equipment and maintenance monies.
- All buildings, equipment, fences, walls.
- [Drove Road Cemetery Chapel](#) and the hiring of.
- Pathways, walkways and road ways.
- Trees, hedges and shrubs.
- Memorials, interments and the rules and regulations relating to.
- To ensure by regular inspection the stability of memorials.
- The grounds of St Andrew's Church, flowers beds, grass and trees (under the Central Bedfordshire Council contract pertaining to).
- To make provision for future agreed capital projects.
- ~~Section 106 Monies that fall within the committee's areas of responsibility.~~
- Commuted sums that fall within the Committee's areas of responsibility.
- Health and Safety – to ensure compliance with health and safety.
- Fire precautions – to ensure measures are in place to deal with fire.
- Chemical weeding in the areas under the Committees control.

~~Recycling for areas under the Committees control.~~

- ~~Liaising with the Unitary Authority on matters pertaining to the Committee.~~
- ~~Liaising with the police and other outside bodies on matters pertain to the Committee.~~

#### 4. Town Centre Management

The Committee has delegated authority to make decisions and deal with matters listed below, only where sufficient budgetary provision exists or can be vired from within the approved budget of the Committee [for resolutions under £15,000](#).

[Capital projects are referred to the Town Council as an application to access the Capital Reserve and/or PWLB funding.](#)

~~Capital projects are referred to the Town Council as an application to access the rolling capital fund. — [Capital Reserve](#).~~

~~The Committee may decide not to exercise its delegated power and may instead make recommendations to Council.~~

The Committee is required to submit a list of resolutions and recommendations to the of the Council [if these are for sums larger than £15,000 or if they are linked to capital projects](#).

Responsible for:

- All Council owned car parks, parking charges and permits.
- All Council leased car parks, hiring of and the leases relating to.
- ~~All Street lights under the Councils control.~~
- All Markets under the Council's control.
- All Market equipment under the Council's control.
- [Cleanliness of](#) Public Toilets under the Council's control.
- CCTV cameras under the Council's control and contracts ~~relating to~~.
- ~~Street furniture in the Town Centre.~~
- Biggleswade War Memorial [maintenance and repair](#).
- ~~Trees in the Town Centre.~~
- ~~Christmas Lights event. Consultation and expenditure on Christmas Lighting.~~
- [Town Centre events](#).
- Consultation on Parking strategy, improvements and developments.
- [Chemical weeding in the Town Centre and areas under the Committees control](#).
- All salt bins under the Councils control.
- Cleanliness of sites – [relevant](#) litter collection.
- Health and Safety – to ensure compliance with health and safety [relative to events](#).
- [Recycling in areas under the Committees control](#).
- [Liaising with the Unitary Authority on matters pertaining to the Committee](#).
- [Liaising with the police and other outside bodies on matters pertain to the Committee](#).
- To make provision for future agreed capital projects.
- ~~Section 106 Monies that fall within the committee's areas of responsibility.~~
- ~~Commuted sums that fall within the committee's areas of responsibility.~~
- ~~All directly led Town Centre events.~~



## 5. **Finance and General Purposes**

The Committee has delegated authority to make decisions and deal with matters listed below, only where sufficient budgetary provision exists or can be vired from within the approved budget of the Committee for resolutions under £15,000.

Capital projects are referred to the Town Council as an application to access the Capital Reserve and/or PWLB funding.

The Committee is required to submit a list of resolutions and recommendations to the of the Council if these are for sums larger than £15,000 or if they are linked to capital projects.

~~The Finance Committee has delegated authority to deal with matters listed below.~~

~~The Committee may decide not to exercise its delegated power and may instead make recommendations to Council.~~

~~The Committee is required to submit a list of resolutions and recommendations to the next available meeting of the Council.~~

Responsible for:

- To prepare Budgets and precepts and submit them to Council for approval.
- To ensure adequate financial controls are in place to utilise and protect the Councils finances and assets – to include insurance of Buildings, property and maintenance of asset register.
- To review and amend Council's Financial Regulations annually.
- To monitor and effect compliance with laid down internal and external audit and other financial procedures, regulations and statutes.
- To monitor facilities, equipment and where appropriate purchase of capital items.
- To make provision for future agreed capital projects.
- To monitor the Councils financial risk assessments and changes where necessary.
- To establish and effect a clear policy for grant aid administration.
- To awards grants within budget where each individual grant is no more than £2000
- To review other Committees annual spending and budget levels.
- To monitor Council's income and expenditure quarterly.
- To ensure reserves are being managed in line with Council policy.
- To oversee loans (including Public Works Loan Board), leases, property and vehicle insurance, mortgages and debt recovery.
- To ensure Financial procedures are being carried out in accordance with Financial Regulations.
- To be responsible for dealing with requests for virements.
- To oversee the management of the Orchard Community Centre.

## 6. Personnel

The Committee has delegated authority to deal with matters listed below, only where sufficient budgetary provision exists or can be vired from within the approved budget of the Committee [for resolutions under £15,000](#).

~~The Committee may decide not to exercise its delegated power and may instead make recommendations to Council.~~

The Committee is required to submit a list of resolutions and recommendations to the next available meeting of the Council [if these are for sums larger than £15,000 or if they are linked to capital projects](#).

Responsible for:

- Recruitment, Selection and the policies, procedures and contracts relating to.
- Training, Development and the policies and procedures relating to.
- [Clerk's Appraisal](#), to ensure accurate assessments of performance is carried out.
- [Appraisal, to ensure receipt of outcomes of all staff appraisals](#).
- Absence Management and the policies and procedures relating to.
- Disciplinary, Grievance and the policies and procedures relating to.
- Maternity, Paternity and the policies and procedures relating to.
- Equal Opportunities and the policies and procedures relating to.
- Recommend policy change within their area of responsibility.
- Health and Safety – to ensure compliance with health and safety.
- Ensuring individual work records are maintained.
- ~~Liaising with the Unitary Authority on matters pertaining to the Committee.~~
- ~~Liaising with the police and other outside bodies on matters pertaining to the Committee.~~

## 7. Appeals

### Responsibilities – To Consider Evidence or Gather Further Evidence.

The Committee has delegated authority to deal with matters listed below.

~~The Committee may decide not to exercise its delegated power and may instead make recommendations to Council.~~

The Committee is required to submit a list of resolutions and recommendations to the next available meeting of the Council.

Responsible for:

- Considering and deciding whether individual appeals have established grounds for appeal according to the disciplinary or grievance procedures.
- To gather further evidence at Appeal Committee hearings and to decide on the basis of that information, whether an appeal should be upheld or rejected.
- ~~▪ Liaising with the Unitary Authority on matters pertaining to the Committee.~~
- ~~▪ Liaising with the police and other outside bodies on matters pertaining to the Committee.~~

## 8. **RESPONSIBILITIES DELEGATED TO TOWN COUNCIL OFFICERS**

### **Proper Officer**

The Town Clerk is designated and authorised to act as Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer or Responsible Financial Officer.

### **General Matters the Town Clerk is authorised:**

1. To sign on behalf of the Council any document necessary to give effect to any decision of the Council.
2. To take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council limited to small claims.
3. To institute, defend and appear in any legal proceedings requested by the Council.
4. To appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest (in its own right or on behalf of the residents of Biggleswade).
5. To alter the date or time of a Council/Committee meeting but, before doing so, ~~shall~~ consult with the relevant Chairman about the need for the change and about convenient alternative dates and times.
6. ~~to decide arrangements for the closure of the Council offices in the Christmas/New Year period, subject to consultation with the Mayor.~~
7. To manage the Council's facilities and assets, including allotments, open spaces, amenity areas, cemetery, and any other buildings and assets.
8. To act as the Council's designated officer for the purposes of the Freedom of Information Act 2000.
9. To act as the Council's proper officer as per Section 281 Local Government Act 1972.

### **Financial Matters the Town Clerk is authorised as follows:**

1. To incur expenditure up to the amount specified in the Financial Regulations. on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Standing Orders and Financial Regulations.
2. To use the repairs and maintenance budgets for the maintenance, or repair of existing plant, vehicles or equipment.
3. To accept quotations or tenders (where tenders are required by the Council's Financial Regulations) for work supplies or services subject to:
  - a. The cost not exceeding the amount of the approved budget.

- b. The tender being the lowest or the one showing best added value to the Council according to the criteria set out in the tender documentation.
- c. All the requirements of the Council's Financial Regulations being complied with.
4. To compile, approve or vary lists of approved contractors subject to the requirements of the Council's Financial Regulations.
5. To advise, source, and manage any loans including Public Works Loan Board in order to deliver positive strategic outcomes for the Town Council and community.
6. Having consulted with the Council, to invest monies held by the Council with a view to obtaining the optimum financial return.

### **Staffing Matters**

The Town Clerk is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures and budget. Recruitment of Tier 2 4 staff will be conducted in collaboration with Members.

### **Property Matters**

The Town Clerk is given authority to manage the land and property of the Council including:

1. Negotiating the terms of any lease, licence, conveyance or transfer approved by Council, authorised to be signed by the Mayor or Deputy Mayor.
2. The granting or refusal of the Council's consent under the terms of any lease variations of restrictive covenants of a routine nature.
3. The granting of easements, wayleaves and licences over Council Land approved by the Council.
4. Initiating legal action or proceedings against unauthorised encampments on Council land.
5. Letting of open spaces for activities that benefit the residents of Biggleswade.

### **Urgency**

The Town Clerk is authorised to act on behalf of the Council in cases of urgency or emergency. Any such action is to be reported to the next meeting of the Council or relevant [Standing Committee](#). The Mayor [should be consulted before such action is taken, alongside the](#) Deputy Mayor or Chairman of the relevant [Standing Committee](#).

The Town Clerk may decide not to exercise his delegated power and may instead make recommendations to Council or the relevant [Standing Committee](#).



**BIGGLESWADE TOWN COUNCIL**  
**Town Council Meeting 12<sup>th</sup> November 2024**  
**Item 9c: Stratton Way Cemetery Project Update Report**

**Implications of Recommendations**

**Corporate Strategy: PLACE:** A Vibrant Town - Improve the environment of the cemeteries in Drove Road and Stratton Way.

**Finance:** A capital projects report went to the 22<sup>nd</sup> of October Town Council meeting.

**Equality:** Not applicable.

**Environment:** Not applicable.

**Community Safety:** Not applicable.

**Background:**

This project has been considered by multiple PLOS Committee meeting, Town Council meetings, CAWG meetings, most recently including the PLOS committee on 30<sup>th</sup> January 2024, the 2<sup>nd</sup> April 2024, and the 4<sup>th</sup> June PLOS committees. The latter resolved to form a Working Group of Officers and Members to discuss the project in more detail. The Working Group (WG) met on four occasions, most recently on 3<sup>rd</sup> October to steer the project and make project recommendations. The WG has stated that the project should seek grant funding sources to the greatest possible extent.

**Summary:**

The WG agreed the following actions for Officers to take forward to reducing overall project costs and initiating delivery within the in-year Town Council approved budget allocation;

1. Site wide sub surface scanning work conducted for underground utilities. Nothing of substance was found, other than a mains water loop (for the on-site taps) which is included on the mapping for future operational reference.
2. New bollards were ordered and installed by the Public Realm Team (PRT) in October at the front entrance of the cemetery to improve physical security and reduce unwanted access.
3. The landscaping (trees, shrubs, hedges, bulbs) grant application for £24,000 submitted to the Langford Windfarm fund is being assessed, and a response should be known in November. If successful, planting would commence in autumn 2025. Officers are drafting a second grant application for landscaping.
4. The WG has assessed HM Land Registry plans for both the cemetery and the neighbouring recreation ground. These show that all of the parking spaces along the entire southern perimeter belong to the Town Council. The small island in the road loop to the south of the main entrance is Town Council owned. At the northern perimeter of the cemetery and recreation ground, the red line boundary includes the rear pedestrian path along the edge of the rear cemetery entrance up to the neighbouring fence. The plans show that the red line boundary includes the small patch of green land to the west of the cemetery perimeter and the boundary stops at the Grand Union owned land.
5. Officers have begun a discussion with a Grand union property manager to explore collaborative options for the unkempt land at the rear of the recreation ground. Options include creating new car parking spaces on that land under a memorandum of understanding to create more parking supply, leasing the space for a nominal fee, or negotiating a purchase of the land from Grand Union.
6. The WG has re-assessed the initial project specification and reduced some costs by

altering the specification of the two roundabouts via laying specialist membranes and applying protective paving stones. A business case for procurement of memorial supplies for resale will be needed at a future point. Longer term options including procurement of above ground burial vaults (2030-31) to extend the lifespan of the cemetery have been excluded from the project specification. A reduced specification project costing an indicative £47,544 in 2025-26 and £22,000 in 2026-27 has been included in the capital projects report which went to Town Council on 22<sup>nd</sup> October.

**Recommendation:**

That Members note this report, the project's progress, and agree with the direction of travel of the project set out in the separate capital projects reports, and which will be assessed by Members alongside all other capital projects for final decision.

Harry Henderson  
Public Realm Manager

Karim Hosseini  
Head of Governance & Strategic Partnerships





Outcome of CBC Planning Applications						
Date	Application No.	Location	Description	BTC Objection	Outcome from CBC	Notes
12/03/2024	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.	The Town Council renewed their previous objection which stated 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. •Overdevelopment due to the height of the building.	Full Application - Granted	
12/03/2024	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).	The Town Council OBJECTS to this planning application on the following grounds: •The use and purpose of the building is not outlined in the planning application. •The temporary consent of 9 years is too long. The temporary consent expiry date should be extended by 3 years only.	Variation of Condition - Granted	
14/05/2024	CB/24/00846/REG3	Lawnside Lower School, Lawnside, Biggleswade, SG18 0LX	Removal of existing temporary unit (2 classrooms). Installation of two temporary units (4 classrooms) with toilets and associated works.	The Town Council OBJECTS to this application on the following grounds: •Overdevelopment •Access •Potential safety issues with access via the gate	Regulation 3 - Granted	
14/05/2024	CB/24/00855/FULL	Car park at A1 Retail Park, London Road, Biggleswade	Installation of an electric vehicle charging hub and associated infrastructure.	The Town Council OBJECTS to this application on the following grounds: •Concerns over the development of London Road and the A1 Retail Park becoming a form of motorway service station, which the road network is not built for. •Poor walking and cycling provision with increased number of cars. •Lack of maintenance with regards to litter if catering facilities increase. •Underutilisation of EV chargers in Biggleswade. •Loss of parking spaces previously as taken over by We Buy Any Car. •The relocation of trees to accommodate these spaces.	Full Application - Granted	OJECTION RECINDED WITH FURTHER INFORMATION BY MEMBERS 21/05
14/05/2024	CB/TRE/24/00167	19 Ivel Gardens, Biggleswade, SG18 0AN	Works to a tree protected by a Tree Preservation Order (MB/09/00002) and in a Conservation Area: Remove the Horse Chestnut Tree (T7).	The Town Council OBJECTS to this application on the following grounds: •The tree has a TPO and no arboreal report has been provided.	Horse Chestnut - Fell	
14/05/2024	CB/23/03801/OUT	Land to the East of Langford Road, Biggleswade and North of Queens Way and Denny Crescent, Langford, Bedfordshire	APP/P0240/W/24/3341832 - 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.	The Town Council OBJECTS to this application on the following grounds: •The site isn't allocated in the current Local Plan. •CBC highlighted a five-year land supply, indicating that there is not a need for the development of 170 new dwellings. •Development moves coalescence between Langford and Biggleswade closer, which may be detrimental to both communities. •Langford Road already experiences delays during peak times and is narrow, which will increase journey times. •Bus services are limited in Langford and the surrounding area. •Nearest employment opportunities and train station are in Biggleswade, but access to these facilities is limited.	Outline Application - Refused	Appeal - APP/P0240/W/24/3341832 Dates: 28th August - 30th August, 3rd September - 6th September, 9th September (MS Teams)
09/07/2024	CB/24/01790/PIP	154 Hitchin Street, Biggleswade, SG18 8BP	Permission in Principle: Erection of 2 x two-bedroom houses with associated landscaping, bin stores, cycle stores and widened vehicle crossover.	The Town Council OBJECTS to this application on the following grounds: •Highways access. •Overdevelopment.	Planning in Principle - Refused	
09/07/2024	CB/24/01812/REG3	Lawnside Lower School, Lawnside, Biggleswade, SG18 0LX	Erection of an extension to provide 6 new classrooms, a Multi-Use Games Area, (MUGA), a new staff car park accessed from The Avenue, 7 additional vehicle parking spaces accessed from Lawnside, cycle provision, widening of the existing western footpath to the school, improved footpath along The Avenue, landscaping and associated works.	The Town Council strongly objects to the above application for the reasons as stated above – overdevelopment of the site, severe access problems and unacceptable disruption during the construction phase.	Awaiting Outcome	

10/09/2024	CB/24/02369/FULL	Baystrait House, Station Road, Biggleswade	Change of use of first floor accommodation from Class E office to residential use to create 7no flats. Change of external appearance of building.	<p>The Town Council OBJECTS to this application on the following grounds:</p> <ul style="list-style-type: none"> <li>• Three applications for Baystrait House have been submitted in the last six months (CB/24/00726/PAEC, CB/24/01166/PAEC, and CB/24/02369/FULL), covering a total of 18 flats in the building.</li> <li>• Concerns over overdevelopment, the requirement for S106 contributions, and fire safety within the overall application.</li> </ul>	Full Application - Granted	
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**BIGGLESWADE TOWN COUNCIL**  
**Town Council Meeting 12<sup>th</sup> November 2024**  
**Item 12a: Financial Management Report for September 2024**

**Implications of Recommendations**

**Corporate Strategy:** Good Governance - ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

**Finance:** Improve Financial reporting with commentary for additional context. Projected outturn is a deficit of £44,775.

**Equality:** Not applicable.

**Environment:** Not applicable.

**Community Safety:** Not applicable.

**Background**

Members resolved to support the attached Financial Management report as the main method of financial reporting. This is to give more context and aid understanding.

The usual four reports are on the Council's website. The full pathway for the September 2024 reports is: [Financial Transparency Documents | Biggleswade Town Council](#)

The projected outturn after month six suggests a deficit of £44,775 at the end of the financial year 2024-25. The deficit includes committed expenditure related to pitch maintenance and professional and legal fees approved by Council to be sourced from the general reserve.

The actual deficit at the end of the financial year will be zeroed by general reserve.

The Financial Management Report for September 2024 is available as Appendix A.

**Recommendation:**

Members consider and approve the September 2024 Financial Management report.

Ernest Bour  
Head of Finance and Deputy RFO

Appendix A: Financial Management report for September 2024.

Biggleswade Town Council		Management Accounts Finance Report 30/09/2024					APPENDIX A	
		Actual FY23/24	Actual FY 24/25	Budget FY 24/25	Variance FY 24/25	Projected Outturn FY 24/25	Committed Expenditure	COMMENTARY
ALLOTMENTS	Income	9321	9447	10800	(1353)	9542		Credits have been raised for plot holders who have relinquished their plots, the income will increase once new plot holders accept contracts. Income lower than projected due to some plots being flooded.
	Expenditure	8639	1431	12350	10491	4548	428	
	Movement to/(from) Gen Reserve	682	8016	(1550)	9566	4994		
BURIAL GROUNDS	Income	29850	51175	46183	4992	85500		Actual income significantly ahead of initial projections.
	Expenditure	10150	7376	7248	(90)	9288	218	
	Movement to/(from) Gen Reserve	19700	43799	38935	4864	76212		
CAR PARKS	Income	41364	20694	54418	(33724)	38500		Projected income has reduced due to issues with car parking machines and flooding of Rose Lane car park. New car park machines are expected to be installed in Dec 2024.
	Expenditure	84261	51605	83401	31452	79954	344	
	Movement to/(from) Gen Reserve	(42897)	(30911)	(28983)	(1928)	(41454)		
MARKET	Income	22073	11003	24335	(13332)	21800		Projected income slightly reduced due to weak sales on Tuesdays compared to Saturdays. Officers have increased their efforts to advertise the Market event.
	Expenditure	3961	2693	4771	2078	4691	0	
	Movement to/(from) Gen Reserve	18112	8310	19564	(11254)	17109		
TOWN CENTRE GENERAL	Income	23817	75090	2450	72640	2450		The actual income is more because of recent receipt of S106 and UKSPF grant but this has been moved to EMR because it covers 2 financial years. Costs relating to Christmas activities have started to come in.
	Expenditure	60805	20860	46863	8326	47070	17677	
	Movement to/(from) Gen Reserve	(36988)	54230	(44413)	98643	(44620)		
CAPITAL EXPENDITURE	Income	0	18561	0	0	22245		Sale of vehicle MA13 UCN The Capital expenditure covered by PWLB loan and capital reserves. This amount will be zeroed at year end.
	Expenditure	100078	49222	115549	17943	110562	48384	
	Movement to/(from) Gen Reserve	(100078)	(30661)	(115549)	84888	(88317)		
PUBLIC CONVENIENCES	Expenditure	6169	8541	5600	(2941)	20050	0	Increase in projected expenditure because of outsourcing cleaning public toilets to private company. Other half of the precept has been received.
CORPORATE MANAGEMENT	Income	1565414	1637455	1649930	(12475)	1649930		
	Expenditure	3065	2375	3700	(1325)	3700	0	
Movement to/(from) Gen Reserve	1556180	1626539	1640630	(8209)	1626180			
DEMOCRATIC REP'N & MGM'T	Expenditure	17336	8838	12900	3974	13400	88	High initial expenditure due to yearly subscriptions being paid. This income represent funds for Mayors Charity.
CIVIC ACTIVITIES & EXPENSES	Income	3507	1232	0	1232	1232		
	Expenditure	4734	0	2500	2350	3732	150	
Movement to/(from) Gen Reserve	(18563)	(7606)	(15400)	7794	(15900)			
ORCHARD COMMUNITY CENTRE	Income	51528	32565	67000	(34435)	69000		
	Expenditure	39544	9593	27295	16997	26902	705	
	Movement to/(from) Gen Reserve	11984	22972	39705	16733	42098		
RECREATION GROUNDS	Income	10936	15109	12100	3009	16750		Projected expenditure includes £7,450 (from gen reserve) for the football pitches maintenance.
	Expenditure	69655	34808	70570	30845	74421	4917	
	Movement to/(from) Gen Reserve	(58719)	(19699)	(58470)	38771	(57671)		
LINDSELL'S CRICKET GROUND	Income	2675	0	3400	(3400)	0		
	Expenditure	3761	0	4000	4000	0	0	
	Movement to/(from) Gen Reserve	(1086)	0	(600)	600	0		
CENTRAL SERVICES (includes Magistrates Court and Grants)	Income	3706	410	3000	(2590)	3000		Projected includes £51,000 (from gen reserve) for professional and legal fees regarding planning applications.
	Expenditure	1211265	654378	1300459	613573	1375888	32508	
	Movement to/(from) Gen Reserve	(1207559)	(653968)	(1297459)	643491	(1372888)		
PUBLIC REALM (includes Depot and Repairs & Maintenance)	Income	7000	3675	7350	(3675)	7350		Increase in projected expenditure due to cleaning of depot and pitch changing rooms.
	Expenditure	148525	118594	183760	58921	197868	6245	
	Movement to/(from) Gen Reserve	(141525)	(114919)	(176410)	61491	(190518)		
GRAND TOTALS								
	Income	1771191	1876416	1880966	(23111)	1927299		
	Expenditure	1771948	970314	1880966	910652	1972074	111664	
Movement to/(from) Gen Reserve	(757)	906102	0			(44775)		



**BIGGLESWADE TOWN COUNCIL**  
**Town Council 12 November 2024**  
**Item 13a: Quarterly Bank Reconciliations**

**Implications of Recommendations**

**Corporate Strategy: Good** Governance - ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

**Finance:** Compliance with Financial Regulations.

**Equality:** Not applicable.

**Environment:** Not applicable.

**Community Safety:** Not applicable.

**Background**

According to the Council's Financial Regulations (section 2.2 and 5.3) on regular basis, at least once in each quarter and each financial year end, Officers shall report the conclusion of the banking reconciliation activity including exemptions to the full Council (Finance Committee). In addition to this, bank statements can be viewed by Members at the Council office at any time.

The bank statements and reconciliations for the quarter ending 30th September 2024 were shared with Councillor Russell on 22<sup>nd</sup> October 2024 and were signed in accordance with the Financial Regulations. All documents have also been signed by the Responsible Finance Officer.

**Recommendation:**

That Members note this report.

Ernest Bour  
Head of Finance and Deputy RFO

Appendix A: Unity Trust main current account – Rialtas reconciliation and Unity Trust bank statements.

Appendix B: Unity Trust salary current account – Rialtas reconciliation and Unity Trust bank statements.

Appendix C: Unity Trust Instant Access Account – Rialtas reconciliation and Unity Trust Bank Statement.

Appendix D: CCLA account number one – Rialtas Accounts statement and CCLA bank statement.

Appendix E: CCLA account number two – Rialtas Accounts Statement and CCLA bank statement.

Appendices will be available on SharePoint.





your  
reference

our reference CBC 102048  
please ask for Streetworks  
direct line  
e-mail [streetworks@centralbedfordshire.gov.uk](mailto:streetworks@centralbedfordshire.gov.uk)  
web-site [www.roadworks.org](http://www.roadworks.org)

date 18<sup>th</sup> September 2024

For your information

**Proposed Temporary Road Closure – Market Square/Station Road/Hitchin St/Bonds Lane, Biggleswade**

I have a request for a Temporary Road Closure at the above location to enable a Christmas Light Event 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

.....

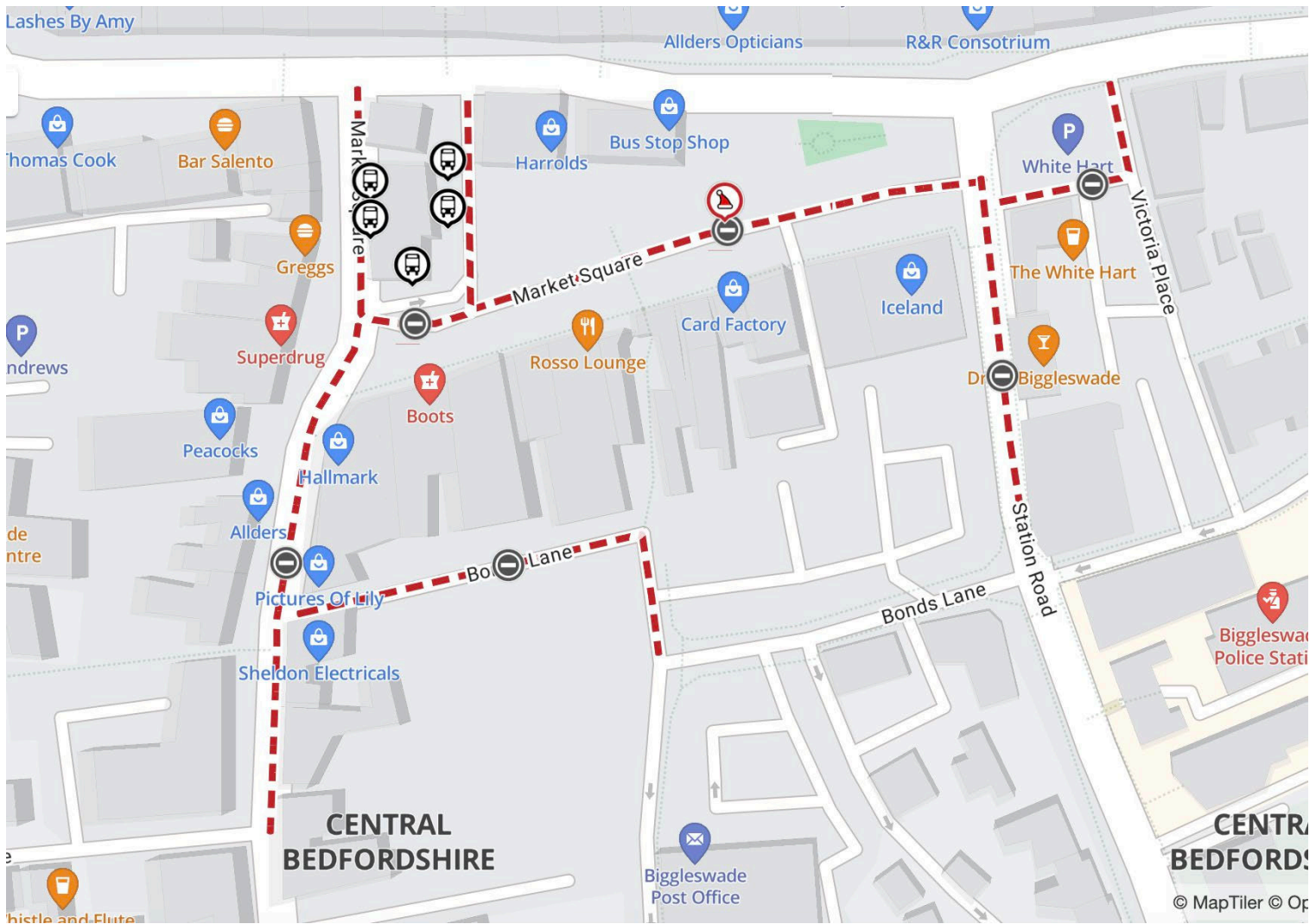
**Road:** Market Square/Station Road/Hitchin St/Bonds Lane,  
Biggleswade

**Application from:** Biggleswade Town Council - 01767313134

**Reason:** Christmas Light Switch-on

**Length affected:** Full length of Market Square.  
Station Road – between High St and the Junction with Bonds Lane.  
Hitchin Street – between junctions with High St and Mill Lane.  
Bonds Lane – between junctions with Hitchin St and Bonds Lane.

**Date:** The closure will be in place on 29<sup>th</sup> November from 07:00 – 21:00





**From:** East West Rail <[contact@eastwestrail.co.uk](mailto:contact@eastwestrail.co.uk)>

**Subject:** East West Rail: Keeping You Connected - Business Update



**Keeping You  
Connected**  
October 2024

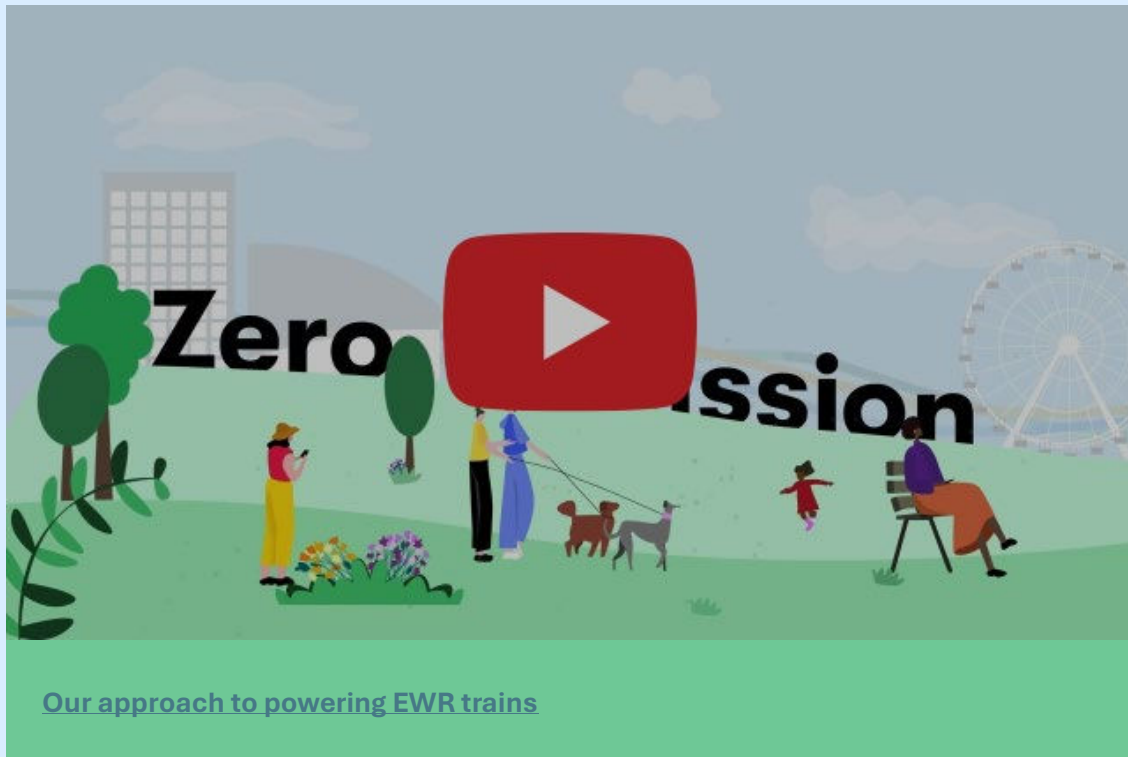
### **Plans for electrification and our consultation announced**

On Wednesday, the Chancellor, Rachel Reeves MP, confirmed the government's support for East West Rail (EWR). This means we're ready to launch a 10-week non-statutory consultation, running from 14 November 2024 to 24 January 2025.

We're also delighted to be able to share plans for how we'll power trains on East West Rail. We've confirmed our preference for green traction power in the form of discontinuous electrification with hybrid battery-electric trains.

As well as reducing carbon emissions, discontinuous electrification would mean overhead lines would only need to be installed along some sections of the route, which would reduce disruption to existing structures and potentially reduce visual impacts in more sensitive locations on the new railway between Bedford and Cambridge. This option

would also cost less than full electrification and would need less land for things such as mast foundations.



### **About our consultation**

The 10-week non-statutory consultation will run from 14 November 2024 to 24 January 2025, offering communities along the route a crucial opportunity to have your say on the latest plans and help shape the future design of the railway.

As well as electrification, the consultation will provide latest designs and information on East West Rail, including:

- A new railway between Bedford and Cambridge
- Essential upgrades to the existing line between Oxford and Bedford
- New stations/upgrades to existing stations

- Proposed service patterns
- Level crossings
- Reducing environmental impacts and our commitment to biodiversity net gain

We want to ensure that everyone has the opportunity to get involved in the consultation and provide feedback, so we'll be hosting a series of community drop-in events along the route. These events will allow you to meet the team in person, discuss updates, and share your thoughts. Additionally, we'll offer an online virtual consultation room and webinars for those who prefer to engage digitally.



For more information about the consultation and how to get involved, including details of events near you, please visit our [consultation page](#).

[Consultation page](#)





**From:** Partnerships Community & Engagement Team  
<[Partnerships.CommunityEngagementTeam@centralbedfordshire.gov.uk](mailto:Partnerships.CommunityEngagementTeam@centralbedfordshire.gov.uk)>  
**Subject:** Launch of the Brownfield Call for Sites - Local Plan

Dear Clerks and Chairs,

Launch of the Brownfield Call for Sites

As part of the process of developing a new Local Plan for Central Bedfordshire, we need to identify sites to provide enough homes and jobs for everyone, as well as supporting infrastructure and green spaces. These need to be planned carefully to make sure they are built in the right place, with the necessary facilities and services, while protecting the environment as much as possible.

This morning, the Council launched its Brownfield “Call for Sites” asking landowners and others to suggest brownfield (previously developed) land that could be redeveloped to meet future demand for homes and jobs, and other land uses such as green spaces, education and local facilities. [www.centralbedfordshire.gov.uk/call-for-sites](http://www.centralbedfordshire.gov.uk/call-for-sites)

Initially this Call for Sites is open to Brownfield sites only so as to understand the capacity for Brownfield development within Central Bedfordshire before we look to any Greenfield opportunities.

Once submitted, each site will be reviewed for its suitability, availability and achievability against a set of criteria, which have been informed by feedback to our recent public engagement. Sites will also be subject to public consultation as part of the statutory plan-making process before any decisions are made to allocate any of the sites.

Sites can be submitted online from Monday 4th November until Monday 2nd December 2024 through this link [cfs.central-bedfordshire.urbanintelligence.co.uk](http://cfs.central-bedfordshire.urbanintelligence.co.uk)

If you have any queries about the process, please do not hesitate to contact the Local Plan Team, on email [localplans@centralbedfordshire.gov.uk](mailto:localplans@centralbedfordshire.gov.uk) or phone 0300 300 8301.

Kind Regards,

Community and Engagement Team

Strategy and Delivery

Office of the Chief Executive





**The Planning  
Inspectorate**

Temple Quay House  
2 The Square  
Bristol  
BS1 6PN

Direct Line: 0303 444 5244  
Customer Services:  
0303 444 5000

Email: [john.legg@planninginspectorate.gov.uk](mailto:john.legg@planninginspectorate.gov.uk)  
[www.gov.uk/planning-inspectorate](http://www.gov.uk/planning-inspectorate)

Biggleswade Town Council  
Biggleswade Town Council, The Old Court  
House  
4 Saffron Road  
BIGGLESWADE  
Bedfordshire  
SG18 8DL

Your Ref:  
Our Ref: APP/P0240/W/24/3340777

06 November 2024

Dear Mr Colin Danks,

**Town and Country Planning Act 1990**  
**Appeal by Hallam Land Management**  
**Site Address: Land North of Biggleswade, Biggleswade, SG18 0HB**

I enclose a copy of our Inspector's decision on the above appeal(s), together with a copy of the decision on an application for an award of costs.

If you wish to learn more about how an appeal decision or related cost decision may be challenged, or to give feedback or raise complaint about the way we handled the appeal(s), you may wish to visit our "Feedback & Complaints" webpage at <https://www.gov.uk/government/organisations/planning-inspectorate/about/complaints-procedure>.

If you do not have internet access you may write to the Customer Quality Unit at the address above. Alternatively, if you would prefer hard copies of our information on the right to challenge and our feedback procedure, please contact our Customer Service Team on 0303 444 5000.

The Planning Inspectorate is not the administering body for High Court challenges and cannot change or revoke the outcome of an appeal decision. If you feel there are grounds for challenging the decision you may consider obtaining legal advice as only the High Court can quash the decision. If you would like more information on the strictly enforced deadlines and grounds for challenge, or a copy of the forms for lodging a challenge, please contact the Administrative Court on 020 7947 6655.

Guidance on Awards of costs, including how the amount of costs can be settled, can be located following the Planning Practice Guidance.

<http://planningguidance.communities.gov.uk/blog/guidance/appeals/how-to-make-an-application-for-an-award-of-costs/>

We are continually seeking ways to improve the quality of service we provide to our customers. As part of this commitment we are seeking feedback from those who use our

service. It would be appreciated if you could take some time to complete this short survey, which should take no more than a few minutes complete:

[https://www.surveymonkey.co.uk/r/Planning\\_inspectorate\\_customer\\_survey](https://www.surveymonkey.co.uk/r/Planning_inspectorate_customer_survey)

Thank you in advance for taking the time to provide us with valuable feedback.

Yours sincerely,

*John Legg*

John Legg

<https://www.gov.uk/government/publications/planning-inspectorate-privacy-notice>

*Where applicable, you can use the internet to submit documents, to see information and to check the progress of cases through GOV.UK. The address of the search page is - <https://www.gov.uk/appeal-planning-inspectorate>*

## Appeal Decision

Inquiry held on 13 - 16 August 2024

Site visit made on 14 August 2024

**by Mr M Brooker DipTP MRTPI**

**an Inspector appointed by the Secretary of State**

**Decision date: 6/11/2024**

**Appeal Ref: APP/P0240/W/24/3340777**

**Land North of Biggleswade, Biggleswade, SG18 0HB**

- The appeal is made under section 78 of the Town and Country Planning Act 1990 (as amended) against a refusal to grant outline planning permission.
- The appeal is made by Hallam Land Management against the decision of Central Bedfordshire Council.
- The application Ref is CB/19/04301/OUT.
- The development proposed is up to 416 dwellings including affordable housing; green infrastructure accommodating landscaping, allotments, community orchard, public open space, children's playspace; new roads, car parking, cycleways and footways; associated infrastructure, including a sustainable drainage system; vehicular access to be secured from Furzenhall Road.

### Decision

1. The appeal is allowed and planning permission is granted for up to 416 dwellings including affordable housing; green infrastructure accommodating landscaping, allotments, community orchard, public open space, children's playspace; new roads, car parking, cycleways and footways; associated infrastructure, including a sustainable drainage system; vehicular access to be secured from Furzenhall Road at Land North of Biggleswade, Biggleswade, SG18 0HB in accordance with the terms of the application, Ref CB/19/04301/OUT, subject to the conditions in the attached schedule.

### Applications for costs

2. An application for costs has been made by the Appellant against Central Bedfordshire Council. This is subject of a separate Decision.

### Preliminary Matters

3. The application to which this appeal results was made in outline with details of access only and all other matters being reserved. I have determined the appeal on this basis.
4. The appellant has submitted a signed section 106 obligation that the parties agree makes appropriate provision for necessary infrastructure improvements and, amongst other matters, affordable housing. As such, the

second reason for refusal detailed on the decision notice is no longer at dispute.

5. I have included a second main issue, relating to the effect of the appeal scheme on the wider highway network in Biggleswade as a result of evidence submitted by Biggleswade Town Council, a Rule 6 Party, which appeared at the Inquiry and gave evidence.

### **Main Issues**

6. The main issues are:

- I. Whether or not the appeal scheme would benefit from appropriate access, with particular regards to the loss of car parking, cyclists use of Furzenhall Road and the single point of access in the event of an emergency.
- II. Whether the wider highway effects of the appeal scheme would have an unacceptable impact on highway safety, or whether the residual cumulative impacts on the road network would be severe.

### **Reasons**

#### Whether or not the appeal scheme would benefit from appropriate access

7. The appeal site is allocated<sup>1</sup> for approximately 401 residential units. In accordance with that policy, a Development Brief was submitted, updated in accordance with the council's published Guidance and 'endorsed' by the council at committee. The allocation and development brief identified Furzenhall Road as the single point of access to the development. I note that this was identified by the Examining Inspectors' report<sup>2</sup> as being subject to other relevant policies of the development plan to ensure highway safety.
8. The Statement of Common Ground between the parties agrees that the appeal scheme is in accordance with the allocation and the development brief. However, a clear consequence of the appeal scheme being accessed via Furzehall Road, currently a quiet residential street, would be an increase in traffic travelling along the road.

#### *Loss of car parking*

9. Measures<sup>3</sup> proposed by the appellant to mitigate the highway effects of the appeal scheme, reduces the availability of on street parking on Furzenhall Road. Furthermore, evidence presented at the Inquiry from Local Residents described difficulty finding car parking spaces on and near to Furzenhall Road and this being a particular issue for residents with mobility issues.
10. The Road Safety Audit produced on behalf of the appellant identifies a number of highways issues that result from the appeal scheme, including but not limited to, the intervisibility of vehicles on Furzenhall Road and identified a solution of introducing parking restrictions.

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<sup>1</sup> Policy HAS06, Central Bedfordshire Local Plan

<sup>2</sup> CD4.4 Report on the Examination of the Central Bedfordshire Local Plan, Paragraph 279

<sup>3</sup> Furzenhall Road Traffic Calming Scheme (Drawing 1512-07-SK53)

11. In response, the appellant latterly produced a parking survey<sup>4</sup> and this demonstrates that there is low parking demand on Furzenhall Road and that sufficient on street parking is available elsewhere in the immediate area of Furzenhall Road to absorb the displaced car parking demand, even if additional mitigation measures were employed.
12. Moreover, in evidence, the council did not dispute the submitted evidence and accepted that the details of the requisite mitigation measures could be controlled by a 'Grampian' style condition<sup>5</sup> while noting that not all details of the scheme and its effects are known at this stage.
13. I am aware that the mitigation measures shown on the plan<sup>6</sup> are indicative only and are proposed to be controlled by condition, thus additional or different measures may be employed. Nonetheless, on the basis of the evidence before me I am satisfied that the broad details and likely effects of the mitigating measures are known and thus the proposed condition that requires "general accordance" with drawing 1502-07-SK53 is reasonable in principle.
14. Furthermore, I accept that one consequence of placing an increased reliance upon on-street car parking on streets adjacent to Furzenhall Road is that existing residents of the area would to some extent be inconvenienced by an increased competition for available spaces. This would manifest itself in terms of taking longer to find a parking space, or residents having to park further away from their homes. Whilst I acknowledge that this would be an inconvenience to local residents, I do not find that this would amount to an unacceptable impact on their living conditions. Furthermore, I have no evidence before me to show that would result in indiscriminate on-street parking to the detriment of highway safety.
15. On this basis I am satisfied that the appeal scheme would benefit from appropriate access with regards the loss of car parking.

### *Cyclists*

16. Furzenhall Road is, in part, designated as bridleway BW10 and is also part of Cycle Network Route 12 (CNR12), which runs from Enfield Lock to Spalding. I saw at the site visit that the Road is used for a range of recreational activities including by young cyclists, dog walkers, walkers and runners.
17. Submitted plans show that from the junction with Potton Road, Furzenhall Road has a carriageway width of circa 6.0m with 2.5m wide footways on either side that reduces on one side to 2.0m further north.
18. At the edge of the appeal site, for an approximately 40-meter transition section, the appellant proposes a 6.5m wide road coupled with a single 2m footway. I note that there is no separate provision for cyclists and horse riders.

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<sup>4</sup> Parking Beat Survey, Appendix B Proof of Evidence of Julian Clarke

<sup>5</sup> Ms Barnard in XX

<sup>6</sup> 1502-07-SK128

19. Within the appeal site, the submitted plan<sup>7</sup> shows a continuation of the 6.5m road alongside a 4.5m wide footway and a 2.5m grass verge "for bridleway 10" before Furzenhall Road returns to its existing narrower alignment, without a footway, along which Bridleway 10 and CNR12 continues.
20. As referred to previously, the appeal scheme would result in a significant increase in the number of homes accessed off Furzenhall Road and consequently a significant increase in the volume of traffic, resulting in morning and evening peak hour two-way traffic flows of 349 and 375 respectively. The council details<sup>8</sup> that the increase in volume of traffic would dissuade non-vehicular road users, such as cyclists and horse riders from using Furzenhall Road.
21. The parties have variously referred to Figure 4.1 of LTN 1/20<sup>9</sup> that categorises the suitability of roads for cyclists in the context of the speed limit of the road, motor traffic flow and the cycling infrastructure. Furzenhall Road, at 30mph, is categorised<sup>10</sup> as being "not suitable for all people and will exclude some potential users and/or have safety concerns". I note that this is a designation that is applied to much of CNR12.
22. The effect of the appeal scheme<sup>11</sup>, principally resulting from the increase in volume of traffic on Furzenhall Road from 1498 to 3780 two-way Annual Average Daily Traffic, is a degrading of this classification to "suitable for few people and will exclude most potential users and/or have safety concerns".
23. In mitigation the appellant proposes<sup>12</sup> a number of traffic calming measures, including changes to the physical infrastructure of Furzenhall road and adjacent roads, such as such as raised table junctions with / without marked priorities, gateway features, and to reduce the speed limit on Furzenhall Road to 20mph.
24. The appellant adjudges that the proposed mitigation measures would result in Furzenhall Road retaining the pre-development categorisation of "not suitable for all people and will exclude some potential users and/or have safety concerns" and based on the evidence before me I am satisfied that such measures are sufficient to mitigate the adverse effects of the appeal scheme in this regard.
25. As referred to previously, I note that the appellant has not submitted a plan to show what a full scheme of mitigation would comprise but I am satisfied that these mitigation measures can be controlled by a Grampian style condition.
26. In addition, Policy T1 of the Central Bedfordshire Local Plan (the LP), amongst other matters, requires that proposals will seek to reduce the need to travel and "secure a modal shift towards sustainable forms of transport". Furthermore, that Transport Assessments demonstrate safe pedestrian and cycle links and connectivity with existing walking and cycle networks.

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<sup>7</sup> Furzenhall Road Bridleway Provision Plan dwg. No. CSA/2874/148

<sup>8</sup> Ms Barnard EIC

<sup>9</sup> CD 5.9 Cycle Infrastructure Design, Local Transport Note 1/20, July 2020

<sup>10</sup> Table 4.1 transport proof of evidence

<sup>11</sup> Table 4.2 transport proof of evidence

<sup>12</sup> Paragraph 4.27 and 4.28



Criterion 3 of Policy T2 of the LP requires that development “retains or enhances existing footpaths, bridleways and cycleways links”.

27. The appeal scheme is shown on the submitted plans as enhancing parts of the infrastructure for pedestrians, cyclists and horse riders. Elsewhere on Furzenhall Road, through appropriate mitigation, the general standard of provision is retained.
28. The small section of ‘transition’ from Furzenhall Road to the proposed development would be affected by the increase in traffic but does not benefit from specific provision for cyclists and horse riders, resulting in users either riding on the road or using the pavement. Furthermore, there is only a single footway in contrast to Furzenhall Road to the South.
29. Nevertheless, I am satisfied that when considered as a whole, the appeal scheme does demonstrate safe links and connectivity, enhances and retains existing links.

#### *Single point of access*

30. Policy T2 of the LP requires that development proposals have regard to the council’s ‘Highways Construction Standards’<sup>13</sup>. Amongst many other requirements those standards state that “any development exceeding 300 dwellings will require a secondary all-purpose access”<sup>14</sup> but also that all schemes will be assessed on an individual basis.
31. As referred to previously, the submitted plans show that there would be a single point of vehicular access to the appeal site from the existing highway network. An accident on the adjacent highway network could impede traffic and thus hamper access to the appeal scheme in the event of an emergency.
32. The Appellant has provided additional evidence<sup>15</sup> with regards the accident rates on the surrounding highway network. That evidence and analysis has not been disputed by the council and the council’s witness accepted that in light of the new evidence there was a low likelihood of an accident blocking access to the appeal scheme, based on the evidence before me I find no substantive reason to conclude otherwise.
33. In the absence of any substantive evidence to the contrary and on the basis of the evidence detailed above, I am satisfied that a single point of vehicular access to the proposed development is satisfactory and is in accordance with Policy T2 of the LP in this regard.

#### *Conclusion*

34. To conclude this main issue, for the reasons detailed above and subject to conditions, I am satisfied that the appeal scheme would benefit from appropriate access with particular regards to the loss of car parking, cyclists use of Furzenhall Road and the single point of access in the event of an emergency.

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<sup>13</sup> Highways Construction Standards and Specification Guidance v.8 (CD5.5)

<sup>14</sup> Paragraphs 3.5 and 3.6 of CD5.5

<sup>15</sup> Paragraph 5.13 of Mr Thompson Proof of Evidence

35. As such, I am satisfied that the appeal scheme accords with policies T1 and T2, EE12, HQ1, of the LP in this regard, and policies BGS4, BTM1 and BTM2 of the Biggleswade Neighbourhood Plan 2022.

#### The residual cumulative impacts on the road network

36. The National Planning Policy Framework details<sup>16</sup> that “Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe.”
37. Biggleswade Town Council have identified a number of Junctions in Biggleswade that “are already at or over capacity”<sup>17</sup> with regards to the Ratio of Flow Capacity (RFC), referring an RFC of over 0.85 as typically requiring mitigation<sup>18</sup>. Furthermore, local residents have described increased journey times and queuing at junctions when moving around the town and have raised concerns that the appeal scheme would add to existing congestion of the road network.
38. The town council’s evidence<sup>19</sup> shows that the proposal would have a detrimental effect on 6 junctions over 33 arm/15 min time periods and that the queuing traffic can impede secondary accesses, potentially resulting in undesirable ‘rat running’ through residential roads and could lead to a rise in end-on shunts.
39. In particular, the Potton Road/Drove Road Priority Junction and the Shortmead Street/ Sun Street 3-arm mini-roundabout are identified in evidence as being impacted, with queue lengths at the latter increasing from 15 to 34 vehicles during the peak 15-minute period between 1745 and 1800<sup>20</sup> and a secondary access serving residential properties being impeded at the former.
40. However, the Appellant’s own analysis examines a total of 19 junctions across Biggleswade, assessing 62 arms of the junctions over 8 different peak hour segments. The appellant notes that just 13 of these assessments take the RFC from less than 0.85 to over 0.85. This is not a significant number in the context of the road network in and around the town.
41. Additionally, the actual impacts of the additional traffic on the operation of the junctions and times for vehicles to transit the junctions are minimal. In respect of the previously referred to junctions, the appellant’s evidence demonstrates that queuing traffic is expected to transit the junction with only a very short delay and the queues dissipate quickly outside of the peak 15-minute periods.
42. I note that Highways England were consulted with regards the proposals and specifically considered the A1/Hill Lane junction. The junction is predicted to be operating in excess of capacity with the appeal scheme developed but, the impact of the appeal scheme is not considered by Highways England to be severe with “relatively small increases in queue length” and no measures

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<sup>16</sup> Paragraph 115

<sup>17</sup> Biggleswade Town Council (R6) paragraph 23.

<sup>18</sup> CD 5.8 The Transport Research Laboratory’s User Guide for Junctions

<sup>19</sup> Mr Thompson Proof of Evidence, Table 1, p.17

<sup>20</sup> Mr Thompson Proof of Evidence

are required in mitigation. Highways England have not objected to the appeal scheme.

43. The appeal site is well located with regards existing facilities and services of Biggleswade. The site can be accessed various modes of transport, including sustainable modes such as cycling and walking, and the submitted Planning Obligation secures funds to improve the local bus service.
44. Consequently, as a result of the sustainable location of the appeal site, the limited number of junctions adversely effected by traffic generated by the appeal scheme and the limited adverse impacts of the additional traffic in terms of queuing instances and the duration to transit the effected junctions, I am satisfied that the appeal scheme does not result in an unacceptable impact on highway safety, and the residual cumulative impacts of the appeal scheme on the road network would not be severe.
45. The appeal scheme is therefore not contrary to the provisions of the Framework or policies T1 and T2 of the LP.

### **Other Matters**

46. Biggleswade History Society have referred, amongst other matters, to the presence of the scheduled monument 'Cursus and five associated ring-ditches at Biggleswade Common' located to the north of the appeal site.
47. Historic England have not objected<sup>21</sup> to the appeal scheme, and I note that the appeal scheme would not directly affect the scheduled monument due to their clear separation by some distance. Therefore, the proposed development does not hold the potential to directly impact on the archaeological remains associated with the scheduled monument.
48. Furthermore, because the appeal scheme can be seen as a logical rounding off of the built form of Biggleswade and indeed the appeal scheme is not closer to the Scheduled Monument than the existing residential properties to the east of the appeal site limiting any visual relationship, I am satisfied that the proposed development would not impact on the schedule monument.

### **Conditions and Planning Obligation**

49. Regulation 122(2) of the Community Infrastructure Levy Regulations 2010 and paragraph 57 of the Framework details that a planning obligation may only constitute a reason for granting planning permission for a development if the obligation meets the three tests detail in the legislation. The council's CIL compliance statement sets out the detailed background and justification for each of the obligations. I am satisfied from the evidence before me that the obligations are necessary, directly related to the proposal and fair and reasonable in scale and kind to the appeal scheme. As a result, I have taken the obligations into account as part of my overall conclusion that the appeal should be allowed.
50. I have considered the conditions agreed between the parties in light of the relevant guidance contained within the Planning Practice Guidance (the PPG). Where necessary, I have amended them in the interests of precision and so

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<sup>21</sup> Historic England letter dated 16 May 2023

that they meet the relevant tests as set out in the Framework. With regard to Section 100ZA of the Town and Country Planning Act 1990 (as amended), the appellant has expressed agreement to the pre-commencement conditions suggested by the council and where I have modified these it has had no material bearing on their function.

51. In order to define the permission and to control the timescales for the submission of reserved matters, I have included conditions relating to reserved matters (1), the life of the permission (2 and 3), the approved plans (4), the maximum number of dwellings to be constructed on the site (5) and ensuring that the development is in accordance with approved details (6) in accordance with Policy HQ1 of the LP.
52. To ensure that the development does not harm the character and appearance of the area I have included a condition (7) requiring the preparation, approval and implementation of a Design Statement in accordance with Policy HG1 of the LP and the Central Bedfordshire Design Guide 2014.
53. I have included a condition (8) requiring the submission of a scheme to ensure that the development will connect effectively with existing rights of way in accordance with Policy EE12 of the LP and Policy BGS4 of the Biggleswade Neighbourhood Plan 2022.
54. In the interests of public safety, I have included a condition (9) requiring the submission of a fire safety scheme to include details of, amongst other matters, fire hydrants.
55. With regards ecology and the environment, I have included a condition (10) to require the submission and to control the details of a Landscape and Ecological Management Plan.
56. While details of access to have been provided, it is necessary to impose conditions (11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23 and 42) to control specific details and timings for the provision of junction improvements, traffic calming, the access to the appeal site, parking on Furzenhall Road, cycling provision, provision within the proposed development and during construction and a travel plan in the interests of highway safety.
57. To protect existing trees on and adjunct to the site, it is necessary to impose a condition (24) requiring the submission of an arboricultural impact assessment and tree protection plan in accordance with Policies HQ1 and EE4 of the LP.
58. In the interests of maintaining a high quality of design and in the interests of the character and appearance of the area I have included a condition (25) to require the submission and implementation of a public art scheme.
59. In the interests of the environment and in accordance with Policy CC1 of the LP I have included conditions (26 and 27) relating the details and implementation of renewable and low carbon energy generation within the appeal scheme.

60. In the interests of the environment and the living conditions of the occupiers of the appeal scheme and neighbours to the site I have included conditions (28, 29 and 38) relating to noise and lighting. For the same reasons I have included conditions (30, 31, 32 and 33) regarding land contamination.
61. In the interests of the ecology I have included a condition (34) relating to the provision of a biodiversity method statement. I have included conditions (35, 36 and 39) to manage surface and storm water.
62. In order to secure to secure appropriate archaeological investigation at the site I have included a condition (37) relating to a written scheme of archaeological investigation.
63. In accordance with policy H1 of the LP and to ensure that infrastructure is provided alongside dwellings, I have included conditions (40 and 41) relating to house types, tenures and phasing.

### **Conclusion**

64. For the reasons given above the appeal should be allowed.

*Mr M Brooker*

INSPECTOR

### Schedule of Conditions

- 1) Details of appearance, landscaping, layout, and scale, "the reserved matters") shall be submitted to and approved in writing by the local planning authority before any development takes place and the development shall be carried out as approved.
- 2) Application for approval of the reserved matters shall be made to the local planning authority not later than three years from the date of this permission.
- 3) The development hereby permitted shall take place not later than two years from the date of approval of the last of the reserved matters to be approved.
- 4) The development hereby permitted shall be carried out in accordance with drawing nos: Site Location Plan - CSA/2874/125 Rev G; Land Use Parameter Plan - CSA/2874/144 Rev F; Building Heights Plan - CSA/2874/147 Rev D; and Proposed Access Arrangement - 1512-07 - PL01 Rev D.
- 5) No more than 416 dwellings shall be constructed at the site.
- 6) Other than where expressly required by another condition attached to this permission, applications for the approval of reserved matters shall be in general accordance with the information shown on the following plans: Development Framework Plan - CSA/2874/136 Rev J; Landscape Strategy - CSA/2827/145 Rev G; and Open Space Provision Plan - CSA/2874/142 Rev G.
- 7) Prior to or alongside the submission of the first application for reserved matters at the site, a Design Statement shall be submitted to the Local Planning Authority for approval. No development shall commence at the site before the Design Statement has been approved in writing by the Local Planning Authority.

The Design Statement shall include a site-wide Character Areas Plan for the development encompassing the whole of the application site (including site access junctions and roads). The Design Statement shall include details of the following in respect of each Character Area:

#### Housing

- a. minimum and maximum residential densities;
- b. maximum eaves and ridge heights;
- c. minimum internal space standards for habitable rooms and total dwellings;
- d. minimum private amenity space sizes for different unit types/sizes;
- e. the design approach to waste and recycling storage and collection facilities;
- f. a palette of materials to be used in the construction of external surfaces;
- g. a palette of architectural features to be incorporated into the design of buildings;

- h. minimum separation distances between dwellings;
- i. a palette of means of enclosure;
- j. the location of and minimum amounts of play spaces;
- k. a palette of play equipment to be provided within play spaces;
- l. how affordable housing will be dispersed throughout each character area; and,
- m. typical street scenes.

The natural environment and leisure

- n. the location of and minimum amounts of landscaped areas within and between development parcels;
- o. a palette of grasses, plants, flowers and trees to be used in landscaped areas at the site;
- p. examples of how existing and proposed water features at the site will be incorporated into the development;
- q. the location of and general approach to biodiversity protection and enhancement;
- r. the landscape design approach to the Furzenhall Road entrance, Countryside Edge, Green Corridors, Open Space and Play facilities, Community facilities where relevant to that Character Area and the approach to advanced planting to form landscape buffers;
- s. the location and minimum amounts of allotments at the site, together with their design and servicing arrangements and associated facilities, where relevant to that character area; and,
- t. the location and amount of and design approach to children's formal play space; and,

Movement and access

- u. a hierarchy of streets;
- v. sections through typical streets;
- w. a palette of materials to be used in the construction of roads, cycleways and footpaths;
- x. a palette of typical street furniture;
- y. minimum car and cycle parking numbers, including electric charging points;
- z. the location of at least one bus stop and details of how a bus could enter and navigate the site and leave in forward gear.
- aa. demonstration that the design of roads is compatible with the requirements of the Central Bedfordshire Design Guide.
- bb. minimum internal space standards for garages and carports; and,
- cc. the location of and typical details of foot and cycle paths.



Applications for the approval of reserved matters shall be in conformity with the approved Design Code.

- 8) Prior to or alongside the submission of the first application for reserved matters at the site, a Public Rights of Way Scheme shall be submitted to the Local Planning Authority for approval. The Scheme shall show how the development would interact with existing public rights of way outside of the application site, to ensure that they were accessible for future occupiers at the site and that preserving their enjoyment for users of the network has been properly considered at detailed design stage.
- 9) Prior to or alongside the submission of the first application for reserved matters at the site, a Fire Safety Scheme shall be submitted to the Local Planning Authority for approval. No development shall commence at the site before the Scheme has been approved in writing by the Local Planning Authority in consultation with Bedfordshire Fire and Rescue. The Scheme shall include details of fire safety measures, including the location of fire hydrants for the development.

Applications for the approval of reserved matters shall be in conformity with the approved Scheme.

- 10) Prior to or alongside the submission of the first application for reserved matters at the site, a Landscape and Ecological Management Plan (LEMP) shall be submitted to the Local Planning Authority for approval. No development shall commence at the site before the LEMP has been approved in writing by the Local Planning Authority.

The LEMP shall include:

- a. a description and evaluation of features to be managed;
- b. ecological trends and constraints on site that might influence management;
- c. aims and objectives of management;
- d. appropriate management options for achieving aims and objectives;
- e. prescriptions for management actions;
- f. preparation of a work schedule (including an annual work plan capable of being rolled forward over a ten-year period);
- g. details of the body or organization responsible for implementation of the plan;
- h. ongoing monitoring and remedial measures;
- i. details of the legal and funding mechanism(s) by which the long-term implementation of the plan will be secured by the developer with the management body(ies) responsible for its delivery; and,
- j. how contingencies and/or remedial action will be identified, agreed and implemented so that the development still delivers the biodiversity objectives of the Scheme where the results from



monitoring show that conservation aims and objectives of the LEMP are not being met.

Applications for the approval of reserved matters shall be in conformity with the approved LEMP and the development shall be carried out in accordance with it.

- 11) A. No development shall commence at the site before details of the proposed arrangements for Furzenhall Road within the site have been submitted to, and approved in writing by the Local Planning Authority. With the exception of the transitional area illustrated on drawing 1512-07 PL01 D, the arrangement shall include:

- segregated provision for pedestrians (min.2m wide) and cyclists (min.3m wide);
- an adjacent min.2m wide mown grass strip for equestrians;
- a highway suitable to accommodate buses (minimum carriageway width 6.5m);
- an adoptable 2m wide margin on the north-western side of Furzenhall Road for the purposes of lateral clearance and to accommodate services and a footway.
- The details for approval shall include appropriate and early transition arrangements from the existing highway layout outside of the red line boundary including for pedestrians and cyclists as they enter the site

No dwelling shall be occupied at the site before the scheme approved pursuant to Condition 11a above have been completed, amended as necessary by the technical and safety audit process, and opened to traffic.

- B. Notwithstanding the details shown on the submitted Development Framework Plan (plan no.CSA/2874/136 Revision J), the development shall continue the geometric parameters listed within Condition 9a) along the broad alignment of Furzenhall Road up to the northernmost access into a residential parcel.
- C. Notwithstanding the details shown on the submitted Development Framework Plan (plan no.CSA/2874/136 Revision J), beyond the northernmost vehicular access into a development parcel, the development shall provide a 3m wide, tarmacked and kerbed cycleway adjacent to and on the western side of Furzenhall Road. A min.2m wide mown grass strip shall be provided adjacent to the cycleway, furthest from the Furzenhall Road track. The cycleway and mown strip shall be provided and made available for use, prior to the use of the northern most vehicular access.
- 12) No dwelling shall be occupied at the site before a timetable for the delivery of the schemes approved pursuant to Condition 11b and 11c has been submitted to and approved in writing by the local planning authority. The timetable shall demonstrate that the works will be completed at appropriate points in the occupation of the development. The works shall be completed, amended as necessary by the technical

and safety audit process, and opened to traffic, in accordance with the approved timetable.

- 13) No development shall commence at the site before details of a Capacity Improvement Scheme for the junction of Potton Road and Furzenhall Road, including a pedestrian crossing and based broadly on the details shown on Drawing No.1512-07-PL05, has been submitted to, and approved in writing by, the local planning authority.
- 14) No more than 59 dwellings shall be occupied at the site before the Capacity Improvement Scheme approved pursuant to Condition 13 has been constructed in accordance with the approved details, amended as necessary by the technical and safety audit process, and opened to traffic.
- 15) No development shall commence at the site until details of a scheme to prevent on-street parking on Potton Road, between Furzenhall Road and Stoneland Avenue, has been submitted to and approved in writing by the local planning authority. No more than 59 dwellings shall be occupied at the site before the approved scheme has been fully implemented.
- 16) No more than 59 dwellings shall be occupied at the site before the highway works scheme at the junction of Potton Road and Havelock Road, as shown indicatively on Drawing No.1512-07-SK54 Revision A, has been completed, amended as necessary by the technical and safety audit processes, and opened to traffic.
- 17) No more than 59 dwellings shall be occupied at the site before the highway works scheme at the junction of Potton Road with Drove Road (including the works to accommodate on-street parking), as shown indicatively on Drawing No.1512-07-SK61, has been completed, amended as necessary by the technical and safety audit process, and opened to traffic.
- 18) No dwelling shall be occupied at the site before details of a traffic calming scheme for Furzenhall Road, based broadly on Drawing No. 1512-07 SK53 including the junctions of Furzenhall Road and Winston Crescent and where necessary measures to prevent on-street parking, has been submitted to, and approved in writing by, the Local Planning Authority.
- 19) No more than 99 dwellings shall be occupied at the site before the traffic calming scheme for Furzenhall Road approved pursuant to Condition 18 has been completed in accordance with the approved details, amended as necessary by the technical and safety audit process, and opened to traffic.
- 20) No more than 207 dwellings shall be occupied at the site before the traffic calming scheme for Banks Road, as shown indicatively on Drawing Nos. 1512-07-SK92 Revision A, has been completed, amended as necessary by the technical and safety audit process, and opened to traffic.
- 21) No more than 207 dwellings shall be occupied at the site before the traffic calming scheme for Lime Tree Walk, as shown indicatively on Drawing Nos. 1512-07-SK93 Revision A, has been completed,

amended as necessary by the technical and safety audit process, and opened to traffic.

- 22) No more than 49 dwellings shall be occupied at the site before the following pedestrian / cycle improvement schemes have been completed, amended as necessary by the technical and safety audit process, and opened to traffic:
- Havelock Road & Lindsell Crescent, as shown indicatively on Drawing No.1512-07-SK55;
  - Auckland Road / Drove Road / Edward Road, as shown indicatively on Drawing No.1512-07-SK56;
  - Edward Road, between Lindsell Crescent & Lime Tree Walk, as shown indicatively on Drawing No.1512-07-SK62 Revision A;
  - Crab Lane & Lawrence Road, as shown indicatively on Drawing No.1512-07-SK57 (all works, not just those labelled 'TPA Addition');
  - Lawrence Road / Havelock Road, as shown indicatively on Drawing No.1512-07-SK34 Revision A
- 23) No development shall commence at the site before a Construction Traffic Management Plan (CMP) has been submitted to and approved in writing by the Local Planning Authority. The CMP shall include details of:
- the parking of vehicles.
  - loading and unloading of plant and materials used in the development.
  - storage of plant and materials used in the development.
  - the erection and maintenance of security hoarding / scaffolding affecting the highway if required.
  - wheel washing facilities.
  - measures on site to control the deposition of dirt / mud on surrounding roads during the development.
  - footpath/footway/cycleway or road closures needed during the development period.
  - traffic management needed during the development period.
  - means of access and egress for construction traffic and delivery vehicles (including the import of materials and the removal of waste from the site) during the development of the site.
  - details of escorts for abnormal loads.
  - temporary removal and replacement of highway infrastructure and street furniture.
  - the reinstatement of any signs, verges or other items displaced by construction traffic; and
  - banksman and escort details.

The approved Construction Management Plan associated with the development of the site shall be adhered to throughout the development process.

- 24) No development shall commence on each phase of the development before an Arboricultural Impact Assessment and a Tree Protection Plan for that phase has been submitted to and approved in writing by the Local Planning Authority.

Where relevant, the Impact Assessment and the Tree Protection Plan shall also relate to trees adjacent to, but outside of the site and/or phase where there is the potential for the development to impact them.

The development shall be carried out in accordance with the approved Arboricultural Impact Assessment and Tree Protection Plans.

- 25) No above ground building work shall commence at the site before a Public Art Scheme has been submitted to and approved in writing by the Local Planning Authority. The Scheme shall include details of:

- management - who will administer, time and contact details, time scales/programme;
- brief for involvement of artists, site context, background to development, suitable themes and opportunities for Public Art;
- method of commissioning artists / artisans, means of contact, selection process /selection panel and draft contract for appointment of artists;
- community engagement - programme and events;
- a programme for the delivery of the public art.
- funding - budgets and administration; and,
- future care and maintenance.

The development shall be carried out in accordance with each approved Public Art Scheme.

- 26) No development shall commence within each phase of the development before a Sustainability Statement for that phase has been submitted to and approved in writing by the Local Planning Authority. The Sustainability Statement shall include details of how the development within that phase will meet at least 10% of its energy demand from renewable or low carbon sources and the development shall be carried out in accordance with the approved statements.
- 27) Prior to the first occupation within each phase of the development, a Post-construction Verification Report demonstrating compliance with the measures set out in the approved Sustainability Statement relevant to that phase shall be submitted to and approved in writing by the Local Planning Authority.
- 28) No development shall commence within a phase until details of the external sound level emitted from plant/ machinery/ equipment and appropriate mitigation measures for that phase have been submitted to and approved in writing by the Local Planning Authority. The

measures shall ensure that the external sound level emitted from plant, machinery/ equipment will be lower than the lowest existing background sound level by at least 10dBA in order to prevent any adverse impact. The assessment shall be made in accordance with BS4142:2014 at the nearest and/or most affected noise sensitive premises, with all machinery operating together at maximum capacity. A post installation noise assessment shall be carried out where required to confirm compliance with the sound criteria and additional steps to mitigate noise shall be taken, as necessary. Approved details shall be implemented prior to occupation of the development and thereafter be permanently retained.

- 29) No development shall commence at the site before a Noise Assessment has been submitted to and approved in writing by the Local Planning Authority. The Assessment shall include details of external noise levels and necessary mitigation, including boundary treatments such as noise barrier, bunding and landscaping to reduce the ingress of railway noise into the development site, and details of the sound insulation of the building envelope, orientation of habitable rooms away from railway noise sources and of acoustically attenuated mechanical ventilation as necessary to achieve internal room and external amenity noise standards in accordance with the criteria of BS8233:2014.
- 30) No development shall commence within a phase before a Site Investigation Scheme for that phase has been submitted to and approved in writing by the Local Planning Authority. The scheme shall be based upon and target the risks identified in the approved preliminary risk assessment and shall make provisions for, where relevant, the sampling of soil, soil vapour, ground gas, surface and groundwater. All works must be carried out in compliance with and by a competent person who conforms to Land Contamination Risk Management (LCRM) or the current UK requirements for sampling and testing. The development shall be carried out in accordance with the approved scheme.
- 31) No development shall commence within a phase before a Quantitative Risk Assessment Report for that phase following site investigations undertaken in compliance with the approved site investigation scheme has been submitted to and approved in writing by the Local Planning Authority. The report shall: assess the degree and nature of any contamination identified on the site/within the phase through the site investigation; include a revised conceptual site model from the preliminary risk assessment based on the information gathered through the site investigation to confirm the existence of any remaining pollutant linkages and determine the risks posed by any contamination to human health, controlled waters and the wider environment. All works must be carried out in compliance with and by a competent person who conforms to Land Contamination Risk Management (LCRM) or the current UK requirements for sampling and testing.
- 32) No development shall commence within a phase before a Remediation Method Statement for that phase has been submitted to and approved in writing by the Local Planning Authority. This statement shall detail

any required remediation works and shall be designed to mitigate any remaining risks identified in the approved quantitative risk assessment. All works must be carried out in compliance with and by a competent person who conforms to Land Contamination Risk Management (LCRM) or the current UK requirements for sampling and testing.

- 33) No development shall commence within a phase before the approved Remediation Method Statement for that phase has been carried out in full and a Verification Report confirming these works has been submitted to, and approved in writing, by the Local Planning Authority. This report shall include: details of the remediation works carried out; results of any verification sampling, testing or monitoring including the analysis of any imported soil; all waste management documentation showing the classification of waste, its treatment, movement and disposal; and the validation of gas membrane placement. If, during development, contamination not previously identified is found to be present at the site, the council is to be informed immediately and no further development (unless otherwise agreed in writing by the council) shall be carried out until a report indicating the nature of the contamination and how it is to be dealt with is submitted to, and agreed in writing by, the council. Any required remediation shall be detailed in an amendment to the remediation statement and verification of these works included in the verification report. All works must be carried out in compliance with and by a competent person who conforms to Land Contamination Risk Management (LCRM) or the current UK requirements for sampling and testing.
- 34) No development shall commence at the site before a Biodiversity Method Statement has been submitted to and approved in writing by the Local Planning Authority. The Method Statement shall be informed by an up to date ecology appraisal and shall include the:
- a. purpose and objectives for the proposed works;
  - b. detailed design(s) and/or working method(s) necessary to achieve stated objectives (including, where relevant, type and source of materials to be used);
  - c. extent and location of proposed works shown on appropriate scale maps and plans;
  - d. timetable for implementation, demonstrating that works are aligned with the proposed phasing of construction;
  - e. persons responsible for implementing the works;
  - f. initial aftercare and long-term maintenance);
  - g. disposal of any wastes arising from works.

The development shall be carried out in accordance with the approved Statement.

- 35) No development shall commence within a phase before a detailed surface water drainage scheme to manage surface water runoff from the development of that phase, via infiltration, for up to and including the 1 in 100 year event (+40%CC) has been submitted to and approved in writing by the Local Planning Authority.



The final detailed design shall be based on the FRA & Drainage Strategy (Ref: Hallam Land Management, Oct 2019, 1512-07/FRA/01 part 1 to 9) and DEFRA's Non-statutory technical standards for sustainable drainage systems (March 2018) and shall be completed as approved.

- 36) No dwelling shall be occupied within a phase before a Maintenance and Management Plan for the surface water drainage system, inclusive of any adoption arrangements and/or private ownership or responsibilities for that phase has been submitted to and approved in writing by the Local Planning Authority and the approved surface water drainage scheme has been correctly and fully installed as per the final approved details.
- 37) No development shall commence at the site before a Written Scheme of Archaeological Resource Management (SARM), has been submitted to and approved in writing by the Local Planning Authority.

The SARM shall include the following components:

- method statements for the investigation of all archaeological remains present at the site
- method statements for the preservation in situ any archaeological remains that cannot be investigated (if appropriate)
- a strategy for a programme of community engagement that includes the provision for at least one site open day
- an outline strategy for post-excavation assessment, analysis and publication including details of the timetable for each stage of the post-excavation works
- a timetable for all stages of the archaeological works and their relationship to the phases of construction

The development shall be implemented in full accordance with the approved SARM and this condition shall only be fully discharged when:

- all elements of the archaeological fieldwork, which shall be monitored and signed off by the Archaeological Advisors to the Local Planning Authority have been completed
- the programme of community engagement, which shall be monitored and signed off by the Archaeological Advisors to the Local Planning Authority has been completed
- a Post Excavation Assessment and an Updated Project Design has been submitted to and approved in writing by the Local Planning Authority. This shall be done within twelve months of the completion of the archaeological fieldwork (unless otherwise agreed in advance in writing by the Local Planning Authority)
- the post-excavation analysis as specified in the approved Updated Project Design; preparation of site archive ready for deposition at a store approved by the Local Planning Authority, the preparation of an archive report, and submission of a publication report have been completed. This shall be done

within three years of the conclusion of the archaeological fieldwork (unless otherwise agreed in advance in writing by the Local Planning Authority)

- 38) No development shall commence within a phase before a Lighting Design Scheme and Impact Assessment for that phase has been submitted to and approved in writing by the Local Planning Authority. The Scheme and Impact Assessment shall identify the measures that will be used to eliminate or minimise light impacts of the development on existing and proposed dwellings and the nearby railway line. The Scheme shall be prepared by a suitably qualified lighting engineer and shall include a timetable for the completion of the mitigation.

The development shall be carried out in accordance with the approved Scheme and timetable and the approved mitigation measures shall be permanently retained thereafter.

- 39) No development shall commence within a phase before details of storm water design and construction details for that phase have been submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved details.

- 40) As part of any future reserved matters submission, details of the housing types and tenures proposed shall be submitted to the Local Planning Authority for approval and shall accord with the most up evidence which demonstrates the development meets the housing need. The development shall be constructed in accordance with the approved details.

- 41) Prior to or alongside the first Reserved Matter application at the site, a Phasing Plan shall be submitted to the Local Authority for approval. The phasing plan shall identify the phases of construction of development that are to occur across the site, including the development parcels and infrastructure, including the number of dwellings to be delivered in each phase, the points of access, footpaths, cycleways and bridleways and open space and the sequence of the submission of reserved matter applications. The development shall be carried out in accordance with the provisions of the approved phasing plan and/or any subsequent amendment to it that has been agreed in writing by the local Planning Authority.

- 42) The development shall not be occupied until an updated Framework Travel Plan has been submitted to and approved in writing by the council. Such a Travel Plan to include details of:

- existing and proposed new transport links, to include connections serving pedestrian, cycle and public transport networks
- Predicted travel to and from the site and expected modal split for these trips
- Proposals and measures to minimise private car use and facilitate walking, cycling, shared use (shuttle buses, Liftshare, car clubs) and public transport



- Timetable for implementation of measures designed to promote sustainable travel choices
- Plans for monitoring and review against targets (the monitoring and review to be undertaken by the LPA), annually for a period of at least 5 years at which time the obligation will be reviewed by the planning authority
- the provision of cycle parking in accordance with council guidelines
- marketing and publicity for sustainable modes of transport to include site specific welcome packs.

Welcome packs to include;

- Walking, cycling, public transport and rights of way information. Site specific travel and transport information
- Site specific travel and transport information/ services (e.g. car clubs)
- Travel vouchers
- Details of relevant pedestrian, cycle and public transport routes to/ from and within the site
- Copies of relevant bus and rail timetables

No part of the development shall be occupied prior to implementation of those parts identified in the Travel Plan as capable of being implemented prior to occupation unless otherwise agreed between the parties in writing. Those parts of the approved Travel Plan that are identified as being capable of implementation after occupation shall be implemented in accordance with an agreed timetable and shall continue to be implemented as long as any part of the development is occupied.

End of Schedule



## **DOCUMENTS**

- ID1 Opening Statement Appellant
- ID2 Opening Statement Central Bedfordshire Council
- ID3 Opening Statement Biggleswade Town Council
- ID4 Statement from Mrs Russel
- ID5 Statement from Mr Denchfield
- ID6 Statement from Mr Bond (Biggleswade History Society)
- ID7 Closing Statement Central Bedfordshire Council
- ID8 Closing Statement Biggleswade Town Council
- ID9 Closing Statement Appellant



## Costs Decision

Inquiry held on 13 - 16 August 2024

Site visit made on 14 August 2024

**by Mr M Brooker DipTP MRTPI**

**an Inspector appointed by the Secretary of State**

**Decision date: 6/11/2024**

### **Land North of Biggleswade, Biggleswade, SG18 0HB**

#### **Costs application in relation to Appeal Ref: APP/P0240/W/24/3340777**

- The application is made under the Town and Country Planning Act 1990, sections 78, 320 and Schedule 6, and the Local Government Act 1972, section 250(5).
- The application is made by Hallam Land Management for a full award of costs against Central Bedfordshire Council.
- The inquiry was in connection with an appeal against the refusal of planning permission for up to 416 dwellings including affordable housing; green infrastructure accommodating landscaping, allotments, community orchard, public open space, children's playspace; new roads, car parking, cycleways and footways; associated infrastructure, including a sustainable drainage system; vehicular access to be secured from Furzenhall Road.

### **Decision**

1. The application for an award of costs is refused.

#### **The submissions for Hallam Land Management**

2. The costs application was submitted in writing. The applicant refers to the principles identified in the costs section of the Planning Practice Guidance, specifically preventing or delaying development which should clearly be permitted; failing to produce evidence to substantiate each reason for refusal on appeal, vague, generalised or inaccurate assertions about a proposal's impact; and refusing planning permission on a planning ground capable of being dealt with by conditions.
3. The applicant says that the Council failed to provide any expert highways evidence to support their case, did not support its case with regards the use of a single point of access in an emergency and conceded that a Grampian style condition would resolve further issues referred to in the reasons for refusal.

#### **The response by Central Bedfordshire Council**

4. The response was made in writing. The council maintains that the technical highways assessment, (such as methodology, vehicle movements or impact on junctions) was not subject to challenge at the Inquiry and as such, the Council did not and did not need to lead highways evidence.
5. In addition, the Council asserts that in evidence it was accepted that a Grampian condition could be used to overcome elements of the reason for refusal only if the proposed "scheme were known and the effects of the scheme were known". Furthermore, additional evidence produced by the appellant in

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the course of the appeal process, the parking survey and accident information, was not before the committee when it determined the application.

### **Reasons**

6. Parties in planning appeals normally meet their own expenses. However, the Planning Practice Guidance (PPG) advises that costs may be awarded against a party who has behaved unreasonably and thereby caused the party applying for costs to incur unnecessary or wasted expense in the appeal process.
7. I note that the Council, in response to additional evidence produced by the appellant in the appeal process, chose not to defend the reason for refusal with regards emergency access. To respond to new evidence produced in the appeal process is not unreasonable and I am satisfied that the Council made clear its intention not to defend the reason at the Inquiry in a timely manner.
8. Furthermore, in evidence, the Council acknowledged that a Grampian style condition could, with some qualification, overcome the reason for refusal with regards car parking and referred to the submission of additional evidence, specifically the parking survey, that was not before the Council when determining the application. I consider that the parking survey produced by the Appellant is a significant material consideration. Furthermore, the proposed parking mitigation measures are in draft form only rather than a refined and final scheme. As such that the Council acknowledged the potential for a Grampian style condition, while not agreeing that such a condition would resolve the dispute, in light of this additional evidence is not unreasonable.
9. I am satisfied that the Council adequately reasoned and substantiated its concerns regarding the reason for refusal in respect of the "use and enjoyment of Furzenahll Road, which is part of the National Cycle Network, for cyclists". In addition, I am satisfied that the Council did so adequately without presenting specialist highways evidence.
10. Matters relating to the determination of the application, in particular that many of issues at dispute could have been resolved earlier and that the determination of the application was over an extended period of time, is outside of the scope of this costs application.
11. Therefore, unreasonable behaviour resulting in unnecessary or wasted expense has not occurred and an award of costs is not warranted.

*Mr M Brooker*

INSPECTOR

