



Ref: Agenda/Council – 11/02/2025

6th February 2025

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 11th February 2025** 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

A handwritten signature in black ink, appearing to be "P. Tarrant", written over a horizontal line.

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_2KWIKKUmSsS0p-yT489C1A

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

5. INVITED SPEAKER

- a. Representatives from Northill Parish Council:
- Cllr Paul Daniels (Ward Councillor)
 - Cllr Rob Smith (Chairman of the Council)
 - Cllr Andy Field-Weber (Chairman of Planning)

6. MEMBERS' QUESTIONS

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. For Members to receive the minutes of the Town Council Meeting held on **Tuesday 7th January 2025** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. For Members to receive the minutes of the Town Council Meeting held on **Tuesday 21st January 2025** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- c. For Members to note the minutes of the Finance & General Purposes Committee Meeting held on **Tuesday 14th January 2025**.
- d. For Members to note the minutes of the Public Lands & Open Spaces Committee Meeting held on **Tuesday 28th January 2025**.

8. MATTERS ARISING

- a. Minutes of the Council Meeting held on **Tuesday 7th January 2025**.
- b. Minutes of the Council Meeting held on **Tuesday 21st January 2025**.

9. ITEMS FOR CONSIDERATION

a. **Meeting Schedule 2025-2026**

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

This excludes any meeting relating to the Biggleswade Joint Committee which is awaiting confirmation from CBC Officers.

b. **Christmas Lights Tender – Expression of Interest**

For Members to receive and consider a written report from the Administration & HR Manager.

c. **Safety of Lithium-ion Batteries Campaign**

For Members to receive and consider information from the Electrical Safety First.

d. **Lloyds Bank Closure**

For Members to receive and consider a written motion from Cllr J Woodhead:

“That the Town Council contact Lloyds Bank PLC to express our disappointment in their decision made without any public consultation. The Council also seeks reassurances that alternative banking provision be made available for those customers reliant on branch transactions. The Town Council should also express concern that with the branch closure there will be fewer ATMs in the town in particular those operated by banks or building societies. The Lloyds closure now means all banks in Biggleswade will have closed by November 2025 and that the Town Council should again explore the establishment of a banking hub.”

Previous responses from the Lloyds Banking Group have been provided as appendices.

e. **Establishment of a Banking Hub in Biggleswade**

For Members to receive and consider a written motion from Cllr S Patel.

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/25/00151/FULL – 36 Oak Crescent, Biggleswade, SG18 8JT**

CBC Excerpt: Erection of a single storey rear extension and rooflights following demolition of an existing structure and conservatory.

b. **CB/25/00254/VOC – The Leylands, 106 Broom Road, Stanford, Biggleswade, SG18 9JE**

CBC Excerpt: Variation of condition number 8 of planning permission CB/22/03365/FULL (Erection of a double storey dwelling with alterations to access arrangements for existing bungalow) Variation to delete drawing 2707-22-P-02 and include new drawing 2707-22-P-02 Revision A.

c. **CB/25/00187/FULL – Unit N, A1 Retail Park, London Road, Biggleswade, SG18 8NE**

CBC Excerpt: Installation of mezzanine floorspace.

d. **CB/24/03449/FULL – Unit 1, Symmetry Park, Gold Road, Biggleswade, SG18 8YY**

CBC Excerpt: New employee retail unit ancillary to the existing distribution centre.

11. PLANNING APPLICATION OUTCOMES

- a. A report of the Planning Application Outcomes (by exception applications only) as of Tuesday 6th February 2025.

12. ACCOUNTS

Financial Administration

a. **Position & Accounts for December 2024**

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

In addition, the usual financial documentation is available on the Council website as follows: [Financial Transparency Documents | Biggleswade Town Council](#)

- i. Balance Sheet to 31/12/2024.
- ii. Detailed Income & Expenditure to 31/12/2024.
- iii. Payment Listing from 01/12/2024 to 31/12/2024.
- iv. Summary Income & Expenditure to 31/12/2024.

13. ITEMS FOR INFORMATION

a. **Access for All Update – 06/01/2025**

For Members to note information from Network Rail.

b. **Proposed Temporary Road Closure – Pegasus Drive, Biggleswade**

For Members to note information from CBC Streetworks.

c. **CB/24/01037/OUT – Site of Former Woodlands Nurseries Update**

For Members to note information from Active Travel England.

d. **Dunton Lane Cable Works Update**

For Members to note information from UK Power Networks.

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_2KWIKKUmSsS0p-yT489C1A

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.

(Planning Update).

(Biggleswade Community Sports Hub).

(Town Clerk's Performance Monitoring: Outcomes 2023/2024 and Objectives 2024/25).

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 7TH JANUARY 2025
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 I Agnew
 Cllr D Albone
 Cllr P Guilcher
 Cllr J Jones
 Cllr M Knight
 Cllr M North
 Cllr S Patel
 Cllr M Russell
 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
 Mx K Chambers – Committee Clerk

Members of the Public – 1.

Meeting Formalities:

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

1. APOLOGIES FOR ABSENCE

a. Cllr A Skilton.

b. **Remote Attendance**

Cllr S Sajid.

2. DECLARATIONS OF INTEREST

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

None.

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

None.

3. **TOWN MAYOR'S ANNOUNCEMENTS**

- a. The Mayor had no announcements to share.

4. **PUBLIC OPEN SESSION**

No member of the public wished to speak.

5. **INVITED SPEAKER**

6. **MEMBERS' QUESTIONS**

a. **St Andrew's Street Pedestrian Island**

Cllr Russell asked whether any update had been received regarding the requested pedestrian island. The Town Clerk responded that CBC has confirmed informally that due to "the location of the exit of the Conservative Club a pedestrian refuge island would be impossible due to safety concerns". Officers are pursuing a formal response.

b. **Footpath on the River Ivel**

Cllr Woodhead raised concerns over an eroded footpath by the River Ivel which no longer has any safety bollards or signage. The Town Clerk responded that Christopher Dorow from CBC had responded, confirming that they are aware of the issue and are considering the best steps forward.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. Item 3: Change "the event" to "the Christmas Lights Switch On".

Item 6a: Add the request to ask for the upcoming cutting schedule of the area.

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

- b. Members **NOTED** the minutes of the Finance & General Purposes Committee meeting held on **Tuesday 3rd December 2024**.

8. **MATTERS ARISING**

a. **Item 13a: Dunton Lane Road Closure**

Members asked whether Officers have received further information about the closure. Officers responded that none had been received but that this will be chased.

Cllr Woodhead noted that Grant Palmer have released information about changes to bus services and school runs, and that he will shared this with the Committee Clerk.

9. **ITEMS FOR CONSIDERATION**

a. **School Admission Arrangements 2026/27 Consultation**

Members **NOTED** the consultation information from CBC.

10. PLANNING APPLICATIONS

a. CB/24/03050/FULL – Biggleswade Academy, Mead End, Biggleswade, SG18 8JU

CBC Excerpt: Creation of new hardstanding area for children's collection point, new footpath link with associated ramps and associated landscaping and ancillary works (Kitelands Road entrance).

The Town Council maintains its objection to this application on the basis of highways safety concerns.

b. CB/24/03438/FULL – Land to the west of Units 6 and 7, Albone Way, Biggleswade, SG18 8BN

CBC Excerpt: Change of use to open storage (Use Class B8) and erection of perimeter fencing, double entrance gates and single swing gates and resurfacing (part retrospective).

The Town Council has **NO OBJECTION** to this application, subject to consideration of the Officer's comments on flooding risks.

c. CB/24/03619/FULL – 14 Bunyan Road, Biggleswade, SG18 8QQ

CBC Excerpt: Erection of external store to replace existing store.

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

d. CB/24/03620/FULL – 14 Bunyan Road, Biggleswade, SG18 8QQ

CBC Excerpt: Garage conversion, external covered seating area, replace cladding to main building.

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

e. CB/24/03550/FULL – 2A Dells Lane, Biggleswade, SG18 8LP

CBC Excerpt: Renovation of 1980's dwelling to include painted exterior, re cladding, new windows, skylights and doors with reconfigured internal layout.

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

f. CB/24/03727/FULL – 28 Larkinson Avenue, Biggleswade, SG18 0RF

CBC Excerpt: Open front porch, single storey side and rear extensions and detached garage conversion.

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

11. PLANNING APPLICATION OUTCOMES

This report was **NOTED**.

12. **ACCOUNTS**

Financial Administration

a. **November 2024 Position & Accounts**

Members **RESOLVED** to consider and approve the report.

13. **ITEMS FOR INFORMATION**

a. **Call for Sites – New Local Plan**

Members **NOTED** the report.

b. **Biggleswade Access for All Update**

Members **RESOLVED** that a representative highlight the Town Council's concerns at the upcoming Network Rail meeting.

c. **CB/TPO/24/00040 - Amenity land along frontage of A1 Retail Park**

Members **NOTED** the report.

14. **PUBLIC OPEN SESSION**

No one from the public wished to speak.

15. **EXEMPT**

a. **Housing & Partnership Working Update**

Members **RESOLVED** to agree to the recommendations.

b. **Planning Update**

Members **RESOLVED** to agree to the recommendations.

The Mayor closed the public session at **7:20pm**.



MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING
HELD ON TUESDAY 21st JANUARY 2025
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 I Agnew
 Cllr D Albone
 Cllr P Guilcher
 Cllr J Jones
 Cllr M North
 Cllr S Patel
 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
 Mx K Chambers – Committee Clerk

Members of the Public – 2 (online).

Meeting Formalities:

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

1. APOLOGIES FOR ABSENCE

a. Cllr M Knight, Cllr J Woodhead.

b. Remote Attendance

Cllr S Sajid.

2. DECLARATIONS OF INTEREST

The Chairman noted that all Committee Members have a dispensation to participate and vote in relation to the 2025/26 Budget & Precept.

a. Disclosable Pecuniary interests in any agenda item:

None.

b. Non-Pecuniary interests in any agenda item:

Item 10d: Cllr I Agnew, Cllr C Thomas, Cllr P Guilcher, Cllr S Patel, Cllr G Barrett, Cllr M Russell, Cllr M North, Cllr M Foster.

3. TOWN MAYOR'S ANNOUNCEMENTS

The Mayor had no announcements.

4. PUBLIC OPEN SESSION

No member of the public wished to speak.

5. INVITED SPEAKER

6. MEMBERS' QUESTIONS

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. The minutes of the Finance & General Purposes Committee meeting on **Tuesday 14th January 2025** have not yet been reviewed by the Chairman of the Committee and therefore will be shared at the next available meeting.

8. MATTERS ARISING

9. ITEMS FOR CONSIDERATION

a. Precept 2025-26

The Town Clerk & Chief Executive and the Head of Finance & Deputy RFO gave a brief summary of the report presented to Members.

The Head of Finance & Deputy RFO noted the following:

"The Precept is a tax that Town Councils charge their local electors to meet their budgetary requirements.

The Town Councils do not receive any direct funding from central Government and rely on their Precept, plus any other income they generate from services or facilities they provide. The Town Council Precept is part of the Council Tax and is collected from local electors via their Council Tax payments. It requests this funding from its 'local billing authority' – in this case, Central Bedfordshire Council (CBC).

The Precept requirement is the difference between the Town Council's estimated income and its anticipated spending requirements for the financial year (its budget). The financial year runs from 1st April to 31st March."

Members asked why the BATPC are required to assess applications for PWLB loans. The Town Clerk & Chief Executive responded that the BATPC are the designated clearinghouse for central government and they are the relevant committee for this submission.

Members also raised concerns over the increase of the Precept and its impact on Biggleswade residents, and whether the 8.5% increase may be better suited. Other Members responded that the Public Realm team make a visible difference to the town and also help with events and emergencies.

Members **RESOLVED** that:

- i. That their preferred level of budget for the year 2025/26 is total income £2,129,818, and total expenditure of £2,129,818, as presented in Option 3 of the Officers' report.
- ii. That their preferred level of precept for the 2025/26 year is Option 3 (£1,838,460.08), a £26.68 increase for the whole year, 51 pence per week, or 13% increase for the whole year for a Band D property.
- iii. To support the Officer recommendation around the minimum level of General Reserve for the 2025/26 financial year, notably a sum not lower than £526,119, consistent with good accounting practice and statute. The amount is equivalent to 3 months' gross expenditure.
- iv. To support Officers making an application to the Public Works Loan Board for an amount up to £79,528. The loan is particular to essential upgrades to the remaining play areas for a term of 15 years. Prior to making such an application the Council will conduct a formal consultation exercise with the community and Bedfordshire Association of Town and Parish Councils (BATPC) will need to assess the submission.
- v. That the Town Council invest £25,000 in each of the next 4 years which will create a 'ringfenced capital fund' of £100,000. This will act to negate any future PWLB borrowing costs and/or impact upon a depleted Capital Reserve.

Communication to CBC Financial Planning

It is essential that Council submit its balanced budget and precept requirements to Central Bedfordshire Councils Financial Planning Team by 22nd January 2025.

10. PLANNING APPLICATIONS

a. CB/25/00003/FULL – 14 Bellflower Gardens, Biggleswade, SG18 8YW

CBC Excerpt: Conversion of detached garage into associated annex.

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

b. CB/24/03734/FULL – 240 London Road, Biggleswade, SG18 8PJ

CBC Excerpt: Outdoor oak framed structure for use as an eating and cooking area, enclosed on 3 sides with glass or cladding.

The Town Council has **NO OBJECTION** to this application, subject to Officers consideration of the buildings size.

c. CB/25/00039/FULL – 51 Fennel Drive, Biggleswade, SG18 8WD

CBC Excerpt: Single storey rear extension with roof light.

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

- d. **CB/TCA/25/00002 - Conservative Club, St Andrews Street, Biggleswade, SG18 8BA**

CBC Excerpt: Works to trees within a Conservation Area: Dismantle a group of large Conifer Trees G1 near to ground level. Some limbs are failing over the smoking shelter and close to the building at the left, front of the site.

The Town Council **NOTED** this application.

11. **PLANNING APPLICATION OUTCOMES**

12. **ACCOUNTS**

13. **ITEMS FOR INFORMATION**

14. **PUBLIC OPEN SESSION**

No one from the public wished to speak.

15. **EXEMPT**

The Mayor closed the meeting at 7:35pm.



**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING ON
TUESDAY 14th JANUARY 2025 AT THE OFFICES OF BIGGLESWADE TOWN
COUNCIL, THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE
COMMENCING AT 7.00PM**

PRESENT:

Cllr D Strachan (Chairman)
Cllr I Agnew (Deputy Chairman)
Cllr D Albone
Cllr G Barrett (Ex-officio member)
Cllr M Foster (Ex-officio member)
Cllr M Knight
Cllr M Russell

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

Members of the Public – 1.

Meeting Formalities:

Following a reminder to meeting attendees, both panel and public, 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 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 the individual. The Chairman asked everyone to mute their microphones when not speaking.

1. APOLOGIES FOR ABSENCE

- a. Cllr North, Cllr Sajid, Cllr Thomas

2. DECLARATIONS OF INTEREST

The Chairman noted that all Committee Members have a dispensation to participate and vote in relation to the 2025/26 Budget & Precept.

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

None.

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

None.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman had no announcements.

4. PUBLIC OPEN SESSION

- a. **Cllr Grant Fage, Ward Councillor for Biggleswade East**

Cllr Fage raised concerns over increases to Council Tax and its impact on Biggleswade residents. He also noted that, in January 2022, the Town Council set a 7.5% increase but Members also resolved to ensure Officers find additional savings in the budget.

He noted that Officers had adhered to the budgeting process agreed at Council particular to the 25/26 financial year however, scrutiny by Standing Committees should ideally be held in public session. Cllr Fage asked Members to note his comments during the upcoming discussion.

5. **INVITED SPEAKER**

6. **MEMBERS' QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

The Minutes were **APPROVED** as an accurate record of the Finance & General Purposes Committee held on **Tuesday 3rd December 2024** and that the Chairman should sign the same.

8. **MATTERS ARISING**

a. **Item 9a: 2025/2026 Budget and Precept**

Cllr Knight noted that a summary of cost reductions had not been shared with Members. The Town Clerk & Chief Executive provided physical copies to all Members in the session and confirmed that he would share this electronically after the meeting.

9. **ITEMS FOR CONSIDERATION**

a. **2025/2026 Budget and Precept**

Cllr Russell gave a detailed account around the justification for a 13% increase in precept, highlighting such issues as financial drivers outside of the Council's control, the thorough process that has been adhered to in its calculation, localised benchmarking, general reserve requirements, PWLB potential borrowing, and the need to invest in a capital reserve.

She further explained the reasoning behind the need to recruit two further Public Realm Operatives and presented the wider financial climate including the difficulties that Central Bedfordshire Council was experiencing.

The external drivers such as employer's national insurance combined with Members decision to invest in the Council's football pitches and defending a planning enquiry would require an increase of 8.5% without factoring in any further commitments.

Members went on to discuss the impact of Option 3 and what this would mean for the Council. Cllr Knight raised concerns about the impact the increase may have on Biggleswade residents and that the weekly figures provided were not representative of how Council Tax is paid by residents.

Cllr Knight requested that his opposition to the recommendations be noted.

Cllr Knight also requested that a full recorded vote be minuted.

Members **RESOLVED** to reaffirm their previous resolution on 3rd December 2024:

- That their preferred level of budget for the year 2025/26 is total income £2,129,818, and total expenditure of £2,129,818, as presented in Option 3 of the Officers' report.
- That their preferred level of precept for the 2025/26 year is Option 3 (£1,838,460.08), a £26.68 increase for the whole year, 51 pence per week, or 13% increase for the whole year for a Band D property.
- To support the Officer recommendation around the minimum level of General Reserve for the 2025/26 financial year, notably a sum not lower than £526,119, consistent with good accounting practice and statute. The amount is equivalent to 3 months' gross expenditure.
- To support Officers making an application to the Public Works Loan Board for an amount up to £79,528. The loan is particular to essential upgrades to the remaining play areas for a term of 15 years. Prior to making such an application the Council will conduct a formal consultation exercise with the community and Bedfordshire Association of Town and Parish Councils (BATPC) will need to assess the submission.
- That the Town Council invest £25,000 in each of the next 4 years which will create a 'ringfenced capital fund' of £100,000. This will act to negate any future PWLB borrowing costs and/or impact upon a depleted Capital Reserve.

The recorded vote was as follows for the five part resolution:

- In favour: Cllr M. Russell, Cllr D. Albone, Cllr G. Barrett, Cllr M. Foster, Cllr I. Agnew, Cllr D. Strachan.
- Against: Cllr M. Knight.

Report to Council and Precept communication to CBC

The resolution of F & GP will be presented in a report to Council on 21st January 2025 for budget and precept final determination prior to officially sharing with Central Bedfordshire Councils Financial Planning Team on 22nd January 2025.

10. ITEMS FOR INFORMATION

a. Quarterly Bank Reconciliation

Members **NOTED** the report.

11. PUBLIC OPEN SESSION

a. Cllr Grant Fage, Ward Councillor for Biggleswade East

Cllr Fage reiterated that financial information should be shared freely with residents to scrutinise and that there should be more public meetings in the next financial year. He also echoed his concerns that this might have a negative impact on residents and that the Council needs to give "due regard for those who ... are unable to make ends meet".

The Chairman thanked Cllr Fage for his comments and noted that those who are disadvantaged may be entitled to Council Tax benefits and support.

12. EXEMPT

The Chairman closed the meeting at **7:46pm**.

DRAFT

**MINUTES OF THE BIGGLESWADE PUBLIC LAND AND OPEN SPACES MEETING
HELD TUESDAY 28th JANUARY 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 J Jones
Cllr A Skilton
Cllr D Strachan
Cllr J Woodhead

Mr P Tarrant – Town Clerk & Chief Executive
Mr K Hosseini – Head of Governance & Strategic Partnerships
Mr H Henderson – Public Realm Manager
Mr E Bour – Head of Finance & Deputy RFO
Ms F Gumush – Deputy Administration & HR Manager

Members of the Public – 3

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 M Knight

b. NO APOLOGIES FOR ABSENCE

Cllr P Guilcher

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item:

None.

b. Non-Pecuniary interests in any agenda item:

Item 9b – Cllr Skilton and Cllr Thomas

3. CHAIRMANS ANNOUNCEMENTS

None

4. PUBLIC OPEN SESSION

Mrs Rachel Stott – Biggleswade Allotments Association

Commenting on Item 9b, Allotment Lettings Policy and Terms & Conditions, Mrs Stott noted that the Biggleswade Allotments Association (BAA) had worked closely with the Town Council with regards to the policy.

She noted that whilst BAA members were happy on the whole, they believed the flat rate increase needed to be looked at again. Mrs Stott indicated that despite changes being discussed, the policy did not reflect this.

Mrs Stott noted that an explanation for the increase would be appreciated. She pointed out that some plot holders were struggling to cover the costs of the plots and on occasion lost crops to rodents even with traps being provided by the Council. She also asked for a further review of any neglected plots.

Mrs Stott thanked the Public Realm Manager and his team for all the work they have done at the allotments and the regular briefing sessions taking place between the Public Realm Manager and the Chairman of the Allotment Association.

Commenting on Mrs Stott's presentation, the Chairman of the Committee indicated that the fee increase was decided by the Finance & General Purposes Committee and approved by Council. He added that all Members would of course take note of Mrs Stott's comments.

5. INVITED SPEAKER

No guest speaker was invited.

6. MEMBERS' QUESTIONS

There were no Members' questions.

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

The Minutes were **APPROVED** as an accurate record of the Public Lands & Open Spaces Committee Meeting held on Tuesday 1st October 2024.

8. MATTERS ARISING

There were no matters arising.

9. ITEMS FOR CONSIDERATION

a. PLOS Status Report

The Head of Governance & Strategic Partnerships presented the report. This and other relevant information were included in the weekly Members update provided by the Clerk.

A presentation was shared on screen reflecting the work and initiatives being taken by the Public Realm team. The Public Realm Manager indicated that this would become a regular occurrence at the PLOS Committee meetings if Members perceived it to be beneficial.

The Head of Governance & Strategic Partnerships indicated that the project for signage of all assets was nearing completion.

The Public Realm Manager highlighted that Officers were continuing to work with Central Bedfordshire Council to determine additional land for allotments and cemeteries.

Members **NOTED** the status report and presentation.

b. **Allotment Lettings Policy and Terms & Conditions**

The Head of Governance & Strategic Partnerships presented the Allotments Lettings Policy and noted that the existing policy had been reviewed in collaboration with the Chairman and Deputy Chairman of PLOS and the Biggleswade Allotments Association.

He pointed out that some of the main changes included clarification of the percentage of plot area cultivation and an increase in the plot deposit amount.

Members **AGREED** that it would not be useful to go through the policy page by page at this stage but to have any amendments added to the current document and shared with Members via SharePoint.

Members **AGREED** to **DEFER** this item to the next PLOS Committee meeting.

c. **Burial & Memorial Regulations**

Members reviewed the policy and **RESOLVED** to adopt the Burials & Memorials Regulations, and that Officers upload the policy to the Council's website.

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

Members reviewed the policy and **RESOLVED** to adopt the Football Pitch Booking Policy, and that Officers upload the policy to the Council's website.

e. **Drove Road Tennis Courts Update**

The Head of Governance & Strategic Partnerships presented the report and indicated that it was an update report following the capital project report which came to Town Council in October 2024. Officers had previously reached out to the community to gauge their support for the project.

He noted that although the tennis courts were currently health and safety compliant, they are fast degrading. The report also looked at the potential option for flood lighting.

The Head of Governance explained that the indicative costs for foundation, resurfacing and floodlighting would be circa £184,000. This would not be sourced by a PWLB loan in the short to medium term. He added that Officers would be meeting with CBC Officers to determine the availability of S106 funding and will also explore other external funding options.

Members **NOTED** the report and **AGREED** the following:

- For Officers to discuss S106 funding options and other funding options with CBC (who are the principal leisure authority) and to explore other external sports funding.
- Officers to submit a planning application to CBC for the proposed flood lights.

10. **ITEMS FOR INFORMATION**

a. **Stratton Way Cemetery – Phase One**

The Public Realm Manager presented the report and noted that Phase One of the Stratton Way Cemetery Project was underway.

He explained that the Town Council had submitted two funding applications for landscaping and furniture and that these had in part been successful.

The Public Realm Manager noted that all the bins and benches for the project at the cemetery had been ordered as well as the plants. It was anticipated that Phase One of the project would be completed on the 31st of March, 2025.

The Town Clerk thanked Cllr Knight for Chairing the Working Group. It would reconvene to provide direction on phase 2 and 3 when the time was right.

Members **NOTED** the progress of Phase One, the two external awarded grants and the proposed direction of travel.

11. **PUBLIC OPEN SESSION**

No member of the public wished to speak.

12. **EXEMPT**

a. **Sports Provision Update**

Members discussed the report and recommendations regarding the sports provisions in the town.

Members **AGREED** that the item would be included on a future agenda.

The Chairman closed the meeting at **10.00pm**

BIGGLESWADE TOWN COUNCIL
Town Council Meeting 11th February 2025
Item 9a: Meetings Schedule Update Report

Implications of Recommendations

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

Finance: Not Applicable

Equality: Not Applicable

Environment: Not Applicable

Community Safety: Not Applicable

Background

Officers obtained a Town Council resolution on 11th March 2024 to implement the current meetings schedule, displayed on the Town Council notice boards. The current meetings schedule is at appendix A.

Summary

Officers have produced a new Town Council meetings schedule for this meeting, at appendix B. The proposed meeting schedule incorporates the financial meetings and budget building calendar and has been cleared by the Deputy RFO. The proposed schedule has been agreed with the Mayor and Deputy Mayor.

For the 2025-26 municipal year calendar, Officers are proposing four F&GP, four TCM, four PLOS, four Personnel Committee meetings, and four Joint Committee meetings. Officers are proposing fourteen full Town Council meetings and eight Council Reserve meeting dates.

The proposed schedule has been shared with CBC Officers for transparency. BTC Officers have also sought CBC confirmation on the proposed dates of the Biggleswade Joint Committee meeting (BJC, four per annum). Officers have checked the CBC website and have confirmed that the dates for Biggleswade Joint Committee do not clash with any CBC Council meetings. These will be confirmed as soon as CBC Officers have aligned the proposed BJC dates with their own council's meetings schedule.

Recommendation

That Members consider and resolve to enable Officers to action the proposed meetings schedule for 2025-2026 and to place it on the Town Council noticeboards and website ahead of the start of the municipal year, and once CBC Officers have confirmed the BJC meeting dates.

Kathrine Chambers
Committee Clerk

Karim Hosseini
Head of Governance & Strategic Partnerships

Appendix A: Current Meetings Schedule.

Appendix B: Proposed 2025-26 Meetings Schedule.

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

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

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

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

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

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



MEETING DATES FOR 2025-26

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND



DATES	TIME	MEETING
29 th April	7.30 pm	Annual Assembly
2025		
13 th May	7.00 pm	Annual Statutory Council
20 th May		
27 th May	7.00 pm	Council Reserve
3 rd June	7.00pm	Personnel
10 th June	7.00 pm	Council
17 th June	7.00 pm	Public Lands & Open Spaces
24 th June	7.00 pm	Council Reserve
1 st July	7.00 pm	Finance & General Purposes
8 th July	7.00 pm	Council
15 th July		Town Centre Management
22 nd July	7.00 pm	Council Reserve
24 th July	7.00 pm	Joint Committee
29 th July		
5 th August		
12 th August	7.00 pm	Council
19 th August	7.00 pm	Personnel
26 th August	7.00 pm	Council Reserve
2 nd September		
9 th September	7.00 pm	Council
16 th September	7.00 pm	Finance & General Purposes
23 rd September	7.00 pm	Council Reserve
30 th September		
7 th October		
14 th October	7.00 pm	Council
21 st October	7.00 pm	Public Lands & Open Spaces (Budget)
23 rd October	7.00 pm	Joint Committee
28 th October	7.00 pm	Town Centre Management (Budget)

4th November	7.00 pm	Personnel (Budget)
11th November	7.00 pm	Council
18th November	7.00 pm	Council – Broader Budget Setting
25th November	7.00 pm	Council Reserve
2nd December	7.00 pm	Finance & General Purposes (Budget)
9th December	7.00 pm	Council
16th December		
23rd December		
30th December		
2026		
6th January	7.00 pm	
13th January	7.00 pm	Council
15th January	7.00 pm	Joint Committee
20th January	7.00 pm	Council - Precept
27th January	7.00 pm	Public Lands & Open Spaces
3rd February	7.00 pm	Personnel
10th February	7.00 pm	Council
17th February	7.00 pm	Town Centre Management
24th February	7.00 pm	Council Reserve
3rd March		
10th March	7.00 pm	Council
17th March	7.00 pm	Finance & General Purposes
24th March	7.00 pm	Council Reserve
31st March	7.00 pm	Public Lands & Open Spaces
7th April		
14th April	7.00 pm	Council
16th April	7.00 pm	Joint Committee
21st April	7.00 pm	Town Centre Management
28th April	7.30 pm	Annual Assembly
New Municipal Year – 2026/27		
5th May		
12th May	7.00 pm	Annual Statutory
19th May		

BIGGLESWADE TOWN COUNCIL
Full Council Meeting 11th February 2025
Item 9b: Christmas Lights Tender

Implications of Recommendations

Corporate Strategy: PLACE: A Vibrant Town: Promote the Town Centre and allow it to adapt to changing needs and realise its economic and community potential.

Finance: £17k has been set aside in the 2025/26 budget for Christmas Lights (Approved by the RFO and Deputy RFO).

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

The annual Christmas Fair & Light Switch on took place on Friday 29th November 2024. The event was successful with a huge turnout of residents.

Officers prepared an online survey following the Christmas Light Switch on to seek attendees' views on the event. Amongst the questions, Officers asked what worked well and what could be improved upon. The key message was that the Christmas Lights could be improved upon in terms of the quality and volume of displays.

The Town Council's Christmas Lights contract ended in January 2025. The Council will need to go to Tender to arrange a new contract.

Further Information

The Finance & Administration Officer and the Administration & HR Manager have since drafted a Christmas Light Tender document which can be viewed under Appendix A. The draft tender document is in line with the Council's Financial Regulations. The specification strives to encourage a more voluminous and compelling light display.

The expectation would be that this tender is published onto the Government's Contract Finder platform from 17th February 2025, with the deadline for tender applications being 11th April 2025.

An assessment tool has already been built to evaluate all tender applications received.

Recommendations:

For Members to approve of the Christmas Light Tender document and for placing this onto the Contract Finder platform from 17th February 2025.

For Members to nominate which Members will sit on the assessment panel for this tender evaluation.

Helen Calvert
Administration & HR Manager

Appendix A: Christmas Light Tender document.

Biggleswade Town Council Christmas Lights

Invitation to Tender



Background

Biggleswade Town Council (the Council) is an elected body in the first tier of local government. The Town Council represents the community's interests and provides a range of local services, facilities and community events, adding value and acting as a focal point for the community.

Biggleswade is a thriving and rapidly expanding town with a current population of 23,000. Furthermore, the town has easy access to the A1 and is situated 40 miles north of London and 20 miles south-west of Cambridge with good rail links to both cities.

Biggleswade Town Council's 15 elected Council Members are supported by 24 members of staff.

Biggleswade Town Council holds an annual Christmas Fair & Light Switch On which takes place on the last Friday of November. During this event, the Town's Christmas Tree and other Town Centre lights are officially switched on.

Tender Background

Biggleswade Town Council oversees the Christmas light display in the Market Square and High Street and is inviting tenders for the design, supply, installation, removal, storage, and annual maintenance and testing of high-quality Christmas lights. This contract will cover the festive light displays for the 2025, 2026, and 2027 Christmas seasons, starting in November 2025.

The Council is committed to delivering a high-quality Christmas lights display for its residents. The aim is to create a festive display that impresses the community and celebrates the season.

The primary objectives are the following:

- Deliver a safe and reliable lighting display that aligns with the design brief and specified locations.
- Comply with the established timelines.
- Prioritise health and safety in all circumstances.

During this three-year contract, we encourage changes to the lighting that enhance the display.

Procurement Process

Biggleswade Town Council is advertising this tender opportunity on the Contracts Finder platform and is following an open procurement process. The Town Council is committed to a fair, open, and transparent procurement process. Bids are invited from qualified contractors with proven experience in delivering similar projects, ideally within a similar setting and geographic location.

Tender Appointment

After completing the procurement process, the Town Council intends to appoint the

highest-scoring bidder to deliver the contract. Details regarding the bidding process, evaluation, and appointment are outlined below.

How to Submit a Bid

Submission Requirements

Interested providers must submit all parts of the Application Form and complete all sections from pages 14 onwards.

Bidders must meet all minimum requirements or agree to meet them prior to the contract start date to be eligible for appointment.

Bribery

In order to prevent bribery offences in this tender process, in line with The Bribery Act 2010, offering, promising, or giving of a bribe to any Biggleswade Town Council employee or Biggleswade Town Councillor will result in automatic disqualification of the Tender Bid.

Correspondence

All correspondence related to the procurement process must be sent via email to deborah.jackson@biggleswadetowncouncil.gov.uk.

Any direct contact with other employees of the Town Council or any Biggleswade Town Councillor regarding this procurement is considered a breach of terms and will result in disqualification of the Tender Bid.

Submission Format

All bidders are required to submit a completed paper copy of this document.

Each tendering firm shall be supplied with a specifically marked envelope from Biggleswade Town Council in order to post their completed tender. The envelope will have "Christmas Lights Tender" written on it and the address below. No tenderer can write anything further onto the envelope. To receive one of these envelopes, please email deborah.jackson@biggleswadetowncouncil.gov.uk.

Bidders must submit their final tender to the following address before the submission deadline:

**The Town Clerk & Chief Executive
Biggleswade Town Council
The Old Court House
4 Saffron Road
Biggleswade
Bedfordshire
SG18 8DL**

All tenders received will be held by the Town Clerk & Chief Executive and remain in the sealed envelopes until the prescribed date for opening tenders.

A late tender which has been received may be opened in the presence of two Members to ascertain the name and address of the tenderer, but no details of the tender shall be disclosed.

Process for Tender Queries

Any questions or clarification requests with regard to the tender must be emailed to deborah.jackson@biggleswadetowncouncil.gov.uk in advance of the deadline set out in the provisional tender timetable.

Requests submitted after the deadline will not be considered. The Town Council will aim to respond to all queries within three working days, where possible. Bidders should be aware that, when feasible, all queries and responses will be shared anonymously with all bidders to ensure a fair and transparent process. Bidders must specify if they believe a query to be commercially sensitive or if disclosing it and its response could harm their commercial interests.

Ambiguity, Error, or Omission

Bidders are encouraged to promptly notify the designated Town Council contact via email if they identify any ambiguity, inconsistency, error, or omission in this Tender Bid or any related documentation, including any supplementary materials issued during the procurement process.

Post-Tender Clarifications

Biggleswade Town Council may request clarifications from bidders following the submission deadline. These clarifications are intended to finalise the evaluation of tenders and do not provide an opportunity for bidders to alter or enhance their submissions. Bidders should be aware that, when appropriate, Biggleswade Town Council reserves the right to assess third-party and/or associated costs with any received proposals for cost comparison.

Errors and discrepancies

Where the tender reveals errors or discrepancies, which would affect the tender figure in an otherwise successful tender, the tenderer shall be told of the errors and discrepancies and given an opportunity of confirming, correcting or withdrawing the offer.

Tender Timescales

Submission Deadline

The deadline for responses is 12:00 PM (noon) on Friday 11th April 2025.

Tender Timetable

The following timetable outlines the approximate schedule for the tender process, but it is subject to change:

Activity	Date / Time
Issue of Tender Bid Notice	Monday 17 th February 2025
Deadline for clarification questions	Friday 14 th March 2025
Deadline for submission of Tender Bids	Friday 11 th April 2025, 12 noon

Tender Evaluation & Selection

Procurement Assessment Panel

The procurement assessment panel will consist of Biggleswade Town Council Officers and nominated Members.

Question Weighting

Bidders must answer all questions in the Invitation to Tender document. Each question is assigned a specific weighting, as detailed in the table below.

Description	Weighting (%)
Health & Safety	10%
Previous Project Experience	20%
Project Management & Communication	5%
Maintenance	5%
Design	30%
Price	30%

Score	Term	Typical Characteristic
0	Unacceptable	No response or extremely limited response. Response inconsistent and/or unworkable and/or does not address our requirements. Shows extremely limited understanding of, and/or extremely inappropriate approach to, the matter in question.
1	Poor	Response is limited and is lacking in relation to a significant proportion of material elements, is unworkable and/or inconsistent and only partially meets our requirements. Shows limited understanding of, and/or inappropriate approach to, the matter in question.
2	Satisfactory	Response broadly responds to our requirements at a reasonable standard. Shows reasonable understanding of, and/or acceptable approach to, the matter in question.
3	Good	Response meets our requirements at a high standard and exceeds them in one or two respects. Shows very sound understanding of, and appropriate approach to, the matter in question.
4	Very Good	Response meets our requirements at a very high standard and exceeds them in a number of respects. Shows extremely sound understanding of, and highly appropriate approach to, the matter in question.
5	Excellent	Exemplary response; exceeds expectations in all respects, and Bidder could not be expected to answer question more comprehensively or appropriately.

Confidentiality

The Town Council guarantees confidentiality for all respondents to this Tender bid.

Right of Rejection & Appointment

Biggleswade Town Council reserves the right to accept or reject any or all

submissions to the Tender bid. The Town Council also reserves the right not to appoint a provider following this procurement process.

Costs

Biggleswade Town Council will not be responsible for any costs incurred in preparing your proposal or any other costs related to participating in this procurement process.

Insurance Requirements

The contractor must provide proof of insurance coverage at the levels specified in this section.

Employer's Liability Insurance

The Council's minimum requirement for Employer's Liability Insurance is £10 million.

Professional Indemnity Insurance

The Council's minimum requirement for Professional Indemnity Insurance is £2 million.

Public Liability Insurance

The Council's minimum requirement for Public Liability Insurance is £10 million.

Contract Duration

The contract will commence in November 2025 and will continue for three consecutive years, concluding after Christmas 2027.

Site Access

Potential Contractors are required to attend a mandatory site visit to assess the locations of existing fixtures, anchor points, power sources, road traffic conditions, pedestrian pathways, trees, and potential display locations that may require permissions and satisfy themselves that the requirements of the Council, as detailed in this document, can be met. The visits must be conducted prior to 14th March 2025 to allow tenderers to submit any clarification questions that may arise from this site visit. Please note that site visits do not need to be arranged with the Town Council and the Town Council will not be present for these site visits.

Display

The design must be updated annually to ensure variety and must be developed to seamlessly connect the areas of the town indicated on the map below. The areas highlighted on the map below should be illuminated in a consistent, symmetrical, and aesthetically pleasing manner, in line with the brief. The Council will coordinate and notify the Contractor of the switch-on time. The Contractor must also submit a detailed 'Programme of Works' to the Council for approval one month before the scheduled installation deadline date.

Installation

The lights must be installed and tested at least one week before the Christmas Light Switch On, which occurs on the last Friday in November. The lights should also be tested on the morning of the Christmas Fair & Light Switch On to ensure they

function properly. All lights and fixings must comply with or exceed the relevant legislation. The lights must be removed by January 6th in their entirety.

	2025	2026	2027
Programme of Works Deadline	28 th October 2025	27 th October 2026	26 th October 2027
Installation/Test Deadline	21 st November 2025	20 th November 2025	19 th November 2025
Switch On	28 th November 2025	27 th November 2026	26 th November 2027
Switch-off and Removal date	6 th January 2026	6 th January 2027	6 th January 2028

Failure to meet the obligation to achieve “Installation/Test Deadline” date carries a penalty clause of £750 plus £500 for each subsequent 24 hour period this obligation is not fulfilled.

Failure to meet the obligation to achieve “Switch On” date carries a penalty clause of £750 plus £500 for each subsequent 24 hour period this obligation is not fulfilled.

Failure to meet the obligation to achieve “Switch-off and Removal date” carries a penalty clause off £250 plus £125 for each subsequent 24 hours this obligation is not fulfilled.

Maintenance

All displays must be tested, with any defects addressed before being sent for installation at the Market Square and High Street each year. An additional inspection is required once installed to ensure the display is working properly, and any issues must be resolved before the Christmas Fair & Light Switch On. The entire circuit must also be tested annually during setup. Furthermore, all displays must undergo PAT testing within three months after removal, following the completion of the annual display. All electrical connections must be carried out by a NICEIC-registered contractor.

Storage and Delivery

All displays must be stored securely in a dry area and fully insured for their replacement value. Each year, the entire display will need to be transported to and from the storage location to Biggleswade.

Ownership of Christmas Lights

The successful tenderer will own and maintain all of the Christmas Lights, rather than the Town Council.

Detailed Tender

The tender submission should clearly outline how the Tenderer will fulfil the Council’s requirements.

Right to Reject

The Council is not obligated to accept the lowest bid or any tender. It reserves the right to withdraw any portion of the tender document before awarding the contract

and to discontinue the tender process at any point. There is no guarantee that a contract will be awarded.

Notification of Decision

The Council's decision is final, and it will not enter into discussions regarding the reasons for any rejection.

Compliance

The Council may reject any tender that does not comply with the stated requirements, and its decision in this regard will be final.

No Alterations

Once the tender has been submitted, no changes to the text or pricing will be allowed. Failure to complete any part of the tender documents may result in rejection of the tender.

Cost Clarity

Tenderers should clearly specify what is included within each cost area. The Council will not make payments for costs that are not listed or for services that are ancillary to the main service provision.

Three-Year Agreement

The prices should reflect a three-year agreement. Any cost increases during this period that are not included in the formal tender will not be the Council's responsibility. Tenderers should account for any potential inflation when quoting for the three-year contract.

Preferred Cost Structure

The Council prefers that costs are distributed evenly across the duration of the contract.

Design Brief

Please find below a detailed design brief for Biggleswade Town Council's Christmas Lights as part of this Christmas Light Tender Bid. This specification covers all three years of the contract, commencing November 2025 and finishing after the 2027 Christmas period. This is the minimum required lighting offer that Biggleswade Town Council will accept for this Tender Bid.

Christmas Tree

Biggleswade's Christmas Tree is located in Biggleswade Market Square. Biggleswade Town Council source a real, 30ft tall Christmas tree, and arrange for its placement in the Square on or around the third week of November.

Biggleswade Town Council will require the successful tenderer to:

- Provide 4000 warm white Christmas tree lights to cover the entirety of the 30ft Christmas tree located in the Market Square, as shown in Picture A. The successful tenderer will be responsible for the design, supply, installation, removal, storage, and annual maintenance and testing of the lights on the Christmas Tree. The successful tenderer will be responsible for placing these lights shortly after delivery of the tree, ensuring an impressive presentation.
- Provide a lit-up star and place this on top of the Christmas tree, as demonstrated in pictures B, C and D.
- Place 250 baubles, as shown in Pictures E and F, onto the Christmas Tree located in the Market Square evenly, ensuring an impressive presentation. The baubles will be purchased by Biggleswade Town Council.



Picture A, Biggleswade Town Council's Christmas Tree 2024



Picture B



Picture C



Picture D



Picture E



Picture F

Lamp posts

There are 24 lamp posts located in Biggleswade's Market Square and High Street.

Biggleswade Town Council will require the successful tenderer to:

- Provide lit-up decorations of a close liking to the decorations shown in Pictures G and H on all 24 lamp posts located in Biggleswade's Market Square and High Street.



Picture G



Picture H

Festoons

There are 15 anchor points in Biggleswade's High Street to place 11 across-street festoon hangings.

Biggleswade Town Council will require the successful tenderer to:

- Provide 11 across-street festoon hangings that are of a close liking to Pictures I and J. To place these festoon hangings on the anchor points located in Biggleswade's High Street, as shown on the below map.



Picture I



Picture J

Market Square Trees

There are seven trees located in Biggleswade's Market Square.

Biggleswade Town Council will require the successful tenderer to:

- Provide warm white Christmas lights to fully cover the branches on all seven trees, to replicate pictures K and L.



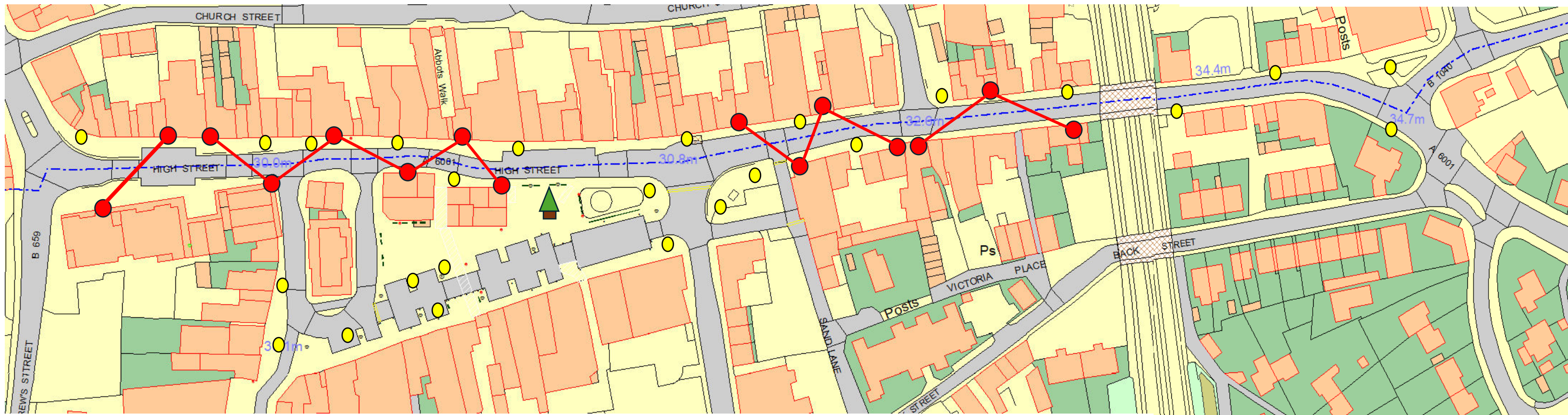
Picture K



Picture L

Map

Please find below a map of Billesley's Market Square and its Street Tree Order is in place and the Town Council is reviewing its proposals for a new tree in the area. The tree is in place and the Town Council is reviewing its proposals for a new tree in the area.



Application Form

All responses must be written in Arial 11, in black font.

Contact Details and Address

Name of Company:	
Country of registration and registration number:	
VAT (value added tax number):	
Contact person:	
Registered Company Address:	
Phone number:	
Email address:	
Homepage/URL:	
Ownership/shareholders:	
Subsidiaries:	
Length of time company trading:	

Subcontracting

Does your company intend to involve other companies as subcontractors in the performance of the contract? If yes, please list all subcontractors and their responsibilities.

Name of Subcontractor	Responsibility

Health & Safety

The Applicant shall provide a statement detailing proposals to deliver this contract in a controlled manner demonstrating how all aspects of health and safety will be managed and maintained for the duration of the contract. This should include the regulatory standards that you and your displays will abide by (e.g. IPAS IMAS G39).

Council's minimum requirements: The Council is looking for evidence that the applicant can manage a safe site and working environment from the planning stage through to completion. To provide details of how health and safety is managed within your company and specifically for this contract enclosing a copy of your Health and Safety Policy, risk assessments and method statements and other declarations or information/instructions issued by your organisation. All appendices need to be clearly referenced.

Please attach the following insurance documents:

Employer's Liability Insurance

The Council's minimum requirement for Employer's Liability Insurance is £10 million.

Professional Indemnity Insurance

The Council's minimum requirement for Professional Indemnity Insurance is £2 million.

Public Liability Insurance

The Council's minimum requirement for Public Liability Insurance is £10 million.

All responses must be written in Arial 11, in black font.

Maximum word count: 1300

Previous Project Experience

Please provide a brief description of previous contracts you have delivered which are relevant to this project, including evidence as to your technical capability and if relevant working with councils and/or public sector.

Council's minimum requirements: The Council is looking for relevant project examples which demonstrate the Applicants' track history of successful project delivery. This will include previous experience in relation to managing and delivering contracts of a similar nature to that required here, as well as detail of how that experience will be used during the delivery of this Contract. The Council is also looking for evidence of the Applicant's previous experience of working collaboratively with key stakeholders.

All responses must be written in Arial 11, in black font.

Maximum word count: 1300

Project Management & Communication

The Applicant shall provide a detailed summary of their project management methodology and how they manage their clients' expectations throughout the project lifecycle. This includes a description of the project documents you provide and how you plan to achieve a high standard of communication.

Council's minimum requirements: The Council is looking for details of how you plan the project milestones and delivery, stakeholders, communication, risks and issues, cost and quality. We are keen to learn who will be responsible for delivering these tasks and milestones by means of a detailed project plan and organisational chart showing the internal structure of your organisation or company. A communication plan should be included to liaise with the Council and key stakeholders throughout the life of the Contract.

All responses must be written in Arial 11, in black font.

Maximum word count: 1300

Maintenance

The Applicant will provide information to enable the Council to understand and plan for maintenance to maximise safety and reliability.

Council's minimum requirements: The Council is looking for details of maintenance requirements and tasks. These include a maintenance plan for the project duration that highlights the maintenance tasks required. We also need details that the displays are correctly tested and inspected prior to installation, safely installed and the process for issues identified and rectification. The plan should also provide maintenance tasks for unexpected weather events and power outages.

All responses must be written in Arial 11, in black font.

Maximum word count: 1300

Design

Applicants must note the Design Brief.

Council's minimum requirements: The applicant shall provide a detailed explanation of the lighting they would provide for the Market Square and High Street if they were awarded this tender. This must include pictures of all lighting products and reference specifically the seven trees in the Market Square, the twenty-four lamp posts, the eleven festoon hangings, and the Christmas Tree lights, star, and baubles, and what products would be used for all areas if awarded the contract. In relation to the seven trees and the Christmas Tree, the number of lights that would be placed on each if awarded the contract needs to be stated. The age of all products must also be stated.

All responses must be written in Arial 11, in black font.

Maximum word count: 1300

Price

Council's minimum requirements: Applicants are required to give a breakdown of the costs in accordance with their project plan tasks/milestones for each of the 3 years. The applicant is required to provide a detailed cost matrix that demonstrates the cost of hire for each display and piece of equipment. All costs must exclude VAT.

The Contractor will not exceed the rates quoted within its Bid at any time during the Contract. Please outline the companies financial position.

All responses must be written in Arial 11, in black font.

Maximum word count: 1300

Commercial References

Reference 1

Name	
Company	
Position at Company	
Address	
Email Address	
Telephone Number	

Reference 2

Name	
Company	
Position at Company	
Address	
Email Address	
Telephone Number	

Declaration

- I/we submit myself/ourselves to the terms and conditions of the tender procedure, as defined in this Invitation to Tender document.
- The information provided in this Invitation to Tender document, including any attachments, is complete and accurate to the best of my/our knowledge, and that I/we have not modified the form except by filling in the requested information.
- I/we will inform Biggleswade Town Council without undue delay if circumstances arise in the course of the tender procedure that affect the information provided in this tender application form.
- I/we understand that false information could result in me/our company being excluded from consideration for future contracts.

Signature:	
Name:	
Position in company:	
Date:	

From: BAILEY, Ron <ron.bailey@parliament.uk>
Sent: 20 January 2025 07:28
Subject: FW: Safety of lithium-ion batteries campaign

Dear Local Council

Safety of Lithium-ion Batteries Campaign

You may recall that I wrote to you in June last year to inform you of this campaign. So let me reintroduce myself. I am the assistant to Lord Foster (hence my email address) and the Parliamentary Advisor to the charity Electrical Safety First (ESF).

ESF and Lord Foster launched this campaign in June last year to ensure the safety of Lithium-ion batteries. The attached transcript of a webinar held by ESF on 30th December outlines the issues and the campaign, which is designed to save lives and cut down on fires and save damage to property. There are four issues

- That e bikes and e scooters and the Lithium-ion batteries used to propel them are subject to independent testing before being marketed. Currently this is not the case.
- That regulation are made to ensure the safe disposal of the batteries. Currently this is not the case resulting in fires in bin lorries and waste disposal sites.
- That charging kits and conversion kits used on the bikes are also safe. Currently regulations do not cover this.
- That online marketplaces through which many goods are sold nowadays are subject to the same safety regulations as high street shops. Currently this is not the case.

This campaign has the support of a large number of organisations (see attached) including the NALC and the SLCC as well as 500 individual local Councils, and we are already discussing this with Ministers – who are not unfriendly. We feel, therefore, that the support of local councils will keep the momentum going and hope you will be able to back this campaign.

I look forward to hearing from you,

All the best

Ron Bailey



Electrical
Safety
First

Lithium-Ion Battery Safety Campaign

For supporters of Electrical Safety First's Campaign

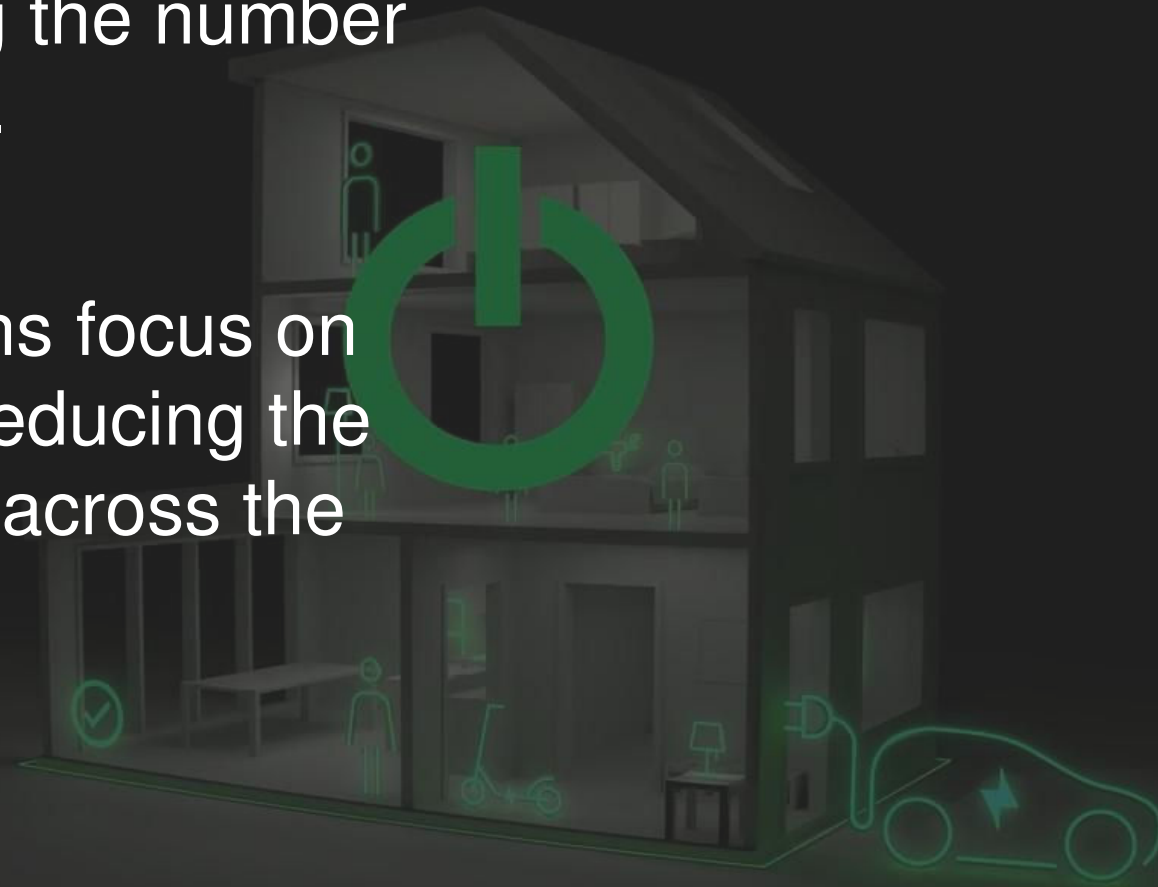
December 11th 2024

electricalsafetyfirst.org.uk

Powering change +
saving lives.

Who we are

- The UK charity dedicated to reducing the number of deaths and injuries from electricity.
- Our flagship product safety campaigns focus on **regulating online marketplaces** and reducing the number of **e-bike and e-scooter fires** across the UK.





Campaign Recap

The rise of safety concerns

Over

15

Deaths
reported since
2020

180

Constituencies
have reported
fires

3

Coroner's
inquiries urging
Government
action

TIMELINE

RESEARCH

ESF's Technical experts commenced research, testing and review of issues

ESF BILL

- Developed legislative asks with NFCC & LFB support
- Private Member's Bill in Commons & Lords
- Nearly 100 national supporters

2022

Early
2023

Summer
2023

2024

2025

PARTNER INSIGHTS

Reports of increases in fires by London Fire Brigade and other FRSS

CAMPAIGN LAUNCHED

Extensive media, social and public affairs activities launched

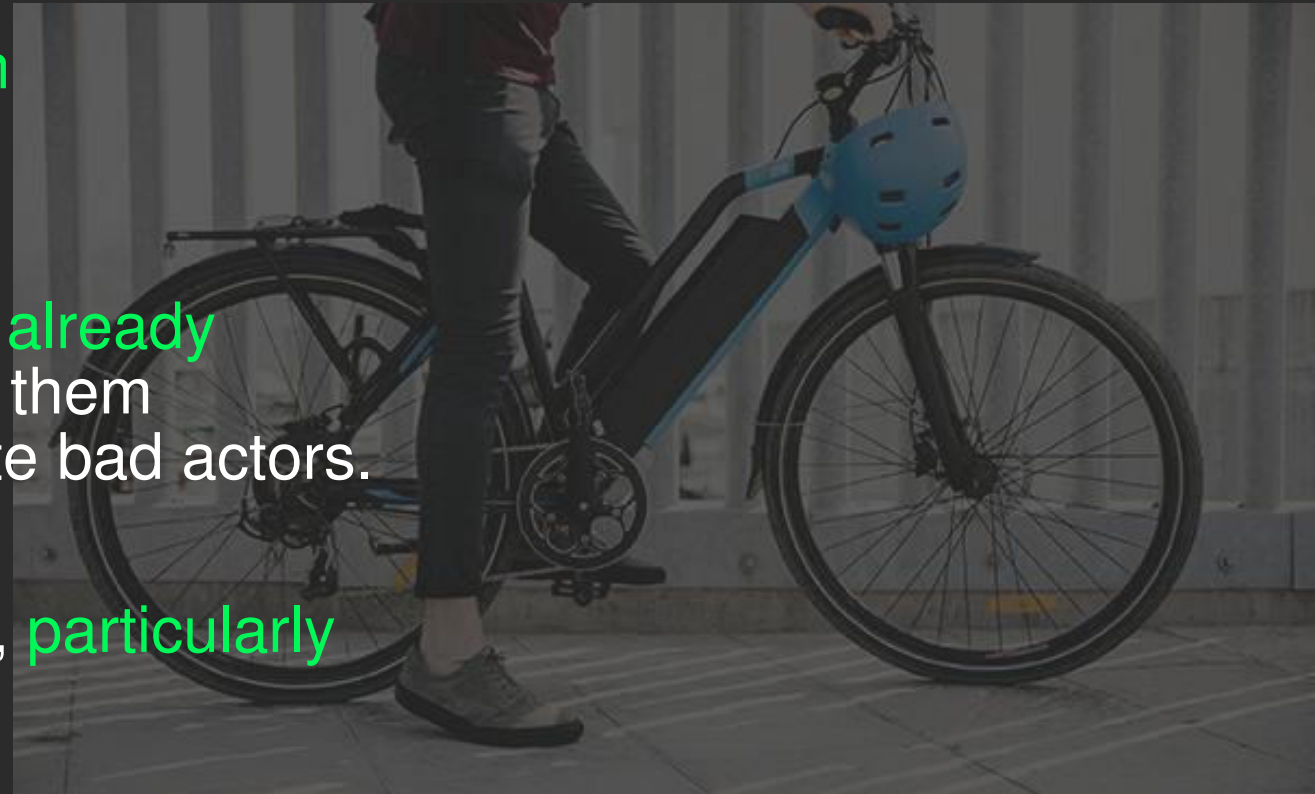
PRaM BILL

Seek amendments to legislation & assurances on secondary regulations

Regulatory solutions

1

- Require third-party certification before sale.
- Most reputable manufacturers already follow these practices; making them mandatory would help eliminate bad actors.
- Enhances enforcement efforts, particularly on online marketplaces.



Regulatory solutions

2

- Supply disposal guidance and chemical information with each sale.
- Reduce fire risks by minimising improper battery disposal.
- Improve medical response to chemical exposure after thermal runaway.



Regulatory solutions

3

- Government standard for e-bike conversion kits. **There is currently not one.**
- Measures to ensure safer charging.



Risks of unregulated online marketplaces

85%

of survey
respondents trusted
the safety of
products on OMPs

60

listings of e-bike and
e-scooter chargers
from third party
sellers on OMPs were
found to be illegal

Delivery riders

44%

purchased
aftermarket
chargers from
OMPs

55%

purchased
conversion kits
from an OMP

59%

use more than
one battery on
their e-bike

Disproportionately impacts on low-income
workers in high-density housing

Online Marketplaces



- Duties on Online Marketplaces
 - Redress Responsibilities
 - Scrutiny

Campaign support

- Nearly **100** national organisations
- + **500** parish and local councils



Political support

In parliament



WE SUPPORT
A BILL THAT CAN
SAVE LIVES.

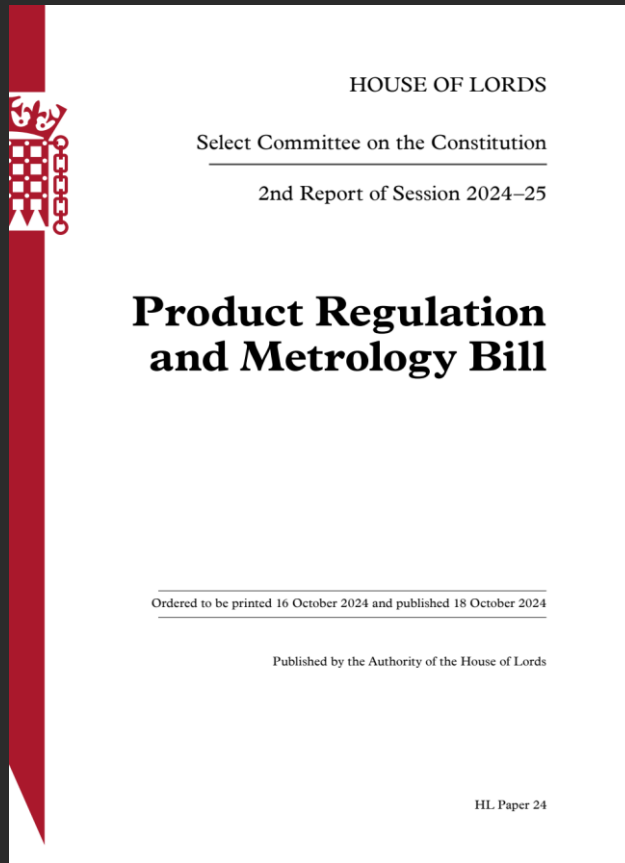


The call for tighter regulation is urgent and the Government must introduce third-party certification to improve the safety of e-bikes, e-scooters, and their batteries.



Next steps

Product Regulation and Metrology Bill



- **Strengthen this legislation** to address the scale of e-bike and e-scooter battery safety issues, and better regulate online marketplaces
- **Collaborate with coalition partners**, Peers, and MPs to amend the Bill in both the Lords and Commons.
- Ensure the secondary regulations are developed with a **focus on consumer protection, safety, and thorough stakeholder consultation**.

A busy 2025!

- All of this results in a **very busy upcoming 2025.**
- We will **need all your help** and support to get our campaign commitments across the line in the Product Regulation & Metrology Bill, and subsequent secondary legislation.



Branch Closure – Lloyds Biggleswade

Dear Ms Chambers

Thank you for your email on 29 July sent to my colleague. I understand your concerns about the future of our Lloyds branch in Biggleswade.

The branch is open from 9am to 3.30pm Monday to Thursday, and from 9am to 1pm on a Saturday. I can confirm that we have made no announcement about the future of the branch. We continually review our whole network to ensure we have branches where our customers need and use them most. Should anything change in the future, our colleagues, customers, and elected officials will be the first to know.

We offer alternative ways for our customers to do their banking. Our Telephone Banking service allows customers to complete a wide range of transactions, by either speaking to an advisor or using our automated system. We can send customers a six-digit Personal Security Number, which provides a quick and secure way for customers to verify their identity and access their accounts. Our Online Banking provides a variety of tools for managing a customer's money. If customers are apprehensive about using this, we have a section on our website with a step-by-step guide, showing how they can get set up. We also have a Digital Helpline to support customers with little or no digital skills to get what they need online. You can find out more information on our website [Banking online | Lloyds Bank](#)

I hope I have clarified matters for you and the community, but if I can be of any further assistance, please do not hesitate to contact me directly.

Kind Regards

Sharon Hunter
Complaint Manager
MP Customer Services
Lloyds Banking Group

From: Kathrine Chambers <kathrine.chambers@biggleswadetowncouncil.gov.uk>

Sent: Monday, July 29, 2024 12:16 PM

Subject: Branch Closure - Lloyds Biggleswade

Good afternoon,

I am reaching out on behalf of the Town Clerk regarding the potential closure of Lloyds in Biggleswade.

The local postmasters have reached out to us over concerns about the further reduction of hours at the local branch of Lloyds in Biggleswade. They are wary that this process also occurred at the local Halifax branch, which you'll be aware in shutting in the coming months. If this is happening in future, this will deeply impact the community and push for the town's need for a banking hub.

Can you confirm the timeline in connection to this potential closure?

Best wishes,

Kathrine Chambers

From: Group Executive Complaints <GroupExecutiveComplaints@lloydsbanking.com>
Sent: Wednesday, May 29, 2024 10:21 AM
To: Peter Tarrant <Peter.Tarrant@biggleswadetowncouncil.gov.uk>
Subject: FW: Branch closure - Halifax Biggleswade

Dear Peter

Thank you for your email dated 14 May to my colleague, the Public Affairs Manager, regarding the potential of a Banking Hub in Biggleswade.

Before we decide to close a branch, we carry out a careful review looking at a range of information. This includes the number of people using the branch, and how it has changed over time. We also look at the age, and demographics, of people who use the branch – and whether they are banking with us in other ways: using online banking, telephone banking or other branches. This is the process we followed for our Halifax Biggleswade branch.

We recognise that there will be some customers who will prefer to conduct their banking face to face. Our personal and business customers will be able to withdraw money, check their balance, and pay in money and cheques to their account over the counter at any Post Office. The closest Post Office is situated a short walk away from the branch on Bonds Lane, SG18 8AY. They are open between 09:30 - 17:30. You can see the range of banking services which are offered at the Post Office here: [Post Office | Everyday Banking | Halifax](#). Our closest branch is in Letchworth, 9.47 miles from our Biggleswade branch.

As well as our own assessment, we also share our intentions to close a branch with the FCA and LINK for their own. The FCA examine how we have reviewed our customers' needs, and whether the alternative banking services meet the requirements of the branch customers. LINK perform an independent assessment to consider the potential effects of a bank branch closure in a community and will identify where new facilities such as ATMs, cashback, improved Post Offices or Banking Hubs are needed. In Biggleswade, LINK did not recommend that any additional services should be provided.

However, we will be providing a Community Banker in Biggleswade, who customers will be able to use to support their everyday banking. The Community Banker will be present at a set location on a regular basis so our customers can come and talk to us. At this stage, the location has not yet been determined, so we would welcome input from yourself and our customers to help us identify where would work best for the local population.

I hope this response answers your questions and provides you with some reassurance about the alternative options are available to our customers after the branch has closed. If, however, you would like any further information, please do not hesitate to contact me.

Yours sincerely

Complaint Manager
MP Customer Services
Lloyds Banking Group

BIGGLESWADE TOWN COUNCIL
Full Town Council Meeting 11th February 2025
Item 9e: Establishment of a Banking Hub in Biggleswade

The recent announcement of Lloyds Bank closing its Biggleswade branch will leave Nationwide as the only remaining bank in the town, significantly reducing access to essential in-person banking services for residents and businesses.

Previously, a proposal for a banking hub in Biggleswade was rejected due to Lloyds' presence. However, with its imminent closure, the situation has fundamentally changed, warranting an urgent reassessment. The local Postmaster has expressed strong interest in hosting a banking hub, which would provide shared banking services for multiple banks, ensuring residents can continue to access cash deposits, withdrawals, and financial support.

Motion:

This Council acknowledges the serious impact of further bank closures on our community and resolves to:

1. Formally request LINK to reassess Biggleswade as a priority location for a banking hub, given the changed circumstances.
2. Engage with local stakeholders, including LINK, the Post Office, local businesses, and residents, to push for the establishment of a hub in the town.
3. Work with our local MP and banking representatives to ensure financial services remain accessible in Biggleswade.
4. Support the local Postmaster's efforts to bring a banking hub to Biggleswade by facilitating discussions with relevant banking bodies and advocating for a swift resolution.

This Council recognises the growing concerns among residents and commits to taking proactive steps to secure a banking hub in Biggleswade, ensuring financial accessibility for all.

Outcome of CBC Planning Applications						
Date	Application No.	Location	Description	BTC Objection	Outcome from CB	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.	Preserved Tree - Grant Consent	
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) <u>Appeal approved with conditions</u>

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	Target Date for Decision: 26/09/2024
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.	The Town Council OBJECTS to this application on the following grounds: • 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. • Concerns over overdevelopment, the requirement for S106 contributions, and fire safety within the overall application.	Full Application - Granted	
12/11/2024	CB/24/02431/LB	81 Shortmead Street, Biggleswade, SG18 0BB	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.	The Town Council OBJECTS to this application on the basis of it being a Grade 2 listed building and consideration of the conservation officer's comments.	<u>Listed Building - Granted</u>	
12/11/2024	CB/24/03022/FULL	Biggleswade Academy, Mead End, Biggleswade, SG18 8JU	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.	The Town Council OBJECTS to this application on the basis of highways safety concerns.	Awaiting Outcome	(Mead End Entrance) Target Date for Decision: 19/12/2024
12/11/2024	CB/24/03050/FULL	Biggleswade Academy, Mead End, Biggleswade, SG18 8JU	Creation of new hardstanding area for children's collection point, new footpath link with associated ramps and associated landscaping and ancillary works.	The Town Council OBJECTS to this application on the basis of highways safety concerns.	Full Application - Granted	(Kitelands Road Entrance) Target Date for Decision: 19/12/2024
12/11/2024	CB/24/03133/FULL	The Plough House, 276 London Road, Biggleswade, SG18 9TB	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).	The Town Council OBJECTS to this application on the basis of highways safety concerns.	Full Application - Refused	Target Date for Decision: 27/12/2024
10/12/2024	CB/24/03038/LB	49 and 51 Shortmead Street, Biggleswade, SG18 0AT	Listed Building: Replacement of the front doors with composite doors.	The Town Council OBJECTS to this application on the basis of the building being Grade 2 Listed and that composite doors would not be suitable.	Application withdrawn	

NB: Rows highlighted in orange have been decided since the last Council meeting.

BIGGLESWADE TOWN COUNCIL
Full Town Council Meeting 11th February 2025
Item 12a: Financial Management Report for December 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. The projected outturn is a deficit of £40,598.

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 December 2024 reports is: [Financial Transparency Documents | Biggleswade Town Council](#)

The projected outturn after month eight suggests a deficit of £40,598 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 December 2024 is available as Appendix A.

Recommendation:

Members consider and approve the December 2024 Financial Management report.

Ernest Bour
Head of Finance and Deputy RFO

Appendix A: Financial Management report for December 2024.

Biggleswade Town Council		Management Accounts Finance Report 31/12/2024					APPENDIX A	
		Actual	Actual	Budget	Variance	Projected	Committed	COMMENTARY
		FY23/24	FY 24/25	FY 24/25	FY 24/25	FY 24/25	Expenditure	
ALLOTMENTS	Income	9321	10310	10800	(490)	10310		Income lower than projected due to some plots being flooded. Plans are in place to permanent resolve the flooding issue. Reduction in expenditure projections for refuse collection.
	Expenditure	8639	1891	12350	10459	4048	0	
Movement to/(from) Gen Reserve		682	8419	(1550)	9969	6262		
BURIAL GROUNDS	Income	29850	62015	46183	15832	85000		Actual income significantly ahead of projections because of an increase in internment and plot purchases.
	Expenditure	10150	7795	7248	329	9285	218	
Movement to/(from) Gen Reserve		19700	54220	38935	15285	75715		
CAR PARKS	Income	41364	31849	54418	(22569)	45500		Projected income has reduced as consequences of issues with car parking machines and flooding of Rose Lane car park. This issue has been escalated to CBC.
	Expenditure	84261	65895	83401	16906	81804	600	
Movement to/(from) Gen Reserve		(42897)	(34046)	(28983)	(5063)	(36304)		
MARKET	Income	22073	16740	24335	(7595)	21800		Projected income slightly reduced due to weak sales on Tuesdays compared to Saturdays and bad weather. Officers have increased their efforts to market the events.
	Expenditure	3961	3421	4771	1350	4691	0	
Movement to/(from) Gen Reserve		18112	13319	19564	(6245)	17109		
TOWN CENTRE GENERAL	Income	23817	91208	2450	88758	3118		The excess actual income over budgeted income is due to receipt of grant. Excess monies have been moved to the Earmarked Reserve. The actual expenditure includes cost related to grant received.
	Expenditure	60805	53947	46863	(22595)	56140	15511	
Movement to/(from) Gen Reserve		(36988)	37261	(44413)	81674	(53022)		
CAPITAL EXPENDITURE	Income	0	29480	0	0	25845		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	130737	115549	(54339)	137339	39151	
Movement to/(from) Gen Reserve		(100078)	(101257)	(115549)	14292	(111494)		
PUBLIC CONVENIENCES	Expenditure	6169	12431	5600	(6831)	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	1652262	1649930	2332	1653930		
	Expenditure	3065	545	3700	(3155)	3700	0	
Movement to/(from) Gen Reserve		1556180	1639286	1640630	12318	1630180		
DEMOCRATIC REP'N & MGM'T	Expenditure	17336	8915	12900	3899	13900	86	This income represents funds for Mayors Charity.
CIVIC ACTIVITIES & EXPENSES	Income	3507	1652	0	1652	1652		
	Expenditure	4734	316	2500	2184	4152		
Movement to/(from) Gen Reserve		(18563)	(7579)	(15400)	7821	(16400)		
ORCHARD COMMUNITY CENTRE	Income	51528	43861	67000	(23139)	60000		Projected income has reduced due to the lack of parking resulting in cancellation by some customers. Projected expenditure has been reduced as a consequences of a credit from the previous supplier.
	Expenditure	39544	12164	27295	12834	21478	2297	
Movement to/(from) Gen Reserve		11984	31697	39705	8008	38522		
RECREATION GROUNDS	Income	10936	11772	12100	(328)	11665		Projected expenditure includes £7,450 from general reserve for the football pitches maintenance.
	Expenditure	69655	55580	70570	11352	77956	3638	
Movement to/(from) Gen Reserve		(58719)	(43808)	(58470)	14662	(66291)		
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	764	3000	(2236)	764		Projected includes £50,608 from general reserve for professional and legal fees regarding planning applications.
	Expenditure	1211265	986653	1300459	287327	1332843	26479	
Movement to/(from) Gen Reserve		(1207559)	(985889)	(1297459)	311570	(1332079)		
PUBLIC REALM (includes Depot and Repairs & Maintenance)	Income	7000	5513	7350	(1837)	7350		Increase in projected expenditure due to cleaning of depot and pitch changing rooms.
	Expenditure	148525	162444	183760	16310	200146	5006	
Movement to/(from) Gen Reserve		(141525)	(156931)	(176410)	19479	(192796)		
GRAND TOTALS								
	Income	1771191	1957426	1880966	46980	1926934		
	Expenditure	1771948	1502734	1880966	378232	1967532	92986	
Movement to/(from) Gen Reserve		(757)	454692	0		(40598)		



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Item 13a Appendix A

Contact & Communities
1A George Stephenson House
Toft Green
York
YO1 6JT
03457 11 41 41

6 January 2025

Network Rail reference: ECM1 41m 0ch



004828

Dear Neighbour,

I am writing to let you know that we are planning to re-commence work at Biggleswade Station to improve access for passengers. We will be installing two new lifts on both island platforms and a new bridge and walkway to create step free access from the station entrance to all platforms.

The work will be taking place from January 2025 until December 2025.

In the New Year, we began mobilising the Network Rail compound adjacent to the station with physical works in the station commencing on 13 January 2025.

Our working hours will be:

Monday to Sunday between the hours of 07:00 to 18:00

Saturday nights between the hours of 21:00 to 09:00

There may be a requirement for midweek night works between 22:00-06:00 Monday to Thursday, but we will try to keep this to an absolute minimum.

There will be an increase in site activity over the below weekends while we are installing a temporary access bridge to enable the main works to commence as detailed below:

Saturday 25 January 00:01 to Monday 27 January 06:00

Saturday 1 February 00:01 to Monday 3 February 06:00

Delivering major improvement work while keeping the station open, is a complex operation which will require a mixture of both dayshift and nightshift activity. The steps taken to encase our work, as described above, will allow us to undertake more daytime work which would normally only be able to take place overnight.

Network Rail Infrastructure Limited Registered Office: Network Rail, Waterloo General Office, London, SE1 8SW Registered in England and Wales No. 2904587 www.networkrail.co.uk





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I understand that working near your property overnight is far from ideal and I am sorry in advance for any disruption this may cause. However, the work is essential, and the team need to undertake the work at night as it is the safest time for the team to access the railway, due to the low numbers of trains that run at this time.

The nature of our work often means some disturbance is unavoidable, with the teams using small plant, heavy machinery, generators, lighting, and small hand tools. The team are aware that they are working close to your home, and they will try to minimise unnecessary disruption as much as possible.

I hope this information is helpful and again I am sorry for any disturbance this essential work may cause.

For further information about our work which takes place on the railway please visit www.networkrail.co.uk/livingbytherailway alternatively if you have any additional questions or concerns, please visit www.networkrail.co.uk or telephone our 24-hour National Helpline on 03457 11 41 41.

Many thanks,

Sharon Neil
Community Relations Manager
East Coast Route - Network Rail



your
reference

our reference CBC 102301
please ask for Streetworks
direct line
e-mail streetworks@centralbedfordshire.gov.uk
web-site www.roadworks.org

date 14th January 2025

For your information

Proposed Temporary Road Closure – Pegasus Drive, Biggleswade

I have a request for a Temporary Road Closure at the above location to enable Carriageway Resurfacing Works to take place safely. 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 a 1 month period. Access may be allowed from time to time according to local signing.

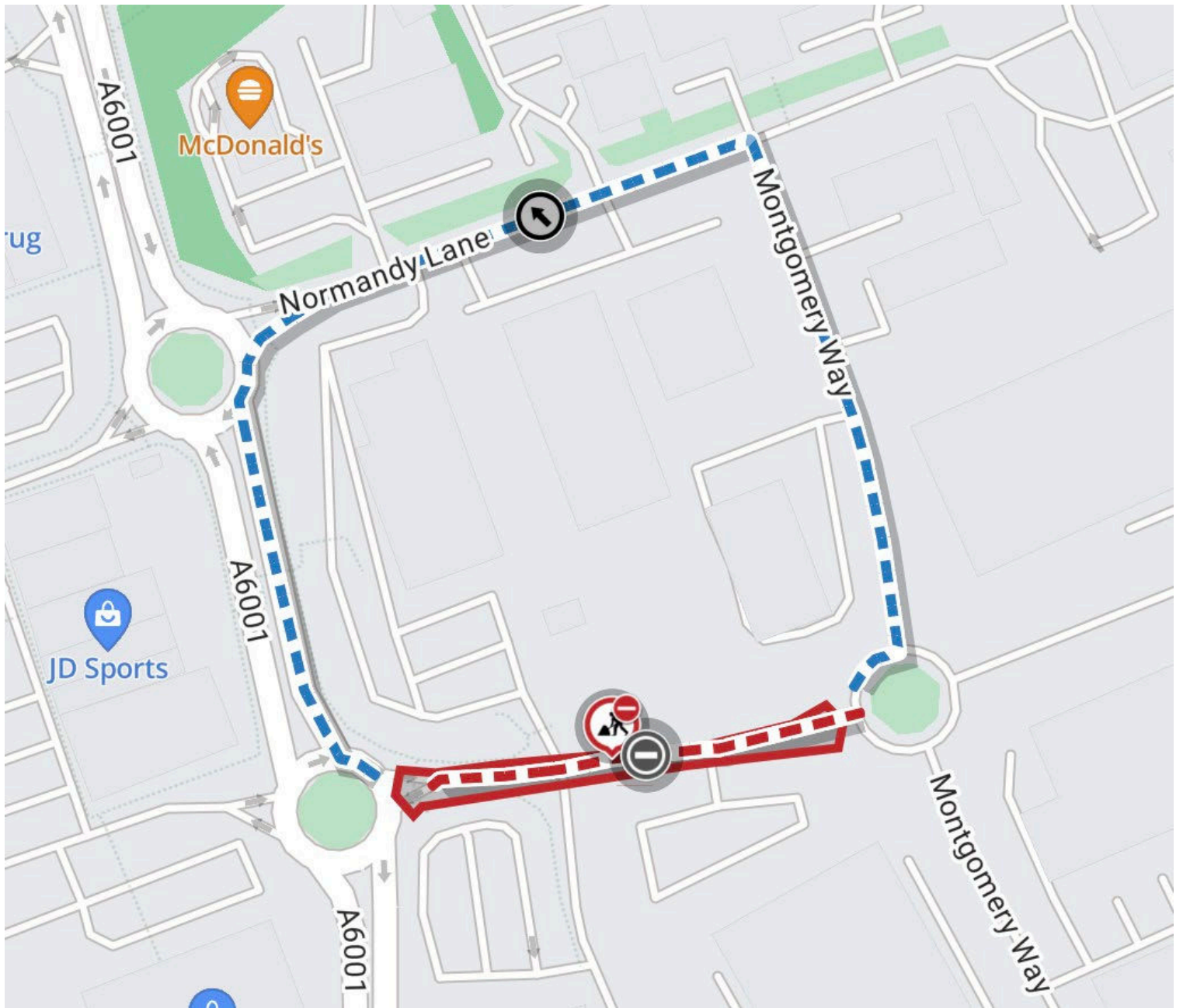
If you have any observations, you wish to make I would be grateful if you could let me know as soon as possible.

Streetworks Team

.....

Road:	Pegasus Drive, Biggleswade
Application from:	Walker Construction - 07858378212
Reason:	S278 Cway Resurfacing
Length affected:	from London Rd to Montgomery Way
Date:	The closure will be in place from 27 th June to 18 th July for 24hrs a day
Diversion Route	London Rd, Normandy Lane, Montgomery Way https://one.network/?tm=GB141764003

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





Active Travel England
West Offices
Station Rise
York
YO1 6GA
Tel: 0300 330 3000

Your Ref: CB/24/01037/OUT
Our Ref: ATE/24/00524/OUT
Date: 15 May 2024

Active Travel England Planning Response Detailed Response to an Application for Planning Permission

From: Planning & Development Division, Active Travel England

To: Central Bedfordshire Council

Application Ref: CB/24/01037/OUT

Site Address: SITE OF FORMER WOODLANDS NURSERIES,
BIGGLESWADE ROAD, UPPER CALDECOTE, SG18 9BJ

Description of development: Outline Application: Redevelopment for the erection of up to 26,800m² of B2/B8 floorspace, a pedestrian/cycle bridge over the A1, a lake, a coffee shop, a community garden, and a playground with reserved matters for appearance, landscaping, layout & scale.

Notice is hereby given that Active Travel England's formal recommendation is as follows:

- a. ~~**No Objection:** ATE has undertaken a detailed assessment of this application and is content with the submission.~~
- b. ~~**Conditional approval:** ATE recommends approval of the application, subject to the agreement and implementation of planning conditions and/or obligations as set out in this response.~~
- c. **Deferral:** ATE is not currently in a position to support this application and requests further assessment, evidence, revisions and/or dialogue as set out in this response.
- d. ~~**Refusal:** ATE recommends that the application be refused for the reasons set out in this response.~~

1.0 Background

Active Travel England (ATE) welcomes the opportunity to comment on this outline planning application (with all matters reserved except for access) for the redevelopment of the site for the erection of up to 26,800m² of B2/B8 floorspace, a bridge over the A1, a lake, a coffee shop, a community garden, and a playground at Woodlands Nurseries, Biggleswade Road.

This site does not appear to be allocated in the adopted Central Bedfordshire Local Plan (2021); notwithstanding this, ATE has considered the application and offers the comments below.

2.0 Summary

ATE has undertaken an assessment of the proposals against the criteria set out in its Planning Assessment toolkit, national planning policy and active travel design guidance. There are concerns that are suggested that should be addressed and these are set out in the remainder of this response. These would need to be given further consideration and addressed to the satisfaction of ATE before the proposals could be considered to effectively promote and prioritise active travel modes in line with the Government's objective for half of local journeys in our towns and cities to be undertaken by walking, wheeling and cycling.

While ATE acknowledges that this application is currently at outline stage, this is arguably more important than any subsequent applications in defining the orientation and connectivity of the wider development and will set key principles and resultant travel patterns and trends that cannot be revisited or revised at the reserved matters stage or thereafter. This is of crucial importance given the proposals will be providing local employment opportunities for a considerable new workforce in the region of 300-800 employees, depending on the eventual uses occupied (ref: HCA Employment Densities Guide, 2015).

The outline application stage therefore represents the greatest opportunity to influence the long-term accessibility of the development through exploiting and realising permeable layouts and insodoing avoiding missed opportunities to maximise connectivity. This will improve the future chances of embedding and sustaining active travel throughout the lifetime of the development. Subsequently, decisions made at the outline stage will have a permanent bearing on the success (or otherwise) of the individual phases to meet the need to deliver healthy, sustainable and integrated new communities in line with national and local planning policies and design expectations.

Following an assessment of the application, we would recommend that the Local Planning Authority (LPA) takes into account the following policy and design guidance, against which ATE has assessed these proposals:

3.0 Areas of Concern

Trip generation and assignment

There is no information provided around trip generation for active travel modes beyond a modal split comparison (which mentions an increase in 'travel by sustainable modes' and decrease in car trips, but does not attempt to quantify this) and therefore the analysis presented provides very little basis or evidence upon which to build an effective strategy for a healthy and inclusive development. ATE expects the applicant to present a multi-modal trip generation analysis of all modes of transport throughout the day, rather than any analysis being confined to peak hour periods.

Active Travel Route Audit

ATE expects that local pedestrian and cycling routes are identified and assessed on whether these are safe, direct, convenient and accessible for people of all abilities (paragraph 82 of the National Design

Guide) or coherent, direct, safe, comfortable and attractive (core design principles in LTN 1/20). The application must include a qualitative analysis to inform any necessary improvements to the design and accessibility of key routes which should include maps, photographs and comments with regard to the following guidance, tools and plans in the assessment of key routes

• Inclusive Mobility (Chapters 3, 4, 6, 7 and 15; and Sections 5.2, 5.7, 9.1, 9.3, 9.4 and 9.7 as appropriate)

• PAS 6463: Design for the Mind (Sections 5.2.1, 5.2.3, 6.4, 7.6.2, 7.6.3, 7.7 and 11.12)

• LTN 1/20: Cycle Infrastructure Design (including Appendix A: Cycling Level of Service Tool; and Appendix B: Junction Assessment Tool)

• the government's Walking Route Audit Tool, and

• any adopted or emerging Local Cycling and Walking Infrastructure Plans (LCWIPs)

In terms of walking and cycling, the TA makes a relatively brief attempt to describe the surrounding and adjacent PROW and highway network, however it does not thoroughly audit specific walking and cycling routes to essential amenities such as public transport and food shops (please note this is not an exhaustive list). ATE would expect that these routes are audited with an assessment provided on whether these are safe, direct convenient and accessible for people of all abilities (as set out above). A qualitative analysis should inform any necessary improvements to the design and accessibility of key routes and should ideally include maps and photographs and have regard to the guidance set out above, the Walking Route Audit Tool and any adopted or emerging Local Cycling and Walking Infrastructure Plan (LCWIP).

Pedestrian access to local amenities

It is noted that there are no amenities available within 1km (including a food shop). The closest amenity is a convenience store at over 1.3km away; this is of some concern. It is expected that footpaths to local amenities should conform to the National Design Standards of being safe, direct convenient and accessible for people of all abilities. This includes aspects such as ensuring footpaths have a minimum width of 2m and are step free, have a smooth, even surface, seating at regular intervals, are uncluttered, have good natural surveillance and lines of sight, streetlighting, wayfinding and crossing points suitable for the speed and volume of traffic along each route. ATE would welcome clarification of this via a more detailed audit of the routes to local amenities as set out above.

Cycling Accessibility

It is noted that there is no dedicated cycling provision within the area and cyclists are expected to use the road. This means that there is insufficient protection from motor vehicles in accordance with the suitability and segregation standards in LTN 1/20 (see Fig 4.1 and Section 6) such that potential cyclists would be excluded. The surrounding roads would appear to be particularly hostile to cyclists, for example the A1 is a straight dual carriageway likely to encourage high speeds. It is noted that this application proposal has the potential to significantly improve this situation with the introduction of the walking and cycling bridge, however ATE requires clarification on how this bridge will assist essential journeys such as those to and from the rail station, as well as information as to how it will connect to existing or proposed infrastructure.

Access to public transport

While it is possible to walk to a bus stop within 450m from some (but not all) parts of the site, the local bus services are infrequent, with the most frequent services running only 6-11 times a day and not at all on Sundays. Some services offer only one or two buses a week.

The nearest rail station is Biggleswade, around 3km away. While this distance is acceptable, as set out above, there is currently a lack of suitable cycle infrastructure, meaning many potential cyclists will be excluded.

ATE would expect that footpaths/ways to public transport nodes must conform to the National Design Guide standards of being safe, direct, convenient and accessible for people of all abilities, which includes but is not limited to routes that:

- have a minimum width of 2m, with limited pinch points no less than 1.5m
- are step-free
- have a smooth, even surface
- have seating at regular intervals
- are uncluttered

- have good natural surveillance and clear lines of sight
- have street lighting
- have wayfinding, and
- have crossing points suitable for the speed and traffic flow of the road(s)

Off-site transport infrastructure

The TA states that proposals include a bridge over the A1 for use by pedestrians and cyclists, though it is noted only preliminary plans have been produced and ATE would wish to see a detailed design for further comment in order to ensure it is suitable and inclusive for all users, as this represents an excellent opportunity to reduce the barrier that the A1 currently represents. The applicant proposes a contribution of £2,000,000 towards the delivery of this bridge. ATE would expect that the applicant also work with the LHA and National Highways to ensure that the bridge is considered suitable. It is not clear whether segregation of pedestrians and cyclists is proposed on this bridge nor whether it complies with the requirements of LTN 1/20 and Inclusive Mobility.

This bridge is new infrastructure serving a large urban extension and will be in place for decades and therefore ATE would expect that it be built to the highest standards rather than minimum. The Table 5-2 of LTN 1/20 has a recommended width of 3m for 2 way cycle lanes. While a 2m absolute minimum can be used at constraints, in this case there is no reason for the new infrastructure to be limited.

Table 5-3 of LTN1/20 shows the additional width required to maintain an effective width where there is an edge restraint, 0.5m where there is a vertical feature above 600m high. LTN 1/20 and Inclusive Mobility also state gradients of 1:20 should be in sections of that do not exceed 10m with resting places of 2m length.

Inclusive Mobility requires a 2m widths for footways. While an absolute minimum can be 1.5m, again this is in constrained circumstances, which this does not appear to be. The width of the bridge should therefore be 5.5m in accordance with paragraph 10.8.12 of LTN1/20.

Site permeability and access

It is noted that that a dedicated active travel access appears to be provided by the footbridge, with a greater number of access points appearing to be provided for motorised traffic. The DAS suggests that existing rights of way will provide further links and further details of these are required. ATE considers it essential that sufficient active travel access points are secured at this stage in order to ensure a good level of connectivity and permeability. The applicant must ensure that the the final development is designed in such a way that these routes are both overlooked and lit in order to ensure that potential future users feel safe and secure. ATE requires a commitment to this element at this stage in order to have comfort that this element will be delivered at Reserved Matters stage.

Placemaking

The proposed development is at outline stage and the application documents state that the development's proposed appearance and landscaping will be finalised at Reserved Matters stage. The development includes a proposed masterplan where the layout includes a large lake to the northern part of the site near an access point aimed at motor vehicles, however it is unclear how it is expected to improve the experience for those accessing the site using active travel. There is also a community garden and playground proposed to the west of the commercial development.

In terms of active travel, the DAS focuses on the provision of the walking and cycling bridge over the A1. However, there is a lack of detail to substantiate how the development can further maximise its potential and contribute to more comprehensive active travel routes as mentioned above. These include traffic calming measures, location and type of wayfinding signage and surface materials; lighting for all attributes of the development and indicating the precise and suitable locations for cycle parking (as detailed below). Note that ATE expects all relevant infrastructure within the development to conform to LTN 1/20 and the National Model Design Code, Part 1: 59 Movement – i) Connected Places, ii) Active Travel

Cycle parking

The TA states that *cycle parking will be the subject of a Reserved Matters Application. It is intended that cycle parking will be provided in accordance with the minimum requirements of the Parking Standards for New Developments Supplementary Planning Document (2023), which currently requires the provision of four short stay cycle parking spaces and one long stay cycle space per 20 staff in rural locations. Additionally, cycle parking for two pool bikes may be required, on a site-by-site basis.* ATE

would highlight the fact that it is essential that the final scheme provides a policy-compliant level of secure and covered parking for staff and it should be ensured at this early stage that it is possible to deliver this. The suggestion within the travel plan that cycle parking is monitored with a view to increasing it is necessary is welcomed and this element should be agreed and secured.

Travel planning

A Travel Plan has been submitted as part of this application. ATE would expect the final document to take into account the Government aim that 50% of all short trips are walked, wheeled or cycled by 2030. ATE would suggest that the final document should contain specific targets, measures and sanctions should these not be achieved. The final document should also provide sufficient detail on the active travel and public transport infrastructure to be provided or improved both on-site and off-site and include detail on how its use will be embedded by initiatives and incentives to be secured through planning obligations and conditions. It should include details of effective and influential actions to be taken if targets are not met, with the intention for these to be secured and monitored (if triggered) through planning conditions and obligations.

4.0 Next Steps

In the event that these proposals progress towards a determination, the dialogue between the LPA and the applicant must be continued in order to define the extent of physical and financial contributions towards off-site infrastructure to support this development (taking account of any local highway / connectivity proposals being promoted by the highway authority) with a view to agreeing a specific package of measures that are supported by appropriately detailed drawings.

The location of the proposal is of concern due to the distance from many amenities and therefore it is essential that the necessary infrastructure is put in place to enable future employees and visitors to have the choice to use active travel modes. Before it is able to recommend approval of this application, ATE considers the main issue of particular importance to be:

- **A detailed design provided for the walking and cycling bridge in order to ensure that full advantage is taken of this opportunity**
- **Confirmation around the provision of pedestrian and cycling access points around the site**

ATE considers that this will be essential in order to meet the pledges made by the applicant to deliver a sustainable development for all members of the community through ensuring that future employees and visitors to this development benefit from sufficiently safe and convenient linkage to surrounding amenities by walking, wheeling and cycling as an integral part of the wider network.

These recommendations should be provided to the LPA case officer and forwarded to the agent and applicant. ATE would be content to review further submitted information to help address the above identified deficits with a view to providing a further response and recommended wording for planning conditions and obligations.

OPINION

Let's Talk

EMAIL: letters@biggleswadechronicle.co.uk

Please keep letters to a maximum of 300 words. Letters cannot be published without a name and postal address. Also include a daytime phone number if possible. We reserve the right to edit any letter.

Cycling has to be an option

Active Travel England (ATE, part of the DfT) is a statutory consultee for planning applications and says its "recommendations must be, and be seen to be, fair and unbiased." Quite right.

CBC did consult ATE about the Woodlands planning application. But oddly, ATE's "Detailed Response ATE/24/00524/OUT" (15.05.24) was missing from the consultation documents on CBC's planning pages.

Solai Holdings' consultants had buried it in their 652-page Transport Assessment (14.10.24, pp64-67) and must have hoped it would stay hidden, because it's rubbished the idea that the potential A1 footbridge was for cyclists.

CBC's planning officer was clear - the Woodlands development, despite being right next to Biggleswade,

would be basically car access only (no bus route). But cycling has to be an option these days, and that means bikes you ride on, not push.

ATE said the bridge's two-way cycle lanes must be 3.5m, and "Inclusive Mobility requires a 2m width for footways...The width of the bridge should therefore be 5.5m in accordance with paragraph 10.8.12 of LTN1/20."

The ramps required 2m level stretches every 10m, ATE added. This would make the bridge enormous: a 12m wide pair of ramps each side of the A1, 150m uphill and the same down: the detour imposed on the user for a short trip, compared to a straight-line underpass, is 600m! Add the need to clamber 6m vertically twice, which many locals responded to Cllr Paul Daniels in November that they couldn't do, and how insecure they said they would feel: it's hard to imagine anything less likely to encourage active travel, as CBC

claims it wants to. It couldn't comply with legislation or work in practice, and it would be an enormous white elephant, as LTN/20 puts it.

CBC's Principal Highways Officer disagreed with the applicant's figures for both existing traffic congestion, and how much further development at Woodlands would add to it. True enough, but locals make endless short

car trips to Biggleswade and its station and facilities precisely because there's no safe A1 crossing; CBC lays on free buses for scores of Upper Caldecote children who could walk or cycle to school but can't, for the same reason. Why not offer free short-term parking at Woodlands, and walk or cycle the rest? A great way to rejuvenate the town centre.

Off-the-cuff remarks from Solai Holdings' advisers and Highways England which you printed last week mean little. There's no need to close the A1 - YouTube shows temporary flyovers the Swiss use to work on main roads without shutting them - and the groundwater theory doesn't (ahem) hold water, no building would have a cellar if you couldn't tank one efficiently. OK, HE messed up on the A421 by Bedford last year, but they can learn to maintain pumps, and Bells Brook stream is alongside to receive any rainwater that falls onto the

ramps. If underpasses didn't work, why would HE's new A1 carriageways at Black Cat north of here be laid in them?

No engineer has yet drawn or costed our Footpath 7A1 underpass, even on the back of an envelope, and until that's done we can ignore the naysayers. Active travel is here to stay – meaning bikes and walking, not forgetting the disabled on scooters who in legislation count as pedestrians. We have to make it feasible rather than invent reasons not to.

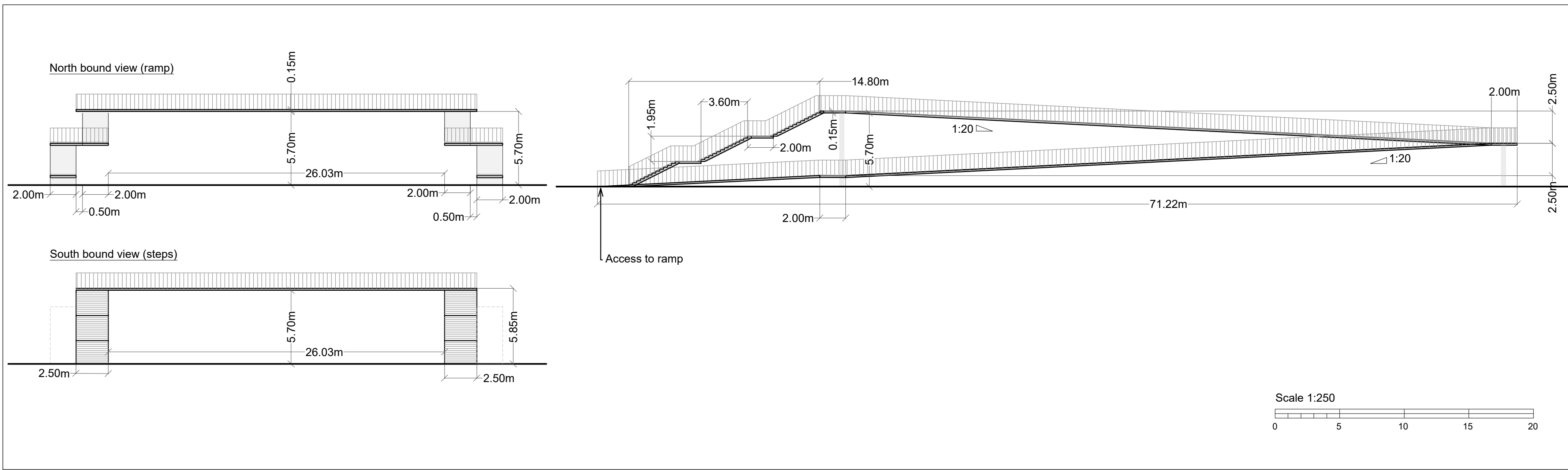
Money talks, fortunately. The Kansagra family are billionaires, owning both Woodlands and potential development land beside it on the west. Why would good businessmen let a part-developed site worth ten of millions lapse back to its agricultural value of say £10k an acre? We look forward to throwing a huge party for them when they open their Solai Underpass, with sustainable access between Biggleswade, Woodlands and all points west.

Mike Wells, Ickwell

This advertisement is the first of a series of three, each featuring a different product. The first product is a new line of clothing, the second is a new line of shoes, and the third is a new line of accessories. Each product is presented in a unique and creative way, with the clothing line featuring a model wearing a dress, the shoe line featuring a model wearing a shoe, and the accessory line featuring a model wearing a bag. The overall theme of the advertisement is to showcase the brand's new products and to encourage customers to visit the website for more information.

newspapers in ZUZ3 was 45.5%

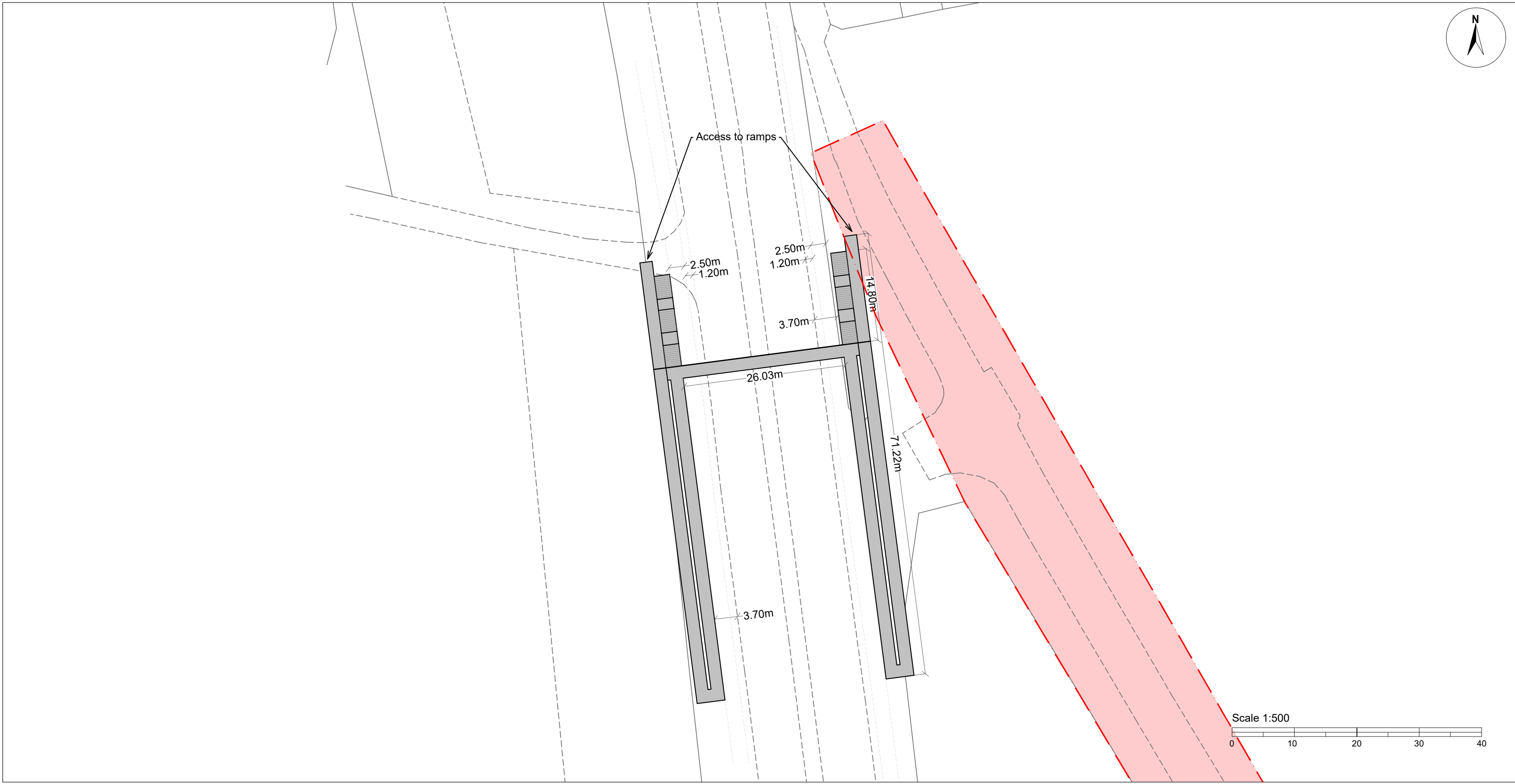
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Key:

Extent of public highway
(Central Bedfordshire Council)



Rev	Description	By	CB	Date

rps MAKING COMPLEX EASY

20 Farringdon Street, London EC4A 4AB
T: +44(0)20 3691 0500 E: transport@rpsgroup.com

Client Fletcher Ellam

Project Plot 4 Woodlands Nursery

Title Proposed Footbridge

Status	Drawn By	PM/Checked by
INFORMATION	AJ	-
Project Number	Scale @ A2	Date Created
????	1:500	23/06/21
RPS Drawing/Figure Number	Rev	
JNY11064-01	-	

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