



Ref: Agenda/Council – 18/02/2025

13<sup>th</sup> February 2025

Dear Sir/Madam,

All Members of the Town Centre Management Committee are hereby summoned to the Town Centre Management Committee Meeting of Biggleswade Town Council that will take place on **Tuesday 18<sup>th</sup> 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 read "P. Tarrant", written over a horizontal line.

Peter Tarrant  
Town Clerk & Chief Executive

Distribution: All Town Councillors  
Notice Boards  
The Press

Committee Members:

Cllr. J. Woodhead (Chairman)  
Cllr. S. Patel (Deputy Chairman)  
Cllr. I. Agnew  
Cllr. D. Albone  
Cllr. G. Barrett (ex-officio Member)  
Cllr. M. Foster (ex-officio Member)  
Cllr. P. Guilcher  
Cllr. M. Knight  
Cllr. M. North  
Cllr. A. Skilton  
Cllr. D. Strachan  
Cllr. C. Thomas

## **AGENDA**

### **1. APOLOGIES FOR ABSENCE**

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

### **2. DECLARATIONS OF INTEREST**

To receive Statutory Declarations of Interests from Members in relation to:

- a. Disclosable Pecuniary interests in any agenda item.

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

**3. CHAIRMAN'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\\_iNm9Mx\\_aSwaJFtUgpuLrlg](https://us06web.zoom.us/webinar/register/WN_iNm9Mx_aSwaJFtUgpuLrlg)

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

**5. INVITED SPEAKER**

**6. MEMBERS' QUESTIONS**

**7. MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the minutes of the Town Centre Management Committee Meeting held on **Tuesday 29<sup>th</sup> October 2024** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

**8. MATTERS ARISING**

- a. Minutes of the Town Centre Management Committee Meeting held on **Tuesday 29<sup>th</sup> October 2024**.

**9. ITEMS FOR CONSIDERATION**

**a. Advertising & Sponsorship Policy**

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

**b. Flag Flying Policy**

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

**c. Shop Window Competition**

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

**d. Christmas Lights Tender**

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

## 10. **ITEMS FOR INFORMATION**

### a. **Drove Road Chapel Update**

For Members to note a written report from the Community Development Manager.

### b. **Biggleswade Carnival Fair 2025**

The Community Development Manager has received confirmation that the Carnival Fair will arrive on Tuesday 17<sup>th</sup> June and open from Thursday 19<sup>th</sup> June to Sunday 22<sup>nd</sup> June 2025. Following engagement with the Carnival Committee, it has been confirmed that the Carnival will not take place in 2025 and the Committee will focus attention on an enhanced duck race.

### c. **Market Policy**

Officers have reviewed the current 2017 policy and consider that it is still fit for purpose. There are two proposed future updates required, Martin's Law and the Market Square electrical upgrades. These will be incorporated in due course subject to legislation being approved.

### d. **UK SPF Update**

For Members to note a written report from the Community Development Manager.

### e. **Permanent License Application – Jo's Ices Ltd**

For Members to note a letter from Joanne Quinn, recognising the Town Council is not the licensing authority.

## 11. **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\\_iNm9Mx\\_aSwaJFtUgpuLrlq](https://us06web.zoom.us/webinar/register/WN_iNm9Mx_aSwaJFtUgpuLrlq)

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**.

## 12. **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.

(Market Square Vision).

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 CENTRE MANAGEMENT COMMITTEE MEETING**  
**HELD ON TUESDAY 29<sup>TH</sup> OCTOBER 2024**  
**AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES**  
**THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL**

**PRESENT:**

Cllr. J. Woodhead (Chairman)  
 Cllr. S. Patel (Deputy Chairman)  
 Cllr. D. Albone  
 Cllr. G. Barrett (ex-officio voting Member)  
 Cllr. M. Foster (ex-officio voting Member)  
 Cllr. M. North  
 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 I Campbell – Community Development Manager  
 Ms F Gumush – Deputy Administration & HR Manager  
 Mx K Chambers – Committee Clerk

Members of the Public – 2 (1 online).

**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 I. Agnew, Cllr. P. Guilcher.

**b. REMOTE ATTENDANCE**

Cllr M Knight.

**2. DECLARATIONS OF INTEREST**

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

None.

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

None.

### **3. CHAIRMAN'S ANNOUNCEMENTS**

Cllr Woodhead noted that there are several upcoming events for the Town Council in the upcoming month and that Officers are working hard to make each well attended.

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

#### **a. Cllr G Fage, Biggleswade Ward Councillor**

Cllr Fage highlighted the Remembrance Day event and asked whether the start of the parade could be delayed further so that participants are waiting for less time before the start of the service. Cllr Woodhead responded that he would share this with the organisers for their consideration.

### **5. INVITED SPEAKER**

None.

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

- a. Cllr Woodhead raised concerns that the Christmas lights are starting to be put up, but that previous discussions resolved for this to be started after the Remembrance Day service. The Head of Governance & Strategic Partnerships responded that this will be looked into and a response will be shared with Members.

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

- a. (P7) Item 9a – Change 'Chamber of Commerce' to 'Trade'.

(P9) Item 9e – Change 'county's' to 'counties'.

(P10) Item 10d – Change 'license' to 'licence'.

Subject to amendments, the Draft Minutes were **APPROVED** as an accurate record of the Town Centre Management Committee held on **Tuesday 6<sup>th</sup> August 2024**.

### **8. MATTERS ARISING**

#### **a. Banking Hubs**

Members noted that Lloyds Bank in Biggleswade is now closed on Fridays.

#### **b. Accessibility of Pedestrian Walkways**

Members asked whether there had been any response to concerns over accessibility. Officers responded that nothing had been received but that this would be chased.

### **9. ITEMS FOR CONSIDERATION**

#### **a. French & German Twinning**

Members asked whether community groups would be invited to be involved with the twinning process should it go ahead. Cllr Woodhead responded that the first meeting

was on an informal basis and that the specifics relating to twinning events and responsibilities will be developed in future.

Members raised concerns that progress has been made without previous consultation with Members. Cllr Woodhead replied that the idea was primarily initiated by Bailly / Noisy Le Roi and by Erlensee, but that no actions have been progressed yet. Members also noted that Noisy Le Roi is already twinned with Albion, Michigan and Godella, Spain.

Members discussed the idea of creating a list of ideas and outcomes that the Council wishes to achieve through twinning.

Members raised that Christmas cards used to be exchanged with the twinned town and that this should be restarted this year for Erlensee and for the potential new towns.

Members **RESOLVED** that Officers engage with both towns and establish a modest baseline for twinning.

b. **Lost and Found Child & Vulnerable Adult Policy**

Members asked what is considered a public premise under Martyn's Law. The Head of Governance & Strategic Partnerships responded that it is defined as a collection of open spaces outside buildings which form a square.

Members asked whether DBS checks would be required in relation to this policy. The Community Development Manager replied these would be needed for anyone working with children and vulnerable adults.

Members queried whether the policy would act as a refresher for Officers in the lead up to big events. The Town Clerk & Chief Executive confirmed that this would happen before any events.

Members **RESOLVED** to enable Officers to enact the change to the current policy once Martyn's Law has received Royal Assent.

c. **Bigg Eats Update**

Members highlighted the importance of working with local businesses to ensure that it does not have a negative impact. Members raised concerns about moving the event to pay day weekend and introducing merchandising and packaging. The Community Development Manager responded that Officers are eager to continue fostering positive relationships between participants and local businesses. He also added that the new packaging could be provided by a local business.

Members **RESOLVED** to enable Officers to negotiate with the Bigg Eats organisers and local businesses, including the following action points:

- Attracting greater cuisine/drink options and variety of stalls by reaching out to local establishments and food trucks.
- Increasing the minimum requirement from 8 to 12 stalls.
- Increasing the flat £300 fee to £500 for each event.
- Extending the timetabled 7 events (March-September) to 10 events, by the organisers incorporating hired bottle gas heaters, sound and light.
- Introducing the Bigg Eats event offer routinely into local events.
- Invite Bigg Eats organisers to source cold food/drinks trucks for BTC

- recreation grounds under seasonal licence at £100 per trader.
- A visiting mobile 'other towns' Bigg Eats event offer with a built-in flat fee per event.
- From March to September, operate a Sunday afternoon Bigg Eats event offer monthly.

## 10. **ITEMS FOR INFORMATION**

### a. **Crime Data**

Members asked that a more comparative style report be provided in future so that differences can be identified over long periods of time. The Town Clerk & Chief Executive noted that the police do not have capacity to provide analysis, but that comparisons could be included by Officers.

Members asked whether Shopwatch will resume soon. The Community Development Manager responded that the previous member responsible for coordinating meetings no longer volunteers in that capacity, and that this will likely resume in future. He also added that the Community Safety Group will now be meeting quarterly instead of monthly due to low attendance.

Members **NOTED** the report.

### b. **BTC Business Forum Event**

Members asked whether any responses have been received from the feedback form shared after the event. The Head of Governance & Strategic Partnerships responded that five responses have been received so far.

Members discussed running the event annually after the next event in March 2025. The next event would focus on ensuring attendance of larger companies and building a network within Biggleswade. Members asked that future topics for discussion be shared with the Committee as event planning progresses.

The Head of Governance & Strategic Partnerships noted that there is intention to establish a business page on the Council's website. The Town Clerk & Chief Executive added that this would direct local businesses to available grants and contacts.

Members **NOTED** the report.

### c. **Events Calendar Update**

Members discussed the potential for the Flower Show to include involvement from the Biggleswade Allotment Association.

Members raised concerns about the costs relating to each event and how these would be funded. The Deputy Administration & HR Manager responded that charges are low to encourage new markets, but that these could be increased if the offer is continued.

Members also asked whether having multiple markets on the same day would cause unnecessary competition and/or any overcrowding. The Deputy Administration & HR Manager responded that the invited markets would not have the same number of stalls as other towns and that capacity has been discussed with the Market Superintendent.

Members **NOTED** the report.



d. **Christmas Lights Switch On Update**

Members asked whether the Christmas Tree delivery date provides enough time for it to settle and be decorated. The Deputy Administration & HR Manager responded that this will be investigated with the provider and made earlier if possible.

Members also raised whether the Christmas lights will be removed by Twelfth Night. The Deputy Administration & HR Manager responded that she has consulted with the electrician, decorator and Central Bedfordshire Council to ensure that this happens.

Members **NOTED** the report.

e. **Remembrance Day Update**

The Deputy Administration & HR Manager thanked Cllr Fage for his comments and these will be shared with other organisers for their consideration.

Members **NOTED** the report.

f. **Market Square Vision Update – Consultancy Expression of Interest**

The Town Clerk & Chief Executive noted that Members would need to decide the best way to share the near-final draft of the document, as this would incur further costs to the process if Members chose to meet face-to-face or virtually with the consultation. Members expressed interest in receiving this digitally and making comments within another meeting.

Members asked whether the document would be approved by Members in a meeting setting before being finalised. The Head of Governance & Strategic Partnerships responded that the document would be circulated in November/December for feedback, which would then be shared with the consultants. Once reworked, this would be presented to a meeting in the new year. Members asked that physical copies be provided when shared.

Members asked whether the Council would be able to adapt the final document in future should any projects emerge. The Town Clerk & Chief Executive confirmed that this document will be owned by the Council and therefore can be changed in future.

Members **NOTED** the report.

11. **PUBLIC OPEN SESSION**

a. **Cllr G Fage, Biggleswade Ward Councillor.**

Cllr Fage commented that the publicity surrounding Charter Market is an asset and that it has done well over the summer period.

Cllr Fage noted that the Committee's finances were not included in the agenda and that there should be an opportunity for public scrutiny in future. The Town Clerk & Chief Executive responded that the Original Estimate Planning Cycle for 2025/26 was agreed at Council and that individual Member consultation was taking place informally with Standing Committees. The conclusions would then go to F & GP and full Council for formal resolution. He added that Officers are working hard to provide well-considered budgets and that these will be shared accordingly.

12. **EXEMPT**

None.

The Chairman closed the meeting at **8:12pm.**

DRAFT



**BIGGLESWADE TOWN COUNCIL**  
**Town Centre Management Committee 18<sup>th</sup> February 2025**  
**Item 9a: Advertising and Sponsorship Report**

**Implications of Recommendations**

**Corporate Strategy: Place: A Vibrant Town:** The Town Council will promote the Town Centre and allow it to adapt to changing needs and realise its economic and community potential.

**Finance:** New income stream (Approved by the RFO & Deputy RFO).

**Equality:** Not applicable.

**Environment:** Not applicable.

**Community Safety:** Not applicable.

**Background**

The Town Council has historically operated without an advertising and sponsorship policy. Multiple other Town Councils use their policy to a) appropriately govern the commercial space and b) derive third party income.

**Summary**

Officers have identified that there are opportunities for the Town Council to consider or accept offers of appropriate sponsorship and advertising which could provide additional income. A proposed draft policy is attached at appendix A.

External sponsorship or advertising income could provide an important addition to the Town Council budget by offsetting event costs, historically loss-making.

The proposed policy sets out the principles of drawing new income from advertising and sponsorship as is practised nationwide. The policy would provide the Town Council with an appropriate internal governance mechanism for scrutinising and approving this new income stream.

**Recommendations**

That Members:

- Agree to introduce a new policy.
- Once introduced, enable Officers to source agreements with external organisations.

Ian Campbell  
Community Development Manager

Appendix A: Proposed Advertising and Sponsorship Policy.

# Advertising and Sponsorship Policy



**Adopted: February 2025**

**Review: February 2028**

## 1. Introduction

Biggleswade Town Council (BTC) recognises the importance of responsible advertising and corporate sponsorship. The Council appreciates that safeguarding the Council's finances and assets is economically, socially and environmentally important. Sponsorship can help by providing more sustainable or disability-friendly products than could normally be afforded. This policy provides a positive framework for proactively seeking and accepting sponsorship, while providing the necessary controls to protect the Town Council's reputation and to ensure any related advertising is appropriate.

This policy is in place to:

- Uphold the Council's reputation and corporate identity.
- Further the Council's strategic vision and support its priorities (by facilitating communication messages).
- Secure best value for money and maximise income.
- Provide a framework and control measures.
- Establish a corporate approach and standards (including best practice).
- Ensure compliance with legislation, advertising industry codes and other Council policies.
- Support development of commercial partnerships with the private sector.

## 2. Context

In the context of this policy, the following definitions apply:

### **'Advertising'**

This is a form of communication used to raise awareness, encourage or persuade an audience - viewers, readers or listeners or a specific group of people - to do or believe something. It is a contractual arrangement between parties for the promoting of a product or service to current and potential customers and is typically displayed on physical signs, murals, websites, social media, emails etc.

### **'Sponsorship'**

This is a contractual arrangement between parties whereby one meets all the costs of an activity or project, usually in exchange for a benefit such as advertising. Sponsorship must not be confused with other types of funding such as Grants which are administered by the Town Council.

## 3. Principles

This section provides a list of general principles which will be applied to advertising and sponsorship arrangements.

- a. The Town Council reserves its right in all circumstances to refuse or apply any conditions.
- b. The Town Council proactively seeks local and national opportunities of mutual benefit and welcomes sponsorship and advertising where this saves money for the precept payer and helps provide added value for services to the public.
- c. Sponsorship is for additions and improvements, not for the Town Council's statutory and core contractual and service obligations.

- d. Transparency of process will apply to protect the Council's reputation and manage expectations.
- e. When working with an advertiser or sponsor, it is important that any agreement supports the Town Council's strategic vision and Constitution.
- f. The Town Council will refuse applications from companies which are in dispute with the Town Council or where there is pending/active legal action. It will also not accept advertising or sponsorship from companies which are in contract negotiation with the Town Council where this may be viewed as an endorsement of the bid.
- g. The Town Council will uphold the Publicity Code of recommended practice on local authority publicity, meaning that it cannot enter into an advertising or sponsorship agreement which connects the Town Council with lending support to any political party.
- h. Whether advertising and/or sponsorship is a suitable method or whether external requests to use Council-owned platforms should be approved, will be decided on a case-by-case basis.

#### 4. Advertising

- a. All advertising on Town Council owned advertising platforms must adhere to the British Code of Advertising, Sales Promotion and Direct Marketing which provides the rules for non-broadcast advertisements, sales promotions and direct marketing communications.
- b. The Town Council will advertise its own services and offers as appropriate using its own platforms. This may include adverts relating to traded services or quasi-trading services, which generate an income. The Town Council will consider paid-for advertising on some of the platforms it owns, and this may include advertising from for-profit companies. The Town Council will comply with the Supply of Goods and Services Act.
- c. The Town Council encourages advertising on its own platforms that supports its strategic vision for Biggleswade. This might include advertising messages on safety, healthy living and environmental sustainability; messages which support local businesses; and promotion of events and attractions that would attract visitors into Biggleswade.
- d. The Town Council will not permit any advertising that represents a conflict of interest or is likely to cause serious or widespread offence. Particular care should be taken to avoid causing offence on the grounds of race, age, religion, sex, sexual orientation or disability.
- e. The Town Council has a duty to seek best value for money when placing advertising. The Town Clerk will provide expertise on whether advertising is the most appropriate marketing communications method.
- f. Content that is not permitted for advertising includes, but is not limited to, advertising that contains, infers or suggests any of the following:
  - Advocacy of, or opposition to, any politically, environmentally or socially controversial subjects or issues.
  - Disparagement or promotion of any person or class of persons.
  - Promotion or incitement of illegal, violent or socially undesirable acts.

- Promotion or availability of tobacco products, weapons, gambling or illegal drugs.
- Advertising of financial organisations and loan advancers with punitive interest rates.
- Promotion or availability of adult or sexually orientated entertainment materials.
- Advertising that infringes on any trademark, copyright or patent rights of another company.
- Claims or representations in violation of advertising or consumer protection laws.

## 5. Sponsorship

- a. It is accepted that most sponsorship will be offered on the basis that it is in return for publicity or an advertising platform. However, the Town Council warmly welcomes any philanthropic sponsorship (donation) that is offered with no expectation of any benefit to the donor.
- b. All potential sponsors and advertisers must sign a declaration to confirm that they are not in arrears on any payments to the Town Council or the subject of investigation or legal dispute with the Town Council or any other statutory body.
- c. Sponsorship is not a way for any company or organisation to be viewed favourably by the Town Council in any other business arrangements they might be a party to.
- d. Organisations that will not be considered or approved for sponsorship opportunities include, but are not limited to, those which represent a conflict of interest or are connected directly or indirectly with the following:
  - Advocacy of, or opposition to, any politically, environmentally or socially controversial subjects or issues.
  - Disparagement or promotion of any person or class of persons.
  - Promotion or incitement of illegal, violent or socially undesirable acts.
  - Promotion or availability of tobacco products, weapons, gambling or illegal drugs.
  - Financial organisations and loan advancers with punitive interest rates.
  - Promotion or availability of adult or sexually orientated entertainment materials.
  - An infringement on any trademark, copyright or patent rights of another company.
- e. The Town Council will arrange publicity and media coverage for all appropriate sponsorship deals.
- f. The use of branding and logos of any sponsoring company must not interfere with the Council's Corporate Identity or Brand Guidelines.
- g. The size and positioning of sponsors' logos on any promotional material, goods or signage must be considered by the appropriate lead Officer in conjunction with the Town Council's Communications and Events Officer.

## 6. Responsibility

- a. This policy applies to all Employees, Volunteers and Councillors.
- b. The Town Council holds personal data of service users and careful consideration needs to be given to whether it is appropriate and legal (Data Protection Act) for this to be used for any advertising or direct marketing purposes. Wherever possible people should be asked



whether they are willing to 'opt in' to receive news, information or advertising messages from the Town Council when personal data is gathered.

- c. Whether advertising and/or sponsorship is a suitable method or whether external requests to use council-owned platforms should be approved, will be decided on a case by case basis on the merits of each opportunity or request.
- d. Approaches to or by potential sponsors/advertisers must be through the Town Clerk who will determine the route for decision in line with this policy.
- e. Decisions on sponsorship opportunities will be taken by an appropriate Committee.



**BIGGLESWADE TOWN COUNCIL**  
**Town Centre Management Committee 18<sup>th</sup> February 2025**  
**Item 9b: Flag Flying Policy Review Report**

**Implications of Recommendations**

**Corporate Strategy: COMMUNITY: A Town to be Proud Of:** The Town Council will work closely with the voluntary, community, faith and social enterprise sectors to build a strong community.

**Finance:** Costs are circa £110 for the progress flag, including application fee (Approved by RFO and Deputy RFO).

**Equality:** Not applicable.

**Environment:** Not applicable.

**Community Safety:** Not applicable.

**Background**

The Town Council meeting on 10<sup>th</sup> December 2024 resolved that the Progressive Pride Flag be considered for inclusion in the Flag Flying Policy review in February 2025.

**Summary**

Officers have reviewed the policy and sought to bring the existing policy up to date to ensure that it complies with current Government good practice. The proposed Flag Flying Policy is attached as Appendix A. The reviewed policy clarifies which category of flag can be flown and on which occasion.

The [Government DCMS guidance](#) sets out three categories for flying flags, A, B and C.

The Town Council accepts the approved lists A and B as listed by DCMS (See Appendix B).

On category C flags, Members need to decide on one of the following two viable options:

- 1) List C flags require planning consent in the Town Council's case from CBC, and within stipulations as described in the regulations. Each application would be a 'one off' with an associated £60 cost, with a six-week decision timeline. A new planning application would also be required for every new flag type in category C, or;
- 2) The Town Council adopts the CBC Member, verified with CBC Officers policy mechanism, for the Town Council to fly a category C flag on a by exception basis (e.g. the progress flag) relating to an 'advertising flags' dispensation. This would enable the flag to be flown at the Town Council's discretion, under the CBC enforcement team, not planning. The full text of the dispensation is set out in Appendix C. CBC has confirmed that it flies the progress flag outside Priory House HQ, Chicksands, using this option.

The policy also recommends that either individuals or organisations who have their flag agreed by the Council buy their own flag for flag raising. If the individual or organisation does not have funds to do so, they can apply through the Council's grant process.

**Recommendation:**

That TCM Committee Members consider the proposed Flag Flying Policy (Appendix A) and adopt it, using the option two CBC dispensation for category C flags.

Ian Campbell  
Community Development Manager

Karim Hosseini  
Head of Governance & Strategic Partnerships

Appendix A: Proposed Flags Policy with tracked changes.

Appendix B: Approved Flags Policy List – A and B.

Appendix C: CBC Member provided legal dispensation clause for the Progress Flag (Category C).

# Flag Flying Policy

February 2025



Adopted: February 2025

Review: February 2028

Flags are traditionally flown by the Town Council for a variety of reasons: to show allegiance, support, or respect or to celebrate. The Town Council is inclusive and will never use flags for political purposes.

The Town Council maintains three flag poles at the following locations:

1. Town Hall
2. Market Square War Memorial North
3. Market Square War Memorial South

## THE UNION FLAG

The Town Council shall fly the Union Flag daily (24 hours), at locations (1) and (2).

### Correctly Flying the Union Flag from a Vertical Flagpole

The correct way up for the Union Flag when flying is with the broader diagonal white stripe at the top left-hand side of the flag nearest the flagpole:



Correct



Incorrect

### Correctly Flying the Union Flag from a Horizontal Flagpole

The Union Flag must be flown the correct way up as shown in the picture below. This is with the wider diagonal white stripe above the red diagonal stripe in the half nearest to the flagpole. The wider diagonal white stripe should be above the red diagonal stripe at the top left-hand side of the Flag nearest the flagpole.



### The Union Flag flown at half-mast

Half-mast means the flag is flown two-thirds of the way up the flagpole with at least the height of the flag between the top of the flag and the top of the flagpole. If more than one flag is flown, they should all be flown at half-mast or not flown at all. When raising the flag, it should always be hoisted right up and then lowered back down to half-mast. Likewise, before it is lowered, it should first be hoisted right up and then lowered back down.

Under the following circumstances the Town Council will fly the Union Flags at locations (1) and (2) at half-mast:

- When advised to do so by the Department of Culture, Media, and Sport.
- From the announcement of the death of the Sovereign until the funeral – as advised by the Department of Culture, Media, and Sport. As an exception, the flag is flown at full mast on Proclamation Day between 11.00am and sunset.
- On the death/funerals of members of the Royal Family, the Prime Ministers and ex-Prime Ministers of the United Kingdom, or other dignitary, subject to special commands from the Sovereign in each case. The Department for Culture, Media and Sport will advise of any other occasions where the Sovereign has given a special command.
- The death/funerals of foreign rulers, subject to special commands from the Sovereign in each case. The Department for Culture, Media and Sport will advise of any other occasions where the Sovereign has given a special command.
- On the death/funeral of a serving member of the Armed Forces from the Town.
- On Holocaust Memorial Day of 27 January.
- On the death/funeral of a serving Town Councillor, local Unitary councillor, or local Member of Parliament.
- At the discretion of the Mayor, to commemorate local civic and community dignitaries who have recently passed away.

## OTHER FLAGS

The Town Council shall fly the following flags at location (3). In the event the Union Flag is flown at half-mast, any flag at location (3) shall also be flown at half-mast.

- The Flag of England shall be flown on Saint George's Day of 23 April.
- The Flag of Erlensee (Germany) which is twinned with Biggleswade shall be flown on the anniversary of the Twinning agreement of 30 April.
- The Armed Forces Day Flag on and before Armed Forces Day in accordance with advice from the Chief of the Defence Staff. Date varies but is usually the last week in June.
- The UK Merchant Navy Red Ensign shall be flown on Merchant Navy Day of 3 September.
- The Royal British Legion Flag shall be flown on Armistice Day of 11 November.
- The Royal British Legion Flag shall be flown on Remembrance Sunday. The date varies but is the second Sunday in November.
- The County Flag of Bedfordshire shall be flown on the Bedfordshire County Day of 28 November. To ensure the correct orientation, when flying, the top corner, nearest the flagpole, is gold.

- Other commemorative flags to signify significant events or support for Council initiatives may be flown at the discretion of the Council.
- The Biggleswade Town Council flag shall be flown on all days, other than those listed above.

[The Home Office has produced a helpful guide to flying flags: Flying flags: a plain English guide - GOV.UK](#)

### **Summary:**

#### **All flag flying is subject to some standard conditions**

[Subject to compliance with the standard conditions, there are 3 categories of flag:](#)

[\(a\) flags which can be flown without consent of the local planning authority.](#)

[\(b\) flags which do not need consent provided they comply with further restrictions \(referred to as “deemed consent” in the Regulations\).](#)

[\(c\) flags which require consent \(“express consent”\).](#)

#### **(a) Flags which do not need consent**

[The full list of flags that do not require consent are:](#)

- [1. Any country’s national flag, civil ensign or civil air ensign.](#)
- [2. The flag of the Commonwealth, the United Nations or any other international organisation of which the United Kingdom is a member.](#)
- [3. A flag of any island, county, district, borough, burgh, parish, city, town or village within the United Kingdom.](#)
- [4. The flag of the Black Country, East Anglia, Wessex, any Part of Lincolnshire, any Riding of Yorkshire or any historic county within the United Kingdom.](#)
- [5. The flag of Saint David.](#)
- [6. The flag of Saint Patrick.](#)
- [7. The flag of any administrative area within any country outside the United Kingdom.](#)
- [8. Any flag of His Majesty’s forces.](#)
- [9. The Armed Forces Day flag.](#)

#### **(b) Flags which do not require consent provided they comply with certain restrictions**

[Categories of flag that can now be flown: house flag – flag is allowed to display the name, emblem, device or trademark of the company \(or person\) occupying the building, or can refer to a specific event of limited duration that is taking place in the building from which the flag is flown](#)

- [any sports club \(but cannot include sponsorship logos\).](#)
- [the Rainbow flag \(6 horizontal equal stripes of red, orange, yellow, green, blue and violet\).](#)



- specified award schemes – Eco-Schools, Queen's Awards for Enterprise and Investors in People.
- the NHS flag.
- certain environmental awards (see below).

### **(c) Flags which require consent**

Categories of flags requiring individual approval. List C Flags, Home Office Guidelines.

- Any flag not identified above requires express consent from the local planning authority before it can be flown.
- This means that the council's express advertisement consent is required in order to lawfully display any other sort of flag.

Individuals or organisations who have their flag agreed by the Council will buy their own flag for flag raising. If the individual or organisation does not have funds to do so, they can apply through the Council's grant process.

## **Summary:**

### **All flag flying is subject to some standard conditions**

Subject to compliance with the standard conditions, there are 3 categories of flag:

- (a) flags which can be flown without consent of the local planning authority
- (b) flags which do not need consent provided they comply with further restrictions (referred to as “deemed consent” in the Regulations)
- (c) flags which require consent (“express consent”)

#### **(a) Flags which do not need consent**

The full list of flags that do not require consent are:

1. Any country’s national flag, civil ensign or civil air ensign
2. The flag of the Commonwealth, the United Nations or any other international organisation of which the United Kingdom is a member
3. A flag of any island, county, district, borough, burgh, parish, city, town or village within the United Kingdom
4. The flag of the Black Country, East Anglia, Wessex, any Part of Lincolnshire, any Riding of Yorkshire or any historic county within the United Kingdom
5. The flag of Saint David
6. The flag of Saint Patrick
7. The flag of any administrative area within any country outside the United Kingdom
8. Any flag of His Majesty’s forces
9. The Armed Forces Day flag

#### **(b) Flags which do not require consent provided they comply with certain restrictions**

Categories of flag that can now be flown:

- house flag – flag is allowed to display the name, emblem, device or trademark of the company (or person) occupying the building, or can refer to a specific event of limited duration that is taking place in the building from which the flag is flown
- any sports club (but cannot include sponsorship logos)
- the Rainbow flag (6 horizontal equal stripes of red, orange, yellow, green, blue and violet).
- specified award schemes – Eco-Schools, Queen’s Awards for Enterprise and Investors in People
- the NHS flag
- certain environmental awards (see below)

### ***(c) Flags which require consent***

*Any flag not identified above requires express consent from the local planning authority before it can be flown.*

With thanks to CBC Town Councillor Hayley Whittaker and CBC's Enforcement Team and to BTC Councillor Andy Skilton for the following guidance pertaining to List C flags requiring planning consent. For clarity, the LGBTQ+ Rainbow Flag comes under List B approved by DCMS and the Progressive Pride flag needs planning consent under List C requiring individual approval.

#### **From enforcement:**

The law treats flags as advertisements and I think the council's express advertisement consent would be required in this case. The law in this area is a bit complicated and this is only my opinion so I will explain:

The council's mapping system confirms the location is within the conservation area and I can see from Google Streetview that there are 2 existing flag poles around the war memorial. I think the war memorial qualifies as "a building" and the flag poles are within its curtilage. If my interpretation is correct, then only flags of the following types may be flown on the poles at the war memorial:

1. Any country's national flag, civil ensign or civil air ensign.
2. The flag of the Commonwealth, the United Nations or any other international organisation of which the United Kingdom is a member.
3. A flag of any island, county, district, borough, burgh, parish, city, town or village within the United Kingdom.
4. The flag of the Black Country, East Anglia, Wessex, any part of Lincolnshire, any Riding of Yorkshire or any historic county within the United Kingdom.
5. The flag of Saint David.
6. The flag of Saint Patrick.
7. The flag of any administrative area within any country outside the United Kingdom.
8. Any flag of His Majesty's forces.
9. The Armed Forces Day flag.

This means that the council's express advertisement consent is required in order to lawfully display any other sort of flag on the poles at the war memorial, or indeed from any ground mounted flagpole in a conservation area. Perhaps recognising the potential for confusion here, the government has published a "plain English guide" to flying flags which does appear to corroborate my reading of the legislation\*. There are similar limitations on building mounted flag poles in conservation areas so you will require permission for any pride flag in the CA.

Although flags would appear to be ruled out of the conservation area, you may find the deemed consent provided under Class 3D a bit more positive:

Description

**3D.** An advertisement –

- (a) announcing any local event of a religious, educational, cultural, political, social, or recreational character, or

- (b) relating to any temporary matter in connection with an event or local activity of such a character, not being an event or activity promoted or carried on for commercial purposes.

Conditions and  
Limitations

- 3D.—**
- (1) No advertisement may exceed 0.6 square metre in area.
  - (2) No advertisement may be displayed earlier than 28 days before the first day on which the event or activity is due to take place.
  - (3) The advertisement shall be removed within 14 days after the end of the event or activity.
  - (4) Illumination is not permitted.
  - (5) No character or symbol on the advertisement may be more than 0.75 metre in height, or 0.3 metre in an area of special control.
  - (6) No part of the advertisement may be more than 4.6 metres above ground level, or 3.6 metres in an area of special control.



**BIGGLESWADE TOWN COUNCIL**  
**Town Centre Management Committee 18<sup>th</sup> February 2025**  
**Item 9c: Shop Window Competition Report**

**Implications of Recommendations**

**Corporate Strategy: Economy: A Thriving Town:** Support businesses and other initiatives designed to enhance the Market Square and the town centre offer, providing a wide range of amenities for residents and visitors. Promote the 'Buy Biggleswade' campaign.

**Finance:** Circa £50 will be sourced from the existing budget (Approved by the RFO & Deputy RFO).

**Equality:** Not applicable.

**Environment:** Not applicable.

**Community Safety:** Not applicable.

**Background**

Members and Officers have been working hard to regenerate the Town Centre, High Street and Market Square area, and are sourcing initiatives to increase retail sales, shopping and visitor footfall. A Member has suggested the idea of running a Shop Windows competition.

**Summary**

Officers will work with the Chairman and Deputy Chairman of TCM to scope out the concept of holding a Town Centre Shop Windows Competition. Officers could source a prize donation although a framed certificate from the Town Council could suffice.

The competition would be promoted well using regular media channels. The competition would run for a season, commencing in March 2025 and judging would be conducted by the Mayor, Deputy Mayor, Chairman and Deputy Chairman of TCM. If the competition receives positive business feedback and public acclaim, it will become an annual feature.

**Recommendation**

That Members note Officers' work to date and;

- Enable Officers to develop and deliver the concept during spring 2025.

Ian Campbell  
Community Development Manager



**BIGGLESWADE TOWN COUNCIL**  
**Town Centre Management Committee Meeting 18<sup>th</sup> February 2025**  
**Item 9d: 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 29<sup>th</sup> 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.

This report was considered at Town Council on 11<sup>th</sup> February 2025 and resolved to approve the Christmas Lights Tender document, pending any further comments at the upcoming Town Centre Management Committee meeting. Council Members suggested enhancements to the provision including extending the Christmas Lights further down adjoining roads and laser lights.

**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 19<sup>th</sup> February 2025, with the deadline for tender applications being 11<sup>th</sup> 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 19<sup>th</sup> February 2025.

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](mailto: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](mailto: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](mailto: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 11<sup>th</sup> 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 <sup>th</sup> February 2025
Deadline for clarification questions	Friday 14 <sup>th</sup> March 2025
Deadline for submission of Tender Bids	Friday 11 <sup>th</sup> 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 14<sup>th</sup> 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 6<sup>th</sup> in their entirety.

	2025	2026	2027
Programme of Works Deadline	28 <sup>th</sup> October 2025	27 <sup>th</sup> October 2026	26 <sup>th</sup> October 2027
Installation/Test Deadline	21 <sup>st</sup> November 2025	20 <sup>th</sup> November 2025	19 <sup>th</sup> November 2025
Switch On	28 <sup>th</sup> November 2025	27 <sup>th</sup> November 2026	26 <sup>th</sup> November 2027
Switch-off and Removal date	6 <sup>th</sup> January 2026	6 <sup>th</sup> January 2027	6 <sup>th</sup> 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 Biggleswade’s Market Square and High Street. The yellow circles highlight where a lamp post is located, and where the Town Council will be requiring lit-up decorations of a close liking to the decorations shown in Pictures G and H. The red circles highlight where there is an anchor point to place a festoon hanging, and the red lines highlight where the Town Council will be requiring festoon hangings of a close liking to the decorations shown in Pictures I and J.





# **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.

<b>Name of Subcontractor</b>	<b>Responsibility</b>

## 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

<b>Name</b>	
<b>Company</b>	
<b>Position at Company</b>	
<b>Address</b>	
<b>Email Address</b>	
<b>Telephone Number</b>	

### Reference 2

<b>Name</b>	
<b>Company</b>	
<b>Position at Company</b>	
<b>Address</b>	
<b>Email Address</b>	
<b>Telephone Number</b>	

## 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.

<b>Signature:</b>	
<b>Name:</b>	
<b>Position in company:</b>	
<b>Date:</b>	



**BIGGLESWADE TOWN COUNCIL**  
**Town Centre Management Committee 18<sup>th</sup> February 2025**  
**Item 10a: Drove Road Chapel Report**

**Implications of Recommendations**

**Corporate Strategy: Place: A vibrant Town:** Improve the environment of the cemeteries in Drove Road and Stratton Way and upgrade and re-purpose the Grade II listed chapel in Drove Road.

**Finance:** The project has been funded from external sources. (Approved by the RFO & Deputy RFO).

**Equality:** Not applicable.

**Environment:** Not applicable.

**Community Safety:** Not applicable.

**Background**

Following a three-year scheduled period of restoration, Drove Road Chapel work has now completed with finalisation of phase three on 31<sup>st</sup> January 2025. This phase included the repointing of the listed perimeter wall sections, the reinstatement and repair of the windows and protective covers.

**Summary**

This report closes the project. The project has repurposed the un-consecrated side of the Chapel, improved the electrics and fire equipment where required, and delivered compliance certification. The external project manager's project completion report is attached at appendix A.

The refurbished side of the building is being actively marketed to potential tenants, excluding the detached brick cabin which the Public Realm Team will retain for operational use.

The external project manager using his heritage buildings experience, has quality assured the project and is satisfied that quality work has been done in all three phases. The project has delivered circa six months early. Officers recommend an early spring 2025 unveiling of the restored building, supported by appropriate communications, publicity and an opening ceremony.

Figure One: Project Costs, years 2021/22, 2022/23, 2023/24, 2024/25

Items	Expenditure (£)	Comments
Phase 1	51,322	Roof, external walls pointing
Phase 2	116,036	Internal work, electrics, fire alarm, intruder alarm, detectors, walls pointing, boundary wall section, Windows and protectors.
Phase 3	10,000	Boundary walls sections and new gate.
Total	177,358	

The overall expenditure is consistent with expectations and creates a small underspend of £756, which will be used to offset other future capital projects.

## **Recommendations**

That Members note:

- Officers' work to date and the significant improvements all three project phases have delivered to the building and perimeter walls.
- Officers are closing the project down and marketing the un-consecrated site at market rates.
- Officers are planning the ceremonial opening of the Chapel restoration in early spring.

Ian Campbell  
Community Development Manager

Appendix A: External project manager's project closure report and specification.





**HISTORIC BUILDING CONSULTANT**

**CORRESPONDENCE ADDRESS:  
29 CORONATION AVENUE  
HUNTINGDON  
CAMBRIDGESHIRE  
PE29 1UA**

**PROJECT REF: 615 11SB**

**Site Address:-  
Drove Road Cemetery Chapel  
Drove Road  
Biggleswade**

**Date of report: 3 February 2025**

## **Project Closure Report**

### **1. The Purpose**

The Project Closure Report is the final document produced for the project, in order to assess the overall success of the project, including outlining the scope of the project, the works achieved, the overall financial situation and to formally close the project.

### **2. The Aim**

This Project Closure Report has been created in order to achieve the following:-

- To review the project, focusing on the financial position, timescales.
- To highlight any current or outstanding issues.
- To highlight any risks and recommendations.
- To formal close the project.

### **3. Summary**

The project was created as a result of the findings of the Quinquennial building survey undertaken in February 2019, the aim of which was to thoroughly inspect the building and create a detailed condition report, highlighting the overall condition of the building, the necessity for undertaking any remedial works and the recommendations for the future.

Following completion of the inspection and the detailed report, a building specification was instructed to enable the identified remedial works to be costed, with a view to a three year refurbishment project to be completed.

The original tender figure received from Furlong and Higgs, was further analyzed and duly reduced in scope, in order to ensure that the works delivered the requirements of the owners and wider community, within budget.

This excluded the installation of additional facilities from the scheme, enabling the focus to be upon the necessary remedial works, thereby maintaining the historic building and enhancing its structure and long term future.

Drove Road Cemetery chapel is a Grade II Listed Building.

### **4. Project Details**

The refurbishment project was separated into three years.

**Year 1**, focusing on the roof, high level works and external works. This included roof repairs, tiles and flashings, rainwater goods repairs, high level brickwork and stone work repairs and re-pointing, works to the entrance gates and fire and security alarm installation.

**Year 2**, focusing on brickwork and stonework repairs and re-pointing, the installation of a French Drain, joinery repairs and redecoration, installation of pigeon deterrent and removal and the minor internal repairs and redecoration.

**Year 3**, focusing on brickwork and stonework repairs to the front boundary walling.

#### **Boundary walling**

Additional sections of the boundary wall to the cemetery were introduced into the project timeline, requiring localized and urgent rebuilding. These boundary wall works were carried out commencing September 2023, with completion 30<sup>th</sup> January 2024.

## **5. Timeline**

### **Tender Process**

The detailed specification was issued to four known and experienced building contractors and instructed to deliver a fixed price tender, with a closing date of the 30<sup>th</sup> November 2021.

The lowest Tenderer Furlong and Higgs, were appointed on the 20<sup>th</sup> January 2022, at a tendered figure of £136,774.00.

**Year 1**, was to commence post April 2022.

A Purchase Order was issued to the contractors on the 25<sup>th</sup> October 2022, with works commencing on site 24<sup>th</sup> November 2022.

Upon closer inspection of the brickwork to the central tower itself, allowed by the erection of the scaffolding, it was discussed and formally agreed that additional repointing and brickwork repairs were carried out to the tower, whilst the scaffolding was on site. This necessitated the bringing forward of the Year 2 repointing works into Year 1, this resulted in delaying some original Year 1 elements, into Year 2, in order to control expenditure.

**Year 1, completed 31<sup>st</sup> March 2023.**

**Year 2**, was to commence post April 2023.

A Purchase Order was issued to the contractors on the 4<sup>th</sup> October 2023, with works commencing on site 4<sup>th</sup> September 2023.

With the brickwork, stonework and re-pointing works completed in Year 1, the Year 2 works continued with the installation of the French drain in order to remove excessive moisture build within the masonry walls. The most substantial part of the Year 2 works being the provision of additional security to the delicate leaded glass windows and their subsequent repair, this was delayed owing to the availability of the specialist contractors, resulting in the window repair works continuing into Year 3.

**Year 2, completed 30<sup>th</sup> November 2023.**

**Year 3**, was to commence post April 2024.

A Purchase Order was issued to the contractors on the 27<sup>th</sup> September 2024, with works commencing on site 4<sup>th</sup> November 2024.

The works undertaken included the localised repair, rebuilding and repointing of the damaged brickwork to the front boundary walling and the completion of the Year 2 window repairs.

**HAWKINS HISTORIC LIMITED**

**HISTORIC BUILDING CONSULTANT**

615 11SB/PCR001

**Year 3, and project completed 31<sup>st</sup> January 2025.**

## **6. Finances**

The original tender figure £136,774.00, fees £7,652.00 **Total £144,426.00.**

Year 1, Total **£51,322.00**

Year 2, Total **£92,636.80**

Year 3, **Total £10,000.00**

Boundary wall Total, **£23,100**

**Drove Road Cemetery Chapel Project Total £177,058.00**

There is an overall increase of £32,632.00 on the project costs, from the original tender figure which is attributable to a number of additional items being added notably within Year 1, with further additions in Year 2.

These additional costs are primarily owing to the level of vandalism to the building, which resulted in additional damage to the windows and damage to sections of boundary walling to the rear left hand corner and a length of walling to the right hand side leaning out of vertical and in an unstable condition, requiring urgent remedial action.

The close inspection allowable from the scaffolding to facilitate the roof and works to the central tower resulted in the increased area of necessary re-pointing to the central tower at high level.

## **7. Assessment and Recommendation**

The refurbishment project was instigated as a direct result of the findings and recommendations of quinquennial inspection carried out in 2019.

The building was found to be in a satisfactory to good condition, with a number of routine and cyclical items requiring attention, as to be expected with any historic building.

The general maintenance works can be reduced if a regular routine, cyclical maintenance regime/programme of works was introduced to the building, therefore reducing the overall level of works on a year by year basis.

The urgency of the remedial works, can also be reduced with a simple dedicated and regular inspection of the building, with vacant buildings the increased regularity of the inspections, will further reduce any damage caused to the building by, for example water ingress if spotted at an early stage.

The maintenance items and remedial works had increased as a result of casual vandalism within the cemetery boundaries, which is difficult to control from a remote location.

The level of maintenance works could also be reduced if the building were occupied.

The building itself is in a good condition following the three year project, which has secured the external fabric of the building, preventing water ingress, vermin ingress and with the window repairs and resultant improved security protection to the windows, enhances the long term future of the building.

The boundary wall and railings to the site would also benefit from a regular routine inspection to ensure that localized vandal damage and general deterioration is acted upon at the earliest possible occasion.

The metal railings to the front boundary with Drove Road, which are in a satisfactory condition, would benefit from complete redecoration and to then be included on a cyclical programme and redecorated say every five to seven years.

The boundary wall which to the front comprises a low level plinth wall complete with piers, supporting the railings would also benefit from a routine inspection and a programme of localized repair, rebuilding and re-pointing, which should ideally commence within 12 months, in order to ensure that all piers to the front boundary remain in a structurally stable condition. It must be highlighted that only the brick piers in the worst condition were subject to repair and localized rebuilding as part of Year 3 of the project.

The brickwork boundary walling to the remaining boundaries comprise a low level single brick thick wall, constructed in the 19<sup>th</sup> Century with only limited brick footings, and whilst being in close proximity to mature and semi mature trees and bushes have a propensity to “lean” out of vertical with movement of the subsoil. It is recommended that an inspection is carried out of the remaining boundary wall also within 12 months.

## **8. Closure**

The project was undertaken by an experienced heritage based building contractor, along with regular site meeting and visits, by representative from Hawkins Historic Limited and Biggleswade Town Council.

The project works have been carried out to a high standard, in accordance with best conservation practice.

The project is now subject to formal closure and hand over to the Town Council for inclusion within its property asset portfolio and inclusion on any cyclical inspection and maintenance contracts currently in operation.

B J Hawkins  
Hawkins Historic Limited



**BIGGLESWADE TOWN COUNCIL**  
**Town Centre Management Committee 18<sup>th</sup> February 2025**  
**Item 10d: UKSPF1 Update Report**

**Implications of Recommendations**

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

**Finance:** £91k Capital, £29k revenue for 2024/25 (Approved by RFO and Deputy RFO).

**Equality:** Not applicable.

**Environment:** Not applicable.

**Community Safety:** Not applicable.

**Background**

The UK Shared Prosperity Fund 2024/5 (UKSPF1) has enabled the Town Council to deliver a number of different projects of community benefit across the Town. Officers are applying for further rounds of UKSPF.

**Summary**

Although some elements of UKSPF1 funding in 2024/25 were agreed late in the current year due to lack of access to the Highways Team, capital focussed funding of £58k out of a total CBC approved allocation of c. £91k, has been spent and has delivered to date:

- The refurbishment of the Century House toilets (ladies and gents) and the installation of a water fountain, c.£43k.
- 22 x Green spaces metal information boards across open green spaces, recreation grounds, play areas, and other playing field grounds and club facilities, c.£15k
- Multiple Heritage Plaques and interpretation boards in conjunction with the current History Society offer, c.£3k.
- Officers met with colleagues from CBC and Highways to discuss Town Centre directional and vintage heritage signage and locations, c.£24k.

The UKSPF1 revenue focussed funding of c.£29k on cultural events for the town is delivering;

- An extensive Cultural Events programme including community concerts, pop-up cinema, theatre, entertainment performances, music festival, ghost walks and the purchase of shared community events infrastructure and equipment. Feedback to date has been extremely positive and the allocation will be spent by the 31<sup>st</sup> of March 2025.

CBC Officers have agreed that the remaining c.£33k out of the capital total of c.£91k can be spent on signage and associated expenditure. Officers are awaiting receipt of the balance of funding.

**Recommendations:**

That Members note:

- Officers' hard work to date on the ongoing UKSPF1 Cultural Events delivery partnership.
- The infrastructural, signage and associated improvements being made across town.

Ian Campbell  
Community Development Manager





F.A.O. Mr Ian Campbell  
Community Development Manager  
Biggleswade Town Council  
The Old Court House  
Biggleswade SG18 8DL

20<sup>th</sup> December 2024

Good afternoon Ian,

Further to our previous discussions regarding a licence for an ice cream van in the town centre close to the Jerk Chicken man.

We would be looking to trade from March/April 2025 depending on weather. We are a family run business and hold all relevant certificates, 5\* council approved rating along with public liability insurance.

We would ideally like to trade Monday - Sunday from 12pm till quiet which I am going to assume will be around 6ish.

I am aware that market days are on a different licence and I will approach Colin in regards to this. As with events, again I am aware that these come under a different licence to trade and have to be applied for individually.

We have traded down the A1 Retail Park for the past 3 years and feel we would serve the community better if centrally located.

We offer Mr Whippy ice cream cones and dessert trays, ice lollies, drinks and slushies.

I am happy to attend any meeting that you feel necessary and look forward to hearing back from you before I approach CBC for the licence.

Many thanks hope you have a great Xmas and a happy healthy new year.

Regards

Joanne Quinn

Jos Ices Ltd

