



Ref: Agenda/Council – 11/03/2025

6th March 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 March 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 "Peter 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_O7_MugQkR8qWsmDZAu9SWg

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

Ann Jeeves, PCSO.

6. MEMBERS' QUESTIONS

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. For Members to receive the minutes of the Town Council Meeting held on **Tuesday 11th February 2025** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. For Members to receive and note the minutes of the Town Centre Management Committee meeting held on **Tuesday 18th February 2025**, at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. MATTERS ARISING

- a. Minutes of the Council Meeting held on **Tuesday 11th February 2025**.

9. ITEMS FOR CONSIDERATION

- a. **TRO-002 - Lawrence Road, Biggleswade, No Entry Except Cycles and Waiting Restrictions**

For Members to receive and consider information from Central Bedfordshire Highways.

- b. **New street trading application**

For Members to receive and consider information from Central Bedfordshire Council Licensing Department.

- c. **Community Governance Review**

For Members to receive and consider information from Central Bedfordshire Council.

10. PLANNING APPLICATIONS

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

a. **CB/24/01790/PIP - 154 Hitchin Street, Biggleswade, SG18 8BP**

Appeal Reference: APP/P0240/W/25/3358620

CBC Excerpt: Permission in Principle: Erection of 2 x two-bedroom houses with associated landscaping, bin stores, cycle stores and widened vehicle crossover.

Previous Objection at Town Council 9th July 2024:

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

- Highways access.
- Overdevelopment."

b. **CB/25/00437/VOC – 8 The Avenue, Biggleswade, SG18 0PS**

CBC Excerpt: Variation of condition numbers 2 and 3 of planning permission CB/22/03013/FULL (First floor extension over existing garage. Two storey rear extension with dual hipped roof. Single storey rear extension.) Variation sought to change window, door positions and materials. Amendment to dimensions of extensions.

c. **CB/25/00421/REG3 – Land to the North and South of Dunton Lane, Biggleswade**

CBC Excerpt: Erection of a battery energy storage system (BESS) with associated access, landscaping and ancillary works.

d. **CB/25/00399/FULL – 26 Ivel Gardens, Biggleswade, SG18 0AN**

CBC Excerpt: Erection of a front part single, part two storey extension. Partial internal garage conversion.

e. **CB/TCA/25/00074 – Brigham House, 93 High Street, Biggleswade, SG18 0LD**

CBC Excerpt: Works to trees within a Conservation Area:

- T1 - Chestnut – Photographs
- T2 - Chestnut – Photographs
- T3 - Beech – Photographs
- T4 - Chestnut – Photographs
- T5 - Robinia – Photographs
- T8 - Lime – Photographs
- T9 - Lime – Photographs
- T10 - Beech - Photographs

f. **CB/25/00305/FULL - The Plough House, 276 London Road, Biggleswade, SG18 9TB**

Demolition of 2 existing buildings and removal of pre-existing mobile home. Erection of a acoustic sound barrier fence, 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 for use by family members (Part Retrospective)

Previous Objection at Town Council 12th November 2024:

The Town Council **OBJECTS** to this application on the basis of highways safety concerns.

g. **CB/25/00502/FULL - 2 Maple Close, Biggleswade, SG18 0EE**

Two storey side and single storey lean to front extension.

h. **CB/25/00476/FULL - 16 Turing Road, Biggleswade, SG18 8GB**

Erection of a rear conservatory.

i. **CB/25/00473/FULL - 79 Daffodil Drive, Biggleswade, SG18 8YU**

Single storey rear extension and garage conversion.

j. **CB/TCA/25/00111 - The Vicarage, 3 Shortmead Street, Biggleswade, SG18 0AT**

Works to trees within a Conservation Area: Fell Holly (T2), Elder (T4) and dead Cherry (T5). Reduce in height approx 2m and remove any dead wood to Lawson Cypress (T1). Remove dead top and adventitious side branch to Holly (T3). Trim back from highway up to 5m to Conifer (T6). Reduce crown 0.5-1m back to above old pruning points to Silver Birch (T7).

11. PLANNING APPLICATION OUTCOMES

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

12. ACCOUNTS

a. **Financial Administration**

Position & Accounts for January 2025

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 31/01/2025.
- ii. Detailed Income & Expenditure to 31/01/2025.
- iii. Payment Listing from 01/01/2025 to 31/01/2025.
- iv. Summary Income & Expenditure to 31/01/2025.

13. ITEMS FOR INFORMATION

- a. None

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_O7_MugQkR8qWsmDZAu9SWg

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

15. EXEMPT ITEMS

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

- a. (Community Agent Service Level Agreement (SLA) Report)

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



MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING
HELD ON TUESDAY 11th FEBRUARY 2025
AT 7.00 PM 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 M Knight
 Cllr M North
 Cllr S Patel
 Cllr M Russell
 Cllr S Sajid
 Cllr D Strachan
 Cllr C Thomas
 Cllr J Woodhead

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

Members of the Public – 3 (1 online).

Meeting Formalities:

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

1. APOLOGIES FOR ABSENCE

Cllr J Jones, Cllr A Skilton.

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

4. PUBLIC OPEN SESSION

a. Mr Harjit Nandha, Postmaster at Bonds Lane Post Office

Mr Nandha raised concerns about the recent announcement that the Biggleswade Lloyds bank branch will be closing in November 2025 and that this should allow the town to be eligible for a banking hub.

b. Cllr Grant Fage, Biggleswade Ward Councillor

Cllr Fage noted that there is an ongoing audit on banking provision being conducted by Central Bedfordshire Council, which could benefit Biggleswade's banking situation.

5. INVITED SPEAKER

a. Northill Parish Council

Cllr Daniels highlighted that Northill Parish Council had three goals: to provide an update on planning; to understand Town Council's perspective; and to gain the Town Council's support. He raised concerns about the existing crossing on Footpath 7 and the dangers it poses to pedestrians. He also noted that the Local Cycling and Walking Infrastructure Plan consultation in 2022 had 100 responses linked to an A1 crossing, but that no provision was made when published. Cllr Daniels asked the Town Council to join with Northill Parish Council in objecting to any future applications and promoting an underpass over a bridge.

Members asked whether any contact has been made with Sainsburys in Biggleswade due to their proximity to the proposed crossing. Cllr Daniels responded that this has not happened but would be beneficial.

Members noted upcoming development on local roundabouts and the potential increase of traffic, making this crossing more unsafe and increasing the need for the crossing.

Members asked why an underpass would be better for that crossing. Mr Mike Wells responded that a bridge would include a long detour for pedestrians and cyclists and very tall in height. He highlighted that an underpass would be less costly than other highways projects and promote less road traffic in that area.

Members asked whether the underpass could also be used as a bridleway. Cllr Daniels answered that he hoped this could also be accommodated.

Members asked what the overall cost of a bridge or an underpass would be. Mr Wells noted that they have asked for this information from the developers and CBC, but the information has not been forthcoming yet.

6. MEMBERS' QUESTIONS

- a. Members asked whether Items 9d and 9e could be discussed together as the topics were related. The Chairman agreed to this approach.

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. Item 7a (Minutes of TC 10/12/2024): Make reference to Crab Lane as 'the area'.
Item 8a (Dunton Lane Road Closure): Change 'shared' to 'share';

Item 13a (Access for All Update): Include the concerns raised by Members in the discussion.

Subject to these amendments, the Minutes were **APPROVED** as an accurate record of the Town Council Meeting held on **Tuesday 7th January 2025**.

- b. Item 9a (Precept 2025-26): Ensure the resolution implies that the precept was set.

Subject to these amendments, the Minutes were **APPROVED** as an accurate record of the Town Council Meeting held on **Tuesday 21st January 2025**.

- c. Members **NOTED** the Minutes of the Finance & General Purposes Committee Meeting held on **Tuesday 14th January 2025**.
- d. Members **NOTED** the Minutes of the Public Lands & Open Spaces Committee Meeting held on **Tuesday 28th January 2025**.

8. MATTERS ARISING

- a. Item 6b (Footpath on Rivel lvel): Members asked for an update to come to the next Town Council meeting.

Item 7a (Minutes of TC 07/01/25): Members asked whether any update on the cutting schedule for Crab Lane has been received. Officers confirmed that there still has not been any response, but that this will be chased again.

- b. There were no matters arising.

9. ITEMS FOR CONSIDERATION

- a. **Meeting Schedule 2025-2026**

Members **RESOLVED** to adopt the Meeting Schedule 2025-26, pending the following date changes were made:

- Personnel Committee (03/06/25) be moved back to 20th May 2025.
- Town Centre Management (15/07/25) needs a start time of 7pm.
- Council – Broader Budget Setting (18/11/25) move to 25th November 2025.
- Additional F&GP meeting on 6th January 2026.

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

Members discussed the installation and removal of the Christmas lights and how best to schedule this around key events (e.g. Remembrance Day Parade, Twelve Days of Advent). Members agreed that the lights should not be installed before the parade, switched off on the 6th January 2026 and removed a minimum of 12 days after Christmas.

Members discussed the possibility of extending the specification to include more Christmas lights on adjoining streets to the High Street and having a laser light show as done in previous years.

Members **RESOLVED** to approve the Christmas Light Tender document and that it be discussed at the Town Centre Management Committee on Tuesday 18th February 2025 for any further specification suggestions.

Members **RESOLVED** that the following Members would sit on the assessment panel for the tender evaluation:

- Cllr M Russell
- Cllr Jonathan Woodhead
- Cllr Sarju Patel
- Cllr Mark Foster

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

Members **RESOLVED** to write a formal letter of support to Mr Ron Bailey and Electrical Safety First.

d. **Lloyds Bank Closure**

Members discussed the upcoming closure of Lloyds in November 2025 and that the town will only have one building society remaining in Biggleswade (Nationwide), who have a national campaign promising keep facilities open until 2028. Members raised concerns about the impact this will have on residents and the need for a banking hub.

Member **RESOLVED** to:

- Formally request Cash Access to reassess Biggleswade as a priority location for a banking hub, given the changed circumstances.
- Engage with local stakeholders, including Cash Access, the Post Office, local businesses and residents, to push for the establishment of a banking hub.
- Write to the local MP and bank representatives to ensure financial services remain accessible in Biggleswade.
- 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.
- Write to Lloyds Bank PLC to express the Council's disappointment in their decision made without public consultation. The Town Council also seeks reassurances that alternative banking provision be made available for those customers reliant on branch transactions. The Council should also express concern that with the branch closure there will be fewer ATMs in the town operated by banks or building societies.
- Write to CBC Officers regarding the ongoing audit of banking provision in the area.
- Approach local Councils to gain their support and understand their concerns relating to the reduction of banking facilities in the local area.

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

Members **RESOLVED** the above resolutions for both items.

10. PLANNING APPLICATIONS

a. CB/25/00151/FULL – 36 Oak Crescent, Biggleswade, SG18 8JT

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

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

Members did not comment as the planning application falls outside of Biggleswade.

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

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

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

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. Position & Accounts for December 2024

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

13. ITEMS FOR INFORMATION

a. Access for All Update – 06/01/2025

Members **NOTED** the report.

b. Proposed Temporary Road Closure – Pegasus Drive, Biggleswade

Members **NOTED** the report.

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

Members **RESOLVED** that Officers engage with Northill Parish Council and organise a meeting to discuss the Town Council's engagement.

d. Dunton Lane Cable Works Update

Members **RESOLVED** that Officers ask for more up to date information on the works.

14. **PUBLIC OPEN SESSION**

No one from the public wished to speak.

15. **EXEMPT**

a. **Planning Update**

Members **RESOLVED** to approve the recommendations.

b. **Biggleswade Community Sports Hub**

Members **NOTED** the attachment.

c. **Town Clerk's Performance Monitoring: Outcomes 2023/2024 and Objectives 2024/25**

[Resolution pending from Members].

The Mayor closed the meeting at **8:30 pm**.

MINUTES OF THE BIGGLESWADE TOWN CENTRE MANAGEMENT COMMITTEE
MEETING HELD ON TUESDAY 18th FEBRUARY 2025 AT 7.00PM AT
BIGGLESWADE TOWN COUNCIL OFFICES
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL

PRESENT:

Cllr. J. Woodhead (Chairman)
Cllr. I. Agnew
Cllr. G. Barrett (ex-officio voting Member)
Cllr. M. Foster (ex-officio voting Member)
Cllr. A. Skilton
Cllr. D. Strachan

Mr E Bour – Head of Finance & Deputy RFO
Miss H Calvert – Administration & HR Manager
Mr I Campbell – Community Development Manager
Ms F Gumush – Deputy Administration & HR Manager

Members of the Public – 1

Meeting Formalities:

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

1. APOLOGIES FOR ABSENCE

a. Cllr D Albone, Cllr P Guilcher, Cllr M Knight, Cllr S Patel, Cllr C Thomas

b. NO APOLOGIES FOR ABSENCE

None

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item:

None.

b. Non-Pecuniary interests in any agenda item:

None.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman indicated that he had no announcements; however, he indicated that he wanted to keep the matter of banking hubs and cash access in Biggleswade on the agenda of future TCM committees in order to inform the public of any developments.

4. **PUBLIC OPEN SESSION**

Anna, Leader of Biggleswade LGBTQ+ Group

Anna, representing the LGBTQ+ Group at the meeting, urged the Committee to reconsider the Council's flag policy, which currently prevents the Progress Pride Flag from being flown during Pride Month.

She expressed the disappointment of the group's 30 members that the motion had not been fully passed in December and emphasised that allowing the flag to be flown would showcase Biggleswade as an inclusive and diverse community.

Anna also highlighted that revising the policy would be a meaningful way for the Council to acknowledge LGBT History Month and take an important first step toward making Biggleswade a more inclusive and prouder town.

5. **INVITED SPEAKER**

None.

6. **MEMBERS' QUESTIONS**

Cllr. Skilton raised three questions for the Committee.

First, he questioned the absence of the Town Clerk and the Head of Governance & Strategic Partnerships from the meeting, given the significance of the policy discussions. He suggested that this matter could be addressed by the Personnel Committee to prevent a recurrence.

The Chairman acknowledged the concern, noting that Mr. Bour was also a Senior Manager of the Council but agreed that the matter could be raised with the Chairman of the Personnel Committee.

Cllr. Skilton then highlighted concerns from a resident regarding the lack of disabled parking bays in Town Council car parks, particularly at Chestnut Avenue. Given that this issue had been raised before, he asked whether an audit should be conducted to ensure compliance.

The Community Development Manager confirmed that all car parks were compliant but stated that when refurbishments take place, Officers would aim to enlarge some bays, particularly those designated for disabled parking. However, he clarified that access, paths, and railings fall under the responsibility of Central Bedfordshire Council and Highways.

Finally, Cllr. Skilton's third question pertained to the Town Centre Vision paper, which was scheduled for discussion in the Exempt session of the meeting. Cllr Skilton noted that there were no financial implications in the document to prevent the report from being discussed and put forward a motion to bring the item into the open session.

Members **AGREED** to bring Item 12, Market Square Vision Update Report, to the open session and the Chairman indicated that this would be discussed at the end of the meeting.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. The Draft Minutes were **APPROVED** as an accurate record of the Town Centre Management Committee held on **Tuesday 29th October 2024**.

8. **MATTERS ARISING**

P7 Item 8b. Members asked if there had been any response to concerns over accessibility. Officers responded that they still had not received any updated information and would chase this again.

P9 Item 10b. Members asked whether a date had been set for the next Business Forum. The Community Development Manager indicated that April was currently being discussed but would notify further once a final date was secured.

9. **ITEMS FOR CONSIDERATION**

a. **Advertising & Sponsorship Policy**

The Community Development Manager presented the report, highlighting that the Town Council had historically operated without an advertising and sponsorship policy. He explained that Officers had identified opportunities for the Council to consider appropriate sponsorship and advertising offers, which could generate additional income.

A draft policy was included in the report for Members to review and discuss.

During the discussion, Members noted that on page 16 of the agenda pack, section 4e of the policy stated that the Town Clerk would "provide expertise on whether advertising is the most appropriate marketing communication method." Members suggested revising this wording, as "expertise" was not the most suitable term.

While Members acknowledged that the draft policy was well-structured, they agreed that further discussion and refinement were needed before finalising it.

It was **RESOLVED** that the draft policy be circulated to all Council Members for review within a certain timeframe and then brought back to the next TCM meeting in April.

b. **Flag Flying Policy**

Members commented that it was good to see the draft policy back on the agenda with more progressive aspects than in the previous policy.

Members noted however, as with the previous policy, that there was not enough time to review it in the Committee meeting this evening.

Members also asked for clarification on P25 and 29 of the pack about which flags need consent and clarity on pole heights.

It was **RESOLVED** that the draft policy be circulated to all Council Members for review within a certain timeframe and then brought back to the next TCM meeting in April.

c. **Shop Window Competition**

The Community Development Manager presented the report, explaining that the idea of hosting a shop window competition was proposed by a Member with the intention of making it an annual event.

Members noted that a similar competition had previously been held alongside the Christmas Light Switch-On but was discontinued after several years as the same

individual won repeatedly. To address this, it was suggested that the competition could be divided into categories.

Members also discussed aligning the competition with another community event, such as a carnival or Christmas celebration. Additionally, they recommended renaming it to a Town Competition rather than a Town Centre Competition to ensure inclusivity for shops outside the town centre.

The Chairman mentioned that in informal discussions, he had suggested linking the event with Victory Day in July.

It was **RESOLVED** to adopt the recommendation, allowing Officers to develop and implement the concept in spring 2025, incorporating the suggestions raised by Members.

d. **Christmas Light Tender**

The Administration & HR Manager presented the report, explaining that the tender had been discussed at last week's Council meeting, where it was recommended for presentation to the TCM Committee. She noted that any suggestions made during this discussion would be incorporated into the tender before uploading it to the government platform.

However, Members pointed out that some of the issues raised during the previous Council meeting had not been reflected in the current document. Following a detailed discussion, Members highlighted the following key points for revision:

- Page 40 of the agenda pack: While the lights can be switched off on January 6th, it may not be feasible for the contractor to remove them entirely by that date, so the deadline should be removed.
- A single point of contact should be clearly identified in the tender document.
- Installation should take place only after Remembrance Sunday and Armistice Day, meaning no earlier than November 12th.
- The tender should include laser lights, as previously discussed.
- Consideration should be given to expanding the number of lighting locations across the town.

After further deliberation, Members proposed and **AGREED** the following:

- A cohesive set of lights with matching designs.
- 24 illuminated lampposts, including three additional ones on Station Road and Shortmead Street.
- Inclusion of laser lights for three weekends as a separate tender item.
- Final approval of the tender document by the Chairman of TCM before it is published on the tender portal on February 21st, 2025.

10. **ITEMS FOR INFORMATION**

a. **Drove Road Chapel Update**

The Community Development Manager presented the report, confirming that the three-year restoration project for Drove Road Chapel had now been successfully completed.

Members praised the project and welcomed the improvements made to the chapel. They emphasised the importance of acknowledging the consultants' report and ensuring the work carried out is properly maintained.

To preserve the restoration efforts, Members recommended that Officers implement a regular maintenance programme, with updates reported to the TCM Committee on a routine basis.

The Head of Finance assured Members that a comprehensive maintenance plan is already in place, managed by the Public Realm Manager and the Head of Governance & Strategic Partnerships, covering all Council assets.

Members agreed to **NOTE** the following:

- The extensive work completed by Officers and the significant improvements achieved across all three phases of the project, including the chapel and perimeter walls.
- The project is now being closed, with the un-consecrated side to be marketed at competitive rates.
- A ceremonial opening of the restored chapel is being planned for early spring.
- A regular maintenance programme will be implemented to ensure the restoration remains in good condition and does not fall into disrepair.

b. **Biggleswade Carnival Fair 2025**

Members **NOTED** that the Carnival Fair would be held on the 19th – 22nd of June and the confirmation that the Carnival Parade would not be taking place this.

The carnival committee will be focusing on an enhanced duck race.

c. **Market Policy**

Officers reviewed the current Market Policy and believed it to be fit for purpose; however, a future update will be required to include Martin's Law and the Market Square electrical upgrades.

Members noted that a copy of the policy was not included in the agenda in the belief that it was not needed.

Members **AGREED** that the policy is brought to the next TCM agenda for review and for it to include Martin's Law and the market electrical upgrades.

d. **UK SPF Update**

Members **NOTED** the hard work taken on with the UK SPF partnership and welcomed the ongoing projects around town with different organisations.

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

Members commented however that the application represented a degree of unfair competition to other businesses in town. Other concerns included the loss of parking in the town centre

Members **NOTED** the application made and would wait for the governing body – Central Bedfordshire - to formally inform the Council.

11. **Market Square Vision Update Report**

After Members decided to move this item from the Exempt session into the public session, the Community Development Manager presented the report. He explained that Officers had worked with consultants to produce a condensed first draft based on the original Member-led and agreed version.

Members were given until 3rd March to submit comments and suggested revisions, after which Officers would incorporate the feedback.

During the discussion, Members raised the following concerns:

- The document establishes a policy and vision without any public consultation.
- While the concept is strong, it may not be practical in implementation.
- The original Working Group draft was more comprehensive, and the condensed version does not fully reflect its intent.
- The wording should be aspirational to align with the Council's long-term vision.
- The document does not clearly outline which elements were agreed upon and which remain in question.
- Although the draft mentions pedestrianisation, it lacks details on alternative parking solutions and does not address how elderly and disabled individuals would navigate these changes.

Following discussions, Members **AGREED** on the following actions:

- The Working Group should reconvene for one session to allow Members to properly critique the documentation from the consulting firm.
- If the document is finalised in time, it should be presented to Council in April.
- Once approved by the Council, the document should be shared with the broader community and important key stakeholders notably CBC.

12. **PUBLIC OPEN SESSION**

No one from the public wished to speak.

13. **EXEMPT**

- a. None

The Chairman closed the meeting at **8.54pm**

PUBLIC NOTICE



CENTRAL BEDFORDSHIRE COUNCIL PROPOSES TO INTRODUCE A NO ENTRY (EXCEPT CYCLES) ON LAWRENCE ROAD, BIGGLESWADE

Reason for proposal: The proposed Order is considered necessary for facilitating the passage of traffic on the road and for preserving or improving the amenity of the area. The proposal is intended to reduce traffic conflicts and promote active travel and sustainable modes of transport.

Effect of the Order

To prohibit entry for motor vehicles (except cycles) on the following length of road in Biggleswade:-

1. Lawrence Road, at a point approximately 50 metres from its junction with Crab Lane, in a north-westerly direction.

Details may be viewed online at www.centralbedfordshire.gov.uk/publicstatutorynotices.

Comments should be sent by e-mail to highways.consultation@centralbedfordshire.gov.uk by 14th March 2025. Any objections must state the grounds on which they are made **and must quote unique reference number TRO-002**. If you want to send in your comments in writing please send them to the address shown below FAO Emily Hirst.

Please note that any comments received will be redacted of personal information and uploaded onto the Central Bedfordshire Council website as part of a report on the scheme a few days before the proposal is discussed at the relevant Traffic Management Meeting, where it will remain in the public domain. If you do not wish for your comments to be part of the report please state this explicitly within your response.

Order Title: If made will be "Central Bedfordshire Council (Lawrence Road, Biggleswade) (No Entry) Order 202**"

Central Bedfordshire Council
Priory House
Chicksands
Shefford SG17 5TQ

Gary Powell
Assistant Director
Highways

21 February 2025



PUBLIC NOTICE

CENTRAL BEDFORDSHIRE COUNCIL PROPOSES TO INTRODUCE NO WAITING AT ANY TIME ON LAWRENCE ROAD, BIGGLESWADE

Reason for proposal: For avoiding danger to persons or other traffic and/or for preventing the likelihood of any such danger arising; For facilitating the passage of traffic on the road or any other road of any class of traffic (including pedestrians). More specifically, the waiting restrictions are intended to address indiscriminate parking and to ensure that junctions are not obstructed by parked vehicles.

Effect of the Order:

To introduce No Waiting at any time on the following lengths of road in Biggleswade:-

1. Lawrence Road, west side, from a point approximately in line with the front property boundary of No. 1 Lawrence Road and extending in a south-easterly direction for approximately 60 metres.
2. Lawrence Road, north side, from a point approximately in line with the eastern property boundary of No. 3 Lawrence Road and extending in a generally westerly direction and then following the curvature of the road north for a distance of approximately 10 metres, ending at a point in line with the front property boundary of No. 1 Lawrence Road

Details may also be viewed online at www.centralbedfordshire.gov.uk/publicstatutorynotices.

Comments should be sent by e-mail to highways.consultation@centralbedfordshire.gov.uk by 14 March 2025. Any objections must state the grounds on which they are made **and must quote unique reference number TRO-002**. If you want to send in your comments in writing please send them to the address shown below FAO Emily Hirst.

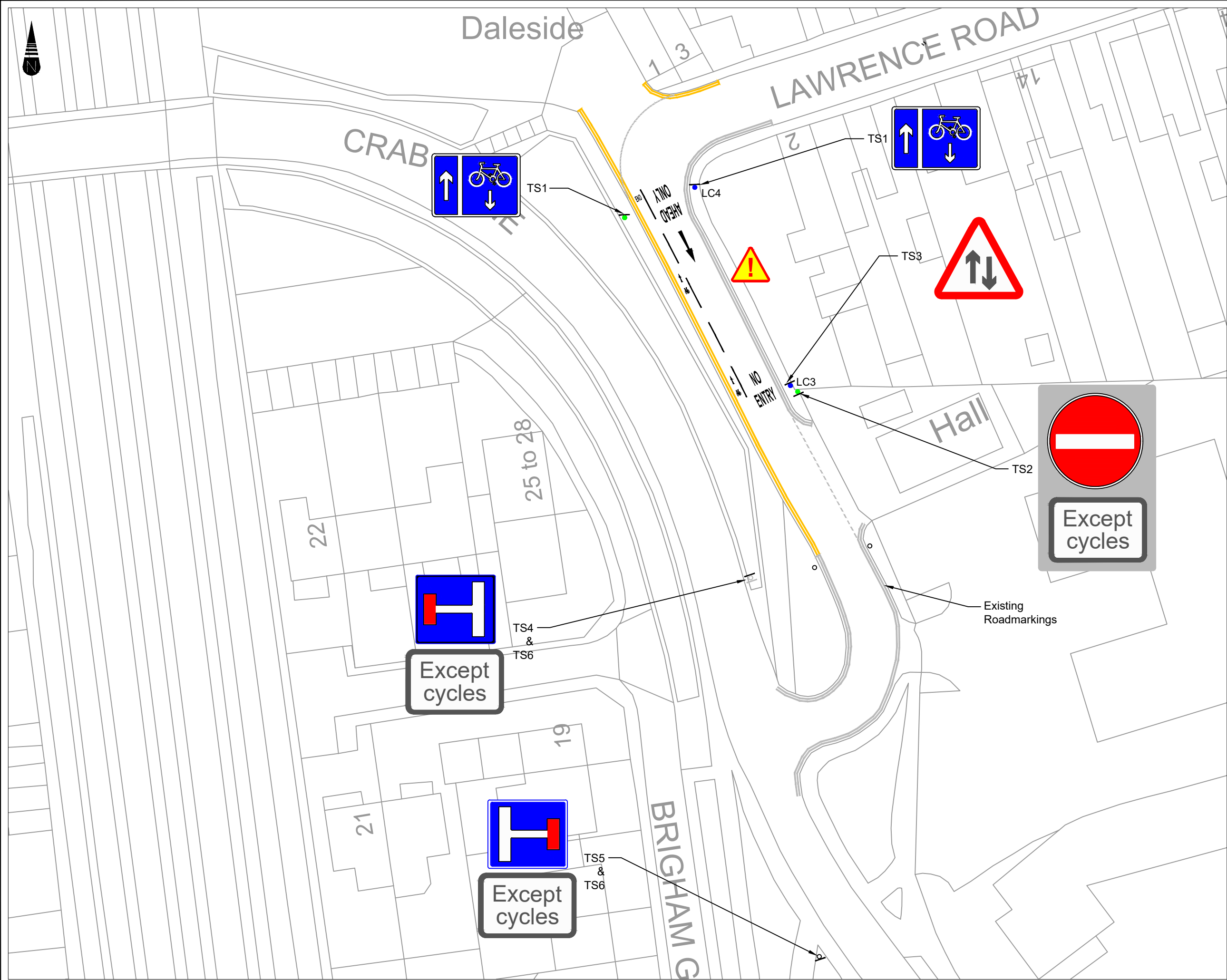
Please note that any comments received will be redacted of personal information and uploaded onto the Central Bedfordshire Council website as part of a report on the scheme a few days before the proposal is discussed at the relevant Traffic Management Meeting, where it will remain in the public domain. If you do not wish for your comments to be part of the report please state this explicitly within your response.

Order Title: If made will be "Central Bedfordshire Council (Bedfordshire County Council (District of Mid Bedfordshire) (Civil Enforcement Area and Special Enforcement Area) (Waiting Restrictions and Street Parking Places) (Consolidation) Order 2008) (Variation No.*) Order 202**"

Central Bedfordshire Council
Priory House
Chicksands
Shefford SG17 5TQ

Gary Powell
Assistant Director
Highways

21 February 2025



Residual Risk Assessment
Wherever possible, risk is designed-out of this proposal during the design process. Where this is not possible the risk is indicated by this symbol.

SIGNIFICANT CDM HEALTH & SAFETY RISKS

- OVERHEAD SERVICES

P01	15.07.2024	ISSUE FOR REVIEW	GT	SA	SA
Rev	Date	Description	Dn	Chkd	App
Revisions					
Client					



Woodlands Court, Burnham Road, Beaconsfield, Buckinghamshire, HP9 2SF
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Drawing Status

ISSUE FOR COMMENTS

Project Name

CENTRAL BEDFORDSHIRE COUNCIL

INTEGRATED TRANSPORT

Title

LAWRENCE ROAD, BIGGLESWADE

GENERAL ARRANGEMENT

SHEET 1

Sheet Size	Scale	Drawn by	Checked by	Approved by
A3	1:500	GT	SA	SA
		Drawn Date	Checked Date	Approved Date
		19.09.2024	19.09.2024	19.09.2024

Drawing Number

263221-MIL-HSC-ZZ-DR-LR-GA-0100

Status

A2 P02

From: Licensing Enquiries <Licensing.Section@centralbedfordshire.gov.uk>

Sent: 19 February 2025 16:07

Subject: New Street trading application Celal Acar 25/000715

Good afternoon All,

Local Government (Miscellaneous Provisions) Act 1982

RE: Jo's Ices Ltd, Biggleswade, Beds,

We have a new street trading consent for Joanne Quinn:

Trading Location: High Street Biggleswade on the hardstanding near the cafe.

Trading Days & Times: 7 days a week 11am- 6pm

Trading Location And on the way back home from above drive around Sandy, Upper Caldecott, Ickwell, Southill, Stanford ,Broom, Langford, Clifton, Kings reach, Biggleswade

Articles sold: Mr Whippy ice cream, ice lollies, cakes, slush, cans and sweets

This consultation ends on the **12th March 2025** , any comments received after this date will not be considered in the final decision.

Kind Regards

Licensing Team

Central Bedfordshire Council Thorn Turn Grendall Lane Houghton Regis Bedfordshire
LU5 6GJ

From: Claire Carpenter <Claire.Carpenter@centralbedfordshire.gov.uk>
Sent: 03 March 2025 11:06
To: Michael North <michael.north@biggleswadetowncouncil.gov.uk>
Cc: Peter Tarrant <Peter.Tarrant@biggleswadetowncouncil.gov.uk>
Subject: COMMUNITY GOVERNANCE REVIEW

Dear Chair

We will be conducting a Community Governance Review (CGR) for the whole of the council area starting on the 30th June 2025. To enable Town and Parish Councils to fully engage with the process we are giving you advance warning of the consultation, so that you have time to discuss with your councillors and residents. Attached is a PDF of the parish area.

The review will consider:

- the creation, merger, alteration or abolition of parishes;
- the naming of parishes and the style of any new or revised parish;
- electoral arrangements for existing parishes including council size, the number of councillors to be elected to the council, parish warding, and
- grouping parishes under a new common parish council with any of their surrounding areas.

If you are looking to alter boundaries between neighbouring parishes then please make sure that you have had formal discussions with the appropriate council(s)/residents before submitting your response to the consultation.

You can find more information about how a CGR is conducted

www.gov.uk/government/publications/community-governance-reviews-guidance

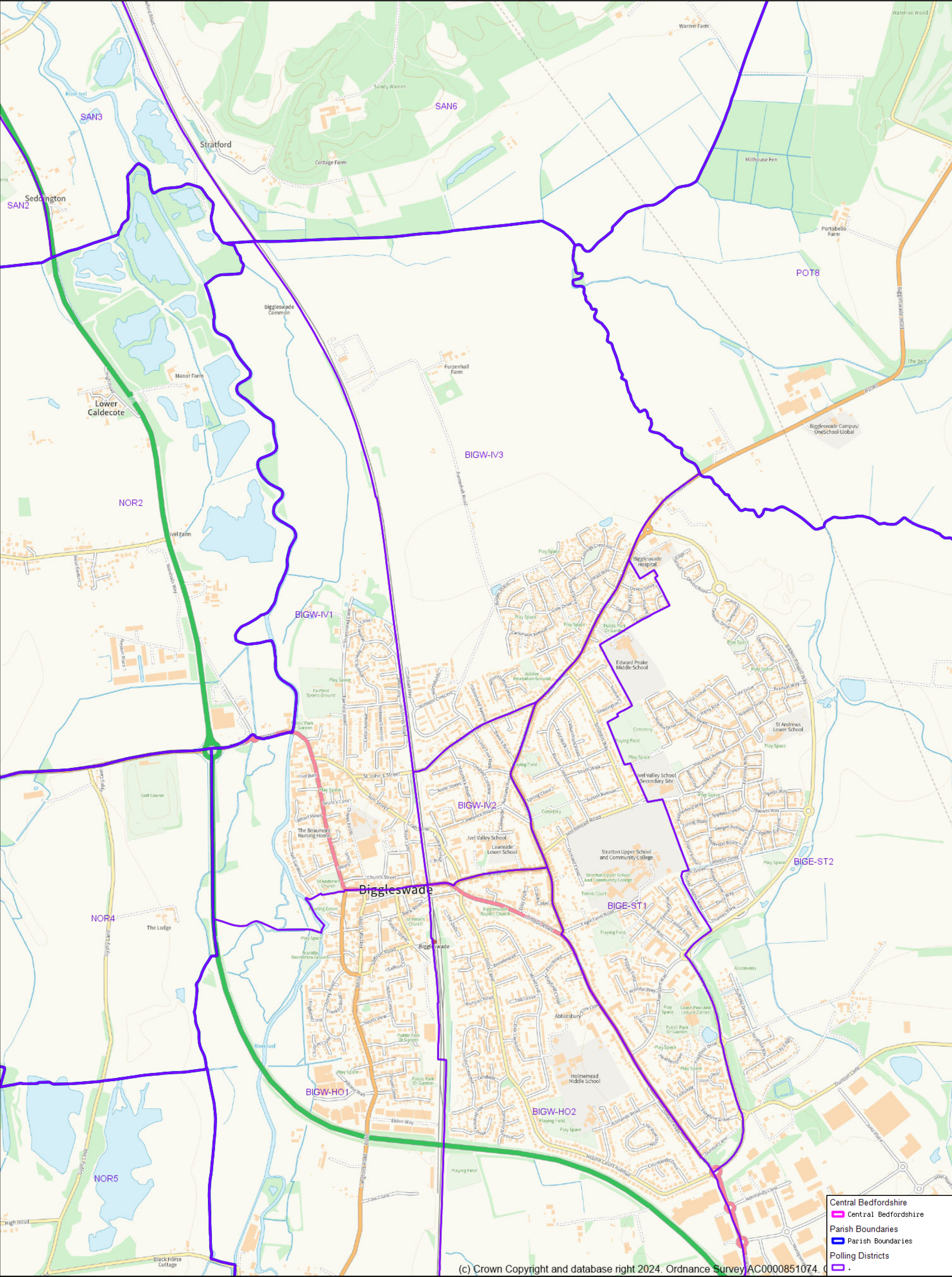
If you have any queries please contact either Brian Dunleavy (0300 300 4049) or myself 0300 300 6284.

Regards

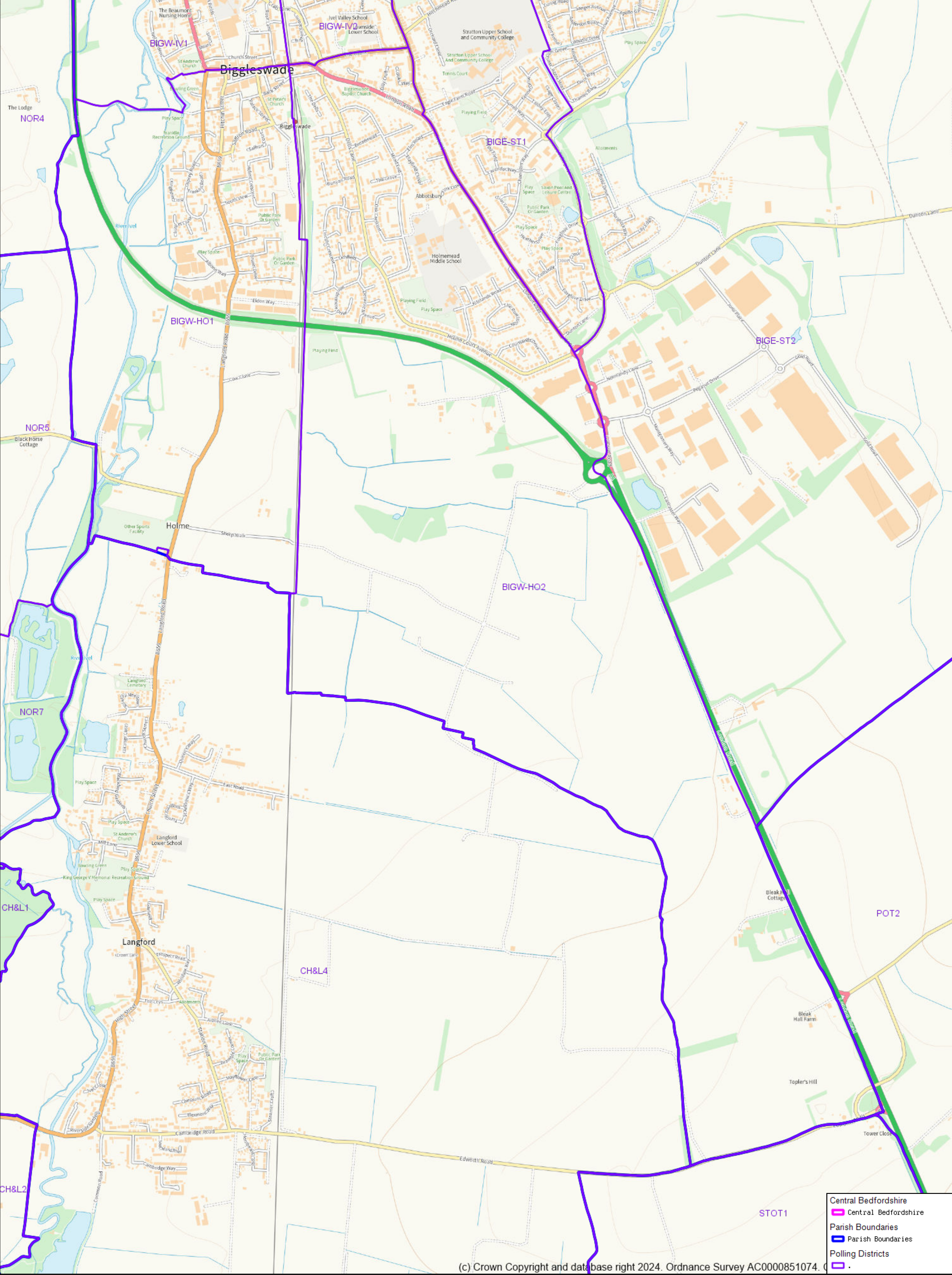
Claire Carpenter AEA (Cert)
 Elections and LLC Manager
 Democratic Services
 Resources Directorate

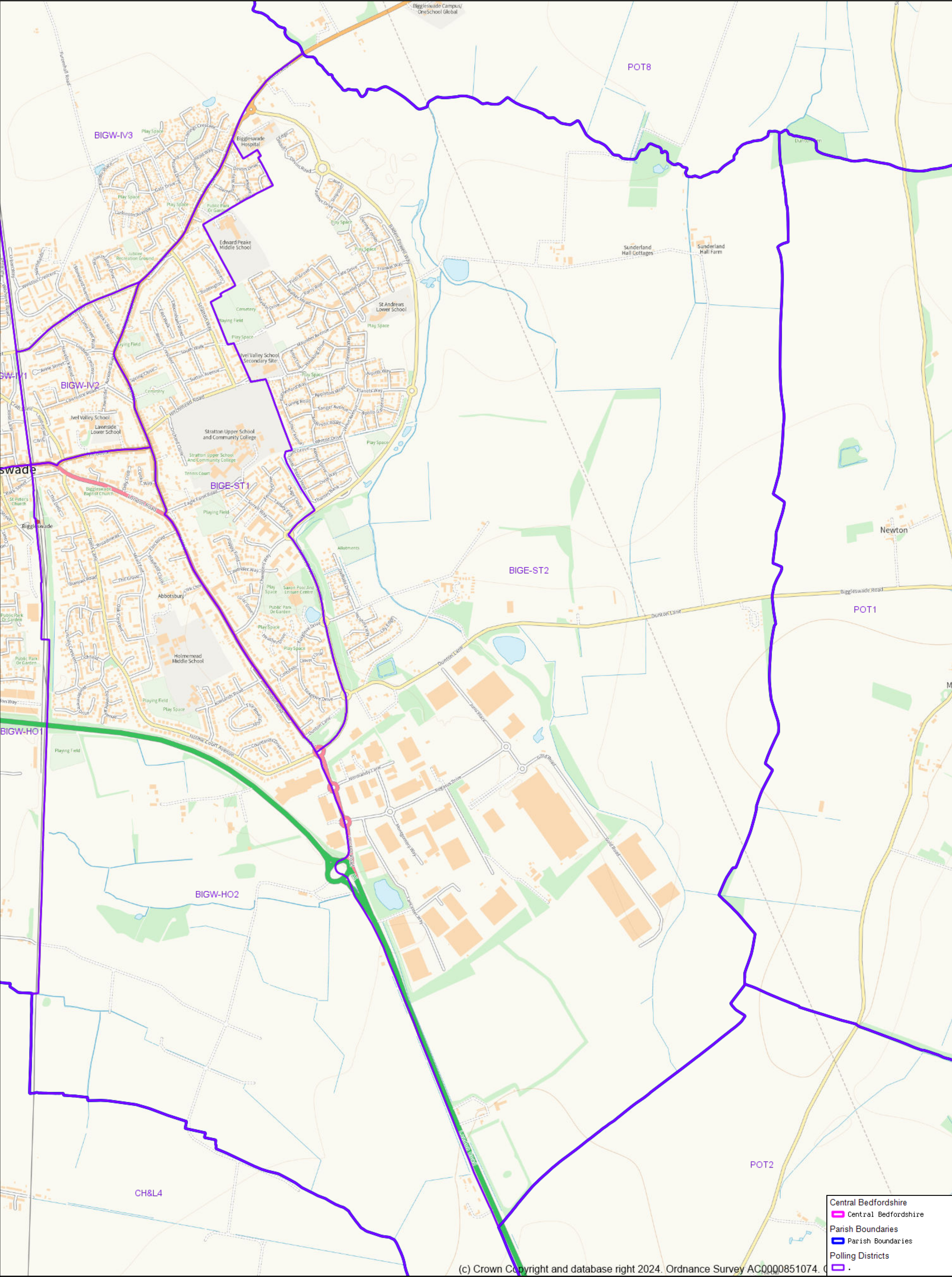
Appendix:

Appendix A: Bigg 1
 Appendix B: Bigg 2
 Appendix C: Bigg 3



BIGG 1





Outcome of CBC Planning Applications						
Date	Application No.	Location	Description	BTC Objection	Outcome from CB	Notes
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
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

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

BIGGLESWADE TOWN COUNCIL
Full Town Council Meeting 11th March 2025
Item 12a: Financial Management Report for January 2025

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 £25,789.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

The usual four reports are on the Council's website. The full pathway for the January 2025 reports is:

<https://biggleswadetowncouncil.gov.uk/about-the-council/finance-transparency-documents/>

The projected outturn after month ten suggests a deficit of £25,789 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 January 2025 is available as Appendix A.

Recommendation

Members consider and approve the January 2025 Financial Management report.

Ernest Bour
Head of Finance and Deputy RFO

Appendix A: Financial Management report for January 2025

Biggleswade Town Council		Management Accounts Finance Report 31/01/2025						APPENDIX A
		Actual FY23/24	Actual FY 24/25	Budget FY 24/25	Variance FY 24/25	Projected Outturn FY 24/25	Committed Expenditure	COMMENTARY
ALLOTMENTS	Income	9321	10333	10800	(467)	10333		Income lower than projected due to some plots being flooded. Plans are in place to permanently resolve the flooding issue. Reduction in expenditure projections for refuse collection.
	Expenditure	8639	2160	12350	10190	4048	0	
Movement to/(from) Gen Reserve		682	8173	(1550)	9723	6285		
BURIAL GROUNDS	Income	29850	67925	46183	21742	80000		Actual income significantly ahead of projections because of an increase in internment and plot purchases.
	Expenditure	10150	7897	7248	431	9285	218	
Movement to/(from) Gen Reserve		19700	60028	38935	21093	70715		
CAR PARKS	Income	41364	34468	54418	(19950)	40500		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	70255	83401	13146	82496	0	
Movement to/(from) Gen Reserve		(42897)	(35787)	(28983)	(6804)	(41996)		
MARKET	Income	22073	18077	24335	(6258)	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	3686	4771	1085	4691	0	
Movement to/(from) Gen Reserve		18112	14391	19564	(5173)	17109		
TOWN CENTRE GENERAL	Income	23817	47210	2450	44760	47710		The excess actual income over budgeted income is due to receipt of grant(eg UKSPF). Excess monies have been moved to the Earmarked Reserve. Excess actual expenditure over budget relates to UKSPF grant expenses.
	Expenditure	60805	66565	46863	(33336)	102732	13634	
Movement to/(from) Gen Reserve		(36988)	(19355)	(44413)	25058	(55022)		
CAPITAL EXPENDITURE	Income	0	80733	0	0	80733		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	154778	115549	(75204)	181644	35975	
Movement to/(from) Gen Reserve		(100078)	(74045)	(115549)	41504	(100911)		
PUBLIC CONVENIENCES	Expenditure	6169	13683	5600	(8434)	20050	351	Increase in projected expenditure because of outsourcing cleaning public toilets to private company.
CORPORATE MANAGEMENT	Income	1565414	1656311	1649930	6381	1661930		The Council has received the total precept for this financial year. The actual interest income has exceeded the budgeted interest income for the financial year 24/25.
	Expenditure	3065	545	3700	(3155)	3700	0	
Movement to/(from) Gen Reserve		1556180	1642083	1640630	17970	1638180		
DEMOCRATIC REP'N & MGM'T	Expenditure	17336	9179	12900	3658	13900	63	
CIVIC ACTIVITIES & EXPENSES	Income	3507	1652	0	1652	1652		This income represents funds for Mayors Charity.
	Expenditure	4734	316	2500	2184	4152		
Movement to/(from) Gen Reserve		(18563)	(7843)	(15400)	7557	(16400)		
ORCHARD COMMUNITY CENTRE	Income	51528	48283	67000	(18717)	55000		Projected expenditure has been reduced as a consequences of a credit from the previous supplier.
	Expenditure	39544	13693	27295	11650	21552	1952	
Movement to/(from) Gen Reserve		11984	34590	39705	5115	33448		
RECREATION GROUNDS	Income	10936	11942	12100	(158)	12165		Projected expenditure includes £7,450 from general reserve for the football pitches maintenance.
	Expenditure	69655	60803	70570	6628	81706	3139	
Movement to/(from) Gen Reserve		(58719)	(48861)	(58470)	9609	(69541)		
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	1079539	1300459	196315	1321624	24605	
Movement to/(from) Gen Reserve		(1207559)	(1078775)	(1297459)	218684	(1320860)		
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	162309	183760	14688	194146	6763	
Movement to/(from) Gen Reserve		(141525)	(156796)	(176410)	19614	(186796)		
GRAND TOTALS								
	Income	1771191	1983211	1880966	21512	2019937		
	Expenditure	1771948	1645408	1880966	235558	2045726	86700	
Movement to/(from) Gen Reserve		(757)	337803	0		(25789)		

