



Ref: Agenda/Council – 13/05/2025

8th May 2025

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the **Annual Statutory Meeting** of Biggleswade Town Council that will take place on **Tuesday 13th May 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. **ELECTION OF TOWN MAYOR FOR THE YEAR 2025/26**

To receive nominations for the office of Town Mayor for Biggleswade for 2025/26.

2. **DECLARATION OF ACCEPTANCE OF OFFICE**

For the Town Mayor to sign the Declaration of Acceptance of Office as Town Mayor.

3. **ELECTION OF DEPUTY TOWN MAYOR**

To receive nominations for the office of Deputy Town Mayor for the year 2025/26.

4. **DECLARATION OF ACCEPTANCE OF OFFICE**

For the Deputy Town Mayor to sign the Declaration of Acceptance of Office as Deputy Town Mayor.

5. MEMBERSHIP OF STANDING COMMITTEES

- a. For Members to determine membership of the Town Council's Standing Committees. Information setting out the Committees of the Council and existing membership is attached to the agenda.
- b. For each Committee to appoint a "Chairman".
- c. For each Committee to appoint a "Deputy Chairman".

A detailed breakdown of the membership of each standing committee is provided in Appendix A.

6. BIGGLESWADE JOINT COMMITTEE

To nominate four Members to sit on the Biggleswade Joint Committee and two substitutes. Under the Terms of Reference for the Biggleswade Joint Committee, Members will be elected annually to sit on this Committee. The next Biggleswade Joint Committee meeting will be held on Thursday, 24 July 2025, at 7:00 pm. Membership will be confirmed at this meeting.

7. APPOINTMENT OF REPRESENTATIVES

- a. For Members to consider appointments to the following bodies:
 - i. Bedfordshire Association of Town & Parish Councils - 3 Members for voting at the AGM.
 - ii. Biggleswade Friendship Group - 1 Member & 1 sub.
 - iii. Sir John Cotton Educational Foundation - 2 Members.
 - iv. Fen Reeves Meetings - 1 Member (proxy voter) & 1 sub.
 - v. Langford & Biggleswade Community Fund Group - 2 Members.
 - vi. Police Liaison Officer - 1 Member & 1 sub.
 - vii. Biggleswade Green Wheel Development Group - 2 Members & 1 sub.

A breakdown of the representatives for each of the above bodies is provided in Item 5a - Appendix A.

8. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

9. 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.

10. TOWN MAYOR'S ANNOUNCEMENTS

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, pertaining to matters listed on the agenda.

Please register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_-sXlyep6T9euPv3FC19SLQ

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. INVITED SPEAKER

- a. None.

13. MEMBER'S QUESTIONS

14. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. For Members to receive the minutes of the Town Council Meeting held on **Tuesday 8th April 2025** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. For Members to note the minutes of the Finance & General Purposes Meeting held on **Tuesday 18th March 2025** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- c. For Members to note the minutes of the Public Lands & Open Spaces Meeting held on **Tuesday 1st April 2025** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- d. For Members to note the minutes of the Town Centre Management Meeting held on **Tuesday 15th April 2025** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- e. For Members to note the minutes of the Public Lands & Open Spaces Meeting held on **Tuesday 22nd April 2025** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

15. MATTERS ARISING

- a. Minutes of the Council Meeting held on **8th April 2025**.

16. ITEMS FOR CONSIDERATION

- a. **Premises Licence Application - DRINK Tasting Room LTD**

For Members to receive and consider a premises licence application from Central Bedfordshire Council.

b. **Street Naming - Symmetry Park, Phase 3, Biggleswade**

For Members to receive and consider the Street Naming application received by CBC.

c. **Remembrance Day Parade**

Following a motion presented to Members at the Annual Assembly meeting on **29th April 2025** Members are asked to consider the following:

The Town Council formally recognising LGBTQ+ veterans who were discharged from service due to their sexuality. This recognition would include their inclusion in the Remembrance Day parade and the laying of a wreath in their memory.

d. **Biggleswade Pride Community**

Following a motion presented to Members at the Annual Assembly meeting on **29th April 2025** Members are asked to consider the following:

- The Town Council to provide material support to help ensure that this year's pride event is a success and demonstrate that the Town Council welcomes and encourages diversity and inclusion.
- The Town Council officially recognise Biggleswade pride and demonstrate its support by flying the progress pride flag during the event and sharing promoting the event through their social media channels.
- The Town Council rescind its recent decision to change the flag flying policy. *
- The Progress Pride flag be purchased using capital reserves and flown during Biggleswade LGBTQ+ Pride.
- The Pride flag be raised Saturday 28th of June 2025 and be flown throughout the weekend (Saturday 28th & Sunday 29th) and this practice be continued for subsequent years to annually mark Pride Month. *
- Officers utilise 2024/2025 UK Shared Prosperity Funding (UKSPF) to purchase bunting to distribute to local businesses within the town who wish to participate in the Pride celebrations and to support the overall success of the event.

*** Members please note, in accordance with Section 30 – Previous Resolutions, of the BTC Standing Orders:**

*a. A decision (whether affirmative or negative) of the Council **shall not be reversed within 6 months except by a special resolution**, the written notice whereof bears the names of at least 5 Members of the Council, or by a resolution moved in pursuance of the report or recommendation of a Committee.*

b. When a special resolution or any other resolution moved under the provisions of paragraph a. of this Order has been disposed of no similar resolution may be moved within a further six months subject to Standing Order 30(a).

e. **Biggleswade Community Gardens**

Following a motion presented to Members at the Annual Assembly meeting on **29th April 2025** Members are asked to consider the following:

The Town Council support the Biggleswade Community Gardens project to improve the area near the railway through advertising, promotion, publicity, and assistance in engaging with community groups.

f. **Public Works Loan Application**

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

g. **Proposed Temporary Road Closure – Saffron Rd, Biggleswade**

For Members to receive and consider a letter from CBC Streetworks.

17. PLANNING APPLICATIONS

a. **CB/25/01086/FULL - 9 Jemmett Grove, Biggleswade, SG18 0QE**

Loft conversion with side dormer, roof lights and renewable energy panels. Erection of single storey side extension.

b. **CB/25/00991/FULL - 25 Nursery Close, Biggleswade, SG18 0HR**

Single storey front porch extension and first floor front extension with alteration to existing doors and windows.

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

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

Previous Objection at Town Council 11th March 2025:

The Town Council **STRONGLY OBJECTS** to this application based on reports by Landscape Officers on the lack of vegetation and landscaping and the Archaeology Officers who have indicated to the documented multi-period archaeological landscape.

d. **CB/25/01382/VOC - Land to the west of units 6 and 7 Albone Way, Biggleswade, SG18 8BN**

Variation of condition numbers 7 and 8 of planning permission CB/24/03438/FULL (Change of use to open storage (Use Class B8) and erection of perimeter fencing, double entrance gates and single swing gates and resurfacing (part retrospective)). Reason for variation, to enable installation of an external lighting scheme.

e. **CB/25/01337/FULL - 52 Stratton Way, Biggleswade, SG18 0NS**

Erection of single storey rear extension, and roof light.

18. PLANNING APPLICATION OUTCOMES

- a. A report of the Planning Application Outcomes (by exception applications only) as of 8th May 2025.

Members to note the report.

19. ACCOUNTS

Financial Administration

- a. **March 2025 Accounts**

The usual draft financial documentation is available on the Council website as follows:

Financial Transparency Documents Biggleswade Town Council

- i) Draft balance Sheet to 31/03/25.
- ii) Draft detailed Income and Expenditure to 31/03/25.
- iii) Payment Listing from 01/03/25 to 31/03/25.
- iv) Draft summary Income and Expenditure to 31/03/25.

- b. **2024/2025 Actual Outturn / Closedown of Accounts**

The closedown of accounts position will be shared with Members on 10th June 2025.

- c. **Annual Governance & Accountability Return**

The final Internal Audit visit will take place on Tuesday 13th May.

The AGAR will be shared with Members at the Town Council meeting on 10th June 2025. The deadline for submission of the AGAR and supporting information to the external auditors (Mazars) is 30th June 2025.

20. ITEMS FOR INFORMATION

- a. **Bank Reconciliation**

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

- b. **Formal Complaint**

For Members to note the following:

The Council has received a formal complaint from a resident that relates to the increase in precept. The complaint was considered by the Mayor, Deputy Mayor, and Chairman of the Finance & General Purposes Committee. A letter has been despatched explaining the context behind the decision and the relevant minutes. This matter is being reported to Council consistent with the complaints process.

c. **Biggleswade FM**

For Members to receive a letter of thanks from Biggleswade FM.

d. **Bloomin' well CIC**

For Members to receive a letter of thanks from Bloomin' well CIC.

e. **Extra Ordinary Council Meeting 3rd June 2025**

For Members to receive a report from the Committee Clerk.

21. 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_-sXlYep6T9euPv3FC19SLQ

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**.

22. 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. (Exempt minutes of the Town Council Meeting held on 8th April 2025).

b. (Football Provision).

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.

TOWN COUNCIL	FINANCE & GENERAL PURPOSE	PUBLIC LANDS & OPEN SPACES	BIGGLESWADE JOINT COMMITTEE	PERSONNEL
Cllr. M. Foster (Mayor) Cllr. G. Barrett (Deputy Mayor) Cllr. I. Agnew Cllr. D. Albone Cllr. P. Guilcher Cllr. J. Jones Cllr. M. Knight Cllr. M. North Cllr. S. Patel Cllr. M. Russell Cllr. S. Sajid Cllr. A. Skilton Cllr. D. Strachan Cllr. C. Thomas Cllr. J. Woodhead TOTAL = 15.	Cllr. D. Strachan (Chairman) Cllr. I. Agnew (Deputy Chairman) Cllr. D. Albone Cllr. M. Knight Cllr. M. North Cllr. M. Russell Cllr. S. Sajid Cllr. C. Thomas TOTAL = 8.	Cllr. M. North (Chairman) Cllr. C. Thomas (Deputy Chairman) Cllr. D. Albone Cllr. P. Guilcher Cllr. J. Jones Cllr. M. Knight Cllr. A. Skilton Cllr. D. Strachan Cllr. J. Woodhead TOTAL = 9.	Cllr. (Chairman) Cllr. (Vice Chairman) Cllr. M. Russell Cllr. D. Albone Cllr. G. Barrett Cllr. D. Strachan Cllr. C. Thomas (substitute) Cllr. J. Woodhead (substitute) TOTAL = 6. TOWN CENTRE MANAGEMENT Cllr. J. Woodhead (Chairman) Cllr. S. Patel (Deputy Chairman) Cllr. I. Agnew Cllr. D. Albone Cllr. P. Guilcher Cllr. M. Knight Cllr. M. North Cllr. A. Skilton Cllr. D. Strachan Cllr. C. Thomas TOTAL = 10.	Cllr. M. Russell (Chairman) Cllr. P. Guilcher (Deputy Chairman) Cllr. D. Albone Cllr. J. Jones Cllr. M. Knight Cllr. D. Strachan Cllr. C. Thomas Cllr. J. Woodhead TOTAL = 8. APPEALS Cllr. S. Patel (Chairman) Cllr. M. North (Deputy Chairman) Cllr. I. Agnew Cllr. A. Skilton TOTAL = 5.

3 x Bedfordshire Association of Town & Parish Councils	Cllr. M. North, Cllr. C. Thomas, Cllr. M. Knight
1 x Biggleswade Friendship Group	Cllr. J. Woodhead, Cllr. A. Skilton (substitute)
1 x Sir John Cotton Educational Foundation	Cllr. M. Russell, Cllr. M. North, Cllr. J. Woodhead
1 x Fen Reeves meetings	Cllr. M. Russell, Cllr. A. Skilton (substitute)
2 x Langford and Biggleswade Community Fund Group	Cllr. C. Thomas, Cllr. M. North
1 x Police Liaison Officer	Cllr. P. Guilcher, Cllr. S. Patel (substitute)
2 x Biggleswade Green Wheel Development Group.	Cllr. M. Knight, Cllr. A. Skilton, Cllr. D. Albone (substitute)



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

PRESENT:

Cllr M Foster (Mayor)
Cllr G Barrett (Deputy Mayor)
Cllr J Jones
Cllr M Knight
Cllr M North
Cllr S Patel
Cllr M Russell
Cllr D Strachan
Cllr C Thomas
Cllr J Woodhead

Mr P Tarrant – Town Clerk & Chief Executive
Mr K Hosseini – Head of Governance & Strategic Partnerships
Mr E Bour – Head of Finance & Deputy RFO
Mr I Campbell - Community Development Manager
Miss A Green – Committee Clerk

Members of the Public – 2

Meeting Formalities:

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

1. APOLOGIES FOR ABSENCE

- a. Cllr D Albone, Cllr I Agnew, Cllr P Guilcher, Cllr A Skilton, Cllr S Sajid.

2. DECLARATIONS OF INTEREST

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

None.

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

None.

3. TOWN MAYOR'S ANNOUNCEMENTS

- a. None.

4. **PUBLIC OPEN SESSION**

Mrs Joanne West, Biggleswade Resident.

Mrs Joanne West, a resident of Mead End, addressed the Council to raise concerns about ongoing parking issues during school pick-up times.

She explained that the absence of parking restrictions has created a chaotic and, at times, unsafe environment for residents. Mrs West reported that residents have experienced verbal abuse and highlighted an incident where a neighbour's dog was nearly struck by a vehicle.

She recounted a specific occurrence where a parent parked across her driveway, preventing her from exiting her property. In addition, Mrs West stated that she has photographic evidence of drivers reversing unsafely and manoeuvring between parked vehicles, often blocking driveways in the process.

She also noted that a nearby road had been equipped with yellow lines to address similar concerns and questioned why similar measures had not yet been implemented on Mead End.

Mrs West urged the Council to act, expressing serious concerns about resident wellbeing and child safety. She cautioned that, if left unaddressed, the situation could lead to reduced visibility and increase the risk of a serious accident or injury.

5. **INVITED SPEAKER**

- a. None.

6. **MEMBERS' QUESTIONS**

- a. There were no Members' questions.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. P9. Typo in the title. Should read PCSO not PSCO and the word Chief should be included in Chief Inspector Jim Goldsmith's title.

P11. Typo in the second paragraph. Word should read 'banking' not 'baking.'

P11. Item 9a. Last paragraph should read "Officers highlight that the gated property at the location of the restriction should be avoided, when responding to CBC."

P12. Item 10c. Typo. The word should be 'referred to' not 'indicated to.'

Subject to these amendments, the Minutes were **APPROVED** as an accurate record of the Town Council Meeting held on Tuesday 11th March 2025.

- b. Members **NOTED** the minutes of the Finance & General Purposes Committee held on Tuesday 18th March 2025.

8. **MATTERS ARISING**

- a. Page 9, Item 5a Invited Speaker. Cllr Strachan noted that the Council had received information from a gentleman in Hull, regarding Derbyshire Police's zero-tolerance policy on E-scooters.

He proposed that following the comments made by Chief Inspector Goldsmith regarding e-scooters at the previous Town Council meeting, the Council should consider writing to the Police and Crime Commissioner, The Chief Constable, and the Chief Inspector to share this information.

Members **RESOLVED** to send a letter to the appropriate police officials highlighting the information received by the council in the hope that Bedfordshire police's policy might mirror Derbyshire's.

- b. Item 8 Matters Arising. Cllr Russell asked whether Officers had received any updates on the Crab Lane cutting schedule since the last Town Council Meeting.

Officers responded to Members with the following update: Members of the Central Bedfordshire Council (CBC) Arboreal Team directed Officers towards 'Fix my street' where Officers submitted a request via the software. Officers received a response saying that that matter was being investigated and that cutting would begin soon.

Members **NOTED** the update and expressed concern that Officers had been directed to an online portal rather than accepting a direct referral.

9. **ITEMS FOR CONSIDERATION**

- a. **Flag Flying Policy**

The Town Clerk & Chief Executive summarised past actions connected to this item for Members, namely that Council on 10th December had resolved that:

- Officers liaise with Biggleswade Pride Organising Group to determine a suitable date for a flag to be raised on the Market Square flagpole for Biggleswade Pride weekend.
- The Town Council officially recognise Biggleswade Pride as an important event that celebrates diversity, inclusion and equality in the local community.
- Biggleswade Pride is included on the events page of the Council's website.
- The Progressive Pride Flag be considered for inclusion in the Flag Flying Policy review in February 2025.

The Head of Governance & Strategic Partnership outlined the report to Members.

Members thanked Officers for the report and acknowledged that an approval process for flags was required. Members expressed the belief that the recommendations put too much pressure on the Town Clerk & Chief Executive, Mayor and Deputy Mayor.

Members suggested that due to the political or contentious nature of some flags, the Council should only fly flags listed in the policy and prohibit political/campaign flags. This would avoid causing offence or alienating parts of the community.

Members **RESOLVED** to adopt the policy with only flags outlined within the document to be flown, and all reference to Category C flags removed from the policy.

b. **Town Twinning Report**

The Community Development Manager outlined the report to Members.

Members thanked Officers for the report and noted that they would like the Council to take more of an active role in the twinning association in future.

Members asked that Officers circulate more information on the two French suburbs, who would like to take a larger part in the Town Twinning program.

Members **RESOLVED** to support the recommendations in the report as follows:

- Enable Officers to extend invitations to both of our partners to participate in our Victory Day celebrations,
- Assist in supporting and reinvigorating the links and exchanges with Erlensee at community, Officer and Member level,
- Investigate and develop closer links with Noily and Bailly incrementally with a view to developing a formal partnership arrangement

c. **A1 Underpass**

Cllr Russell outlined a written summary of the A1 working groups key discussion on 31st of March 2025 for Members.

She noted that Cllr Daniels intends to submit a formal request to revisit the matter at the next CBC meeting.

Members raised concerns regarding the current wording, which specifies the solution can only be an underpass. A suggestion was made to consider revising the language.

Cllr Russell justified the Working Groups choice of wording, noting that the alternative to an underpass - a bridge, does not meet the community's accessibility needs.

Members **RESOLVED** to support the Working Group statement advocating for an underpass.

d. **Parking and Road Safety**

Cllr North proposed the Council write to Biggleswade Academy, urging them to respond appropriately regarding parking outside the school at the start and finish of school hours.

Members raised the following:

- The Council should consider writing to CBC and local police in addition to Biggleswade Academy. As the issue is regarding safety, local police need to be informed as some of the parking issues may be considered road traffic offenses.
- Parking and Road Safety is a CBC issue and actions such as having yellow lines drawn outside the school are imperative.
- Mrs West's reference to residents of Mead End being the subject of abusive behaviour from parents is a major concern.
- Biggleswade Academy needs to be aware of as parents' inappropriate behaviour towards residents of Mead End are setting a bad example to the children, and the

police should be informed as these instances are examples of anti-social behaviour.

- The importance of having Ward Councillors copied into any correspondence between BTC and Biggleswade Academy, so they are aware of the Councils position.

Members **RESOLVED** to request Officers write to CBC and Biggleswade Academy to highlight the identified concerns recognising their own efforts to find a solution.

e. **Premises Licence Application**

Members considered the premises licence application submitted by Piggott's Family Butcher to CBC, seeking authorisation for the sale of alcohol for consumption off the premises, Monday to Sunday from 10:00 to 18:00.

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

10. **PLANNING APPLICATIONS**

a. **CB/25/00865/FULL - 8B Crowther Court, Shortmead Street, Biggleswade, SG18 0AR.**

- a Single storey rear extension.

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

b. **CB/25/00835/FULL - 19 Coltsfoot, Biggleswade, SG18 8SR.**

Conversion of garage to habitable space. Erection of front infill porch and modification to bay window roof. Replacement windows and rendered finish to front elevation.

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

c. **CB/25/00739/FULL - Land north of 20 Tate Drive, Biggleswade.**

Continued change of use of CB/21/03749/FULL for an additional 2-year period from vacant field to use of the land for storage of site cabins, in association with planning approval CB/16/03258/RM and future Site 4 development.

The Town Council has **NO OBJECTION** to this application, however Members requested that the cabins are positioned in the centre of the area, in line with where current cabins are positioned.

d. **CB/25/00808/FULL - 24 Lawrence Road, Biggleswade, SG18 0LS.**

Erection of a timber cabin in rear garden for incidental use of main property.

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

e. **CB/25/00915/FULL - 72 Drove Road, Biggleswade, SG18 8HD.**

Removal of rear utility structure and erection of part single and part two storey rear extension. Insertion of first floor side window.

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

f. **CB/25/00783/FULL - 107 Potton Road, Biggleswade, SG18 0EB.**

Demolition of existing rear kitchen and conservatory and construction of two storey rear extension.

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

g. **CB/25/00922/FULL - 126 Mead End, Biggleswade, SG18 8JX.**

Single storey front, side, and rear extensions with rooflights following removal of garage and conservatory.

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

h. **CB/25/00930/VOC - Unit B, Normandy Lane, Biggleswade, SG18 8QB.**

Variation of condition numbers 8 and 13 of planning permission CB/22/03438/FULL (Extension to factory building to accommodate 4 additional units for flexible use comprising Class B8 (storage and distribution), B2 and Class E(g) iii (light industrial)) Variation sought for minor external alterations to the additional units resulting in the reduction in the total number of units from 4 to 3 and amendments to parking layout. Vary condition 8 (Opening Hours) - To allow Unit 7 to operate 24 hours a day, 7 days a week.

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

i. **CB/TRE/25/00134 - 8 Eagle Farm Road, Biggleswade, SG18 8JD.**

Works to a tree protected by a Tree Preservation Order: 3/1957 T1 Common Lime removal hazardous, T2 - Red Horse Chestnut Fell diseased, T3 Fell Leyland Cypress hanging over public footpath needs felling, T4 - Common Lime remove deadwood and lift common crown up to 4m, T5 Common Lime Lift Crown up to 4m.

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

j. **CB/25/00738/FULL - Unit B, Normandy Lane, Biggleswade, SG18 8QB.**

New vehicular access and additional parking provision off Pegasus Drive.

The Town Council has **NO OBJECTION** to this application. However, Members requested that the Arboreal Officers suggestions to provide improved landscaping should be implemented.

k. **CB/25/00982/FULL - 12 Warren Close, Biggleswade, SG18 0DQ.**

Single storey side extension and garage conversion with rooflights.

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

i. **CB/25/00907/FULL - 27 Sun Street, Biggleswade, SG18 0BP**

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**

a. **Financial Administration**

The Head of Finance & Deputy RFO presented the Position & Accounts for February 2025.

The projected outturn after month eleven suggests a deficit of £6,528 at the end of the financial year 2024-25. The reduction in the deficit is a result of the following:

- Increase in burial income compared to budgeted burial income.
- Increase in interest income compared to budgeted interest income.
- Unspent budgeted allocation.
- Good budget monitoring culture.

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

Members **NOTED** the report.

13. **ITEMS FOR INFORMATION**

- a. None.

14. **PUBLIC OPEN SESSION**

No one from the public wished to speak.

Members **RESOLVED** to go into the exempt session in view of the nature of the business to be discussed.

15. **EXEMPT**

a. **Optimum Operating Model**

Members discussed the report by the Head of Governance & Strategic Partnerships and the Head of Finance & Deputy RFO and **AGREED** to the recommendations subject to Members amendment.

b. **Century House Report**

Members discussed the report by the Head of Governance & Strategic Partnerships and **AGREED** to bring back to future meeting.

c. **Public Entertainment Update**

Members discussed the verbal update from the Town Clerk & Chief Executive and **RESOLVED** to defer the matter to a future Town Council meeting.

The Mayor closed the meeting at **9.30pm**

DRAFT

DRAFT



MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING
ON TUESDAY 18TH OF MARCH 2025
AT 7.00PM AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL OFFICES
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL

PRESENT:

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

Mr P Tarrant – Town Clerk & Chief Executive
Mr E Bour – Head of Finance & Deputy RFO
Ms Helen Calvert – Administration & HR Manager
Miss A Green – Committee Clerk

Members of the Public – 6

Meeting Formalities:

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

1. APOLOGIES FOR ABSENCE

- a. None.

NO APOLOGIES FOR ABSENCE

- a. Cllr Sajid.

2. DECLARATIONS OF INTEREST

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

None.

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

Cllr Thomas for Item 9b.

Cllr Knight for Item 9b.

3. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman had no announcements.

4. **PUBLIC OPEN SESSION**

a. **Mr Dean Hawkins, Community and Careers Practitioner at Ivel Valley College**

Mr Hawkins expressed his support for the Biggleswade Community Group, commending their work in publishing Biggleswade Community News. Mr Hawkins highlighted that Ivel Valley are a major distributor of the print magazine, and the continued publication of the newsletter facilitates interaction between the wider community and sixth formers from the College. He urged Members to continue to support the group and consider their application for funding.

b. **Mr Tim Soden, The BIGG Theatre**

Mr Soden, as a representative of the BIGG Theatre, formally requested Members consider the grant application of £2000, to enable the organisation to complete ongoing improvements to The Green Room. He stated the funding would pay for - skirting boards, ceiling hatches, painting, furnishing and an additional set of curtains to separate the main theatre space from other areas of the building.

Mr Soden expressed that the organisation intends to use the Green Room as an asset to the community. Offering a range of uses such as music lessons, counselling sessions and meetings.

Additionally, Mr Soden informed Members that The BIGG Theatre are currently in conversation with Lloyd's Bank, about the possibility of using the Green Room as a community banking hub once the Biggleswade branch is permanently closed.

c. **Chair Rhiannon Barrow, Biggleswade Community Gardens & Volunteer at Future Action Biggleswade**

Ms Barrow thanked Members for previous support and last year's funding. Due to last year's grant the Community Gardens were able to acquire benches, arches and equipment to support planting. Ms Barrow informed Members that this year's funding would be allocated to the purchasing of compost, fruit trees and bulbs.

Ms Barrow also spoke on behalf of FAB (Future Action Biggleswade). She explained to Members that the funding would be used for future venue hire, which in turn will enable FAB to continue to host events that promote local sustainable eco businesses, support independent businesses and bring more business to Biggleswade.

5. **INVITED SPEAKER**

No guest speaker was invited.

6. **MEMBERS' QUESTIONS**

None.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

No amendments were made to the minutes.

The Minutes were **APPROVED** as an accurate record of the Finance & General Purposes Committee held on **Tuesday 14th January 2025**.

8. **MATTERS ARISING**

- a. The Minutes of Finance & General Purposes Committee Meeting held on Tuesday 14th January 2025.

Cllr Russell suggested that in future layout of minutes the exempt item comes before the section that reads "The Chairman closed the meeting".

9. **ITEMS FOR CONSIDERATION**

a. **Budget Planning Cycle 2026-27**

The Head of Finance & Deputy RFO presented a report to members and asked that they note the report and recommend to council to adopt the budget planning cycle for 2026/27.

Members **RESOLVED** to adopt the budget planning cycle for 2026/27.

b. **Grants Applications 2024/25 – Tranche Two**

The Head of Finance & Deputy RFO presented a written report to Members. He requested Members consider the grant applications without prejudice and allocate funds where they deem appropriate.

Members were presented with and considered all eleven grant application requests.

Members **APPROVED** ten out of the eleven grants' applications, as detailed below:

APPLICANT:	AMOUNT REQUESTED	AMOUNT AWARDED
Above and beyond Cancer	£500.00	£500.00
Biggleswade History Society	£900.00	£900.00
Biggles FM	£1,850.00	£1,850.00
Biggleswade Community Gardens	£470.00	£470.00
Biggleswade Community Group	£1,000.00	£1,000.00
CHUMS Charity	£2,000.00	£2,000.00

Future Action Biggleswade	£150.00	£150.00
Hear2Listen CIC	£2,000.00	£2,000.00
Keech Hospice Care	£1,000.00	£1,000.00
Biggleswade Community Carnival	£1,000.00	£1,000.00

The Chair, Cllr Strachan, added that successful applications would be paid for before the end of the 2024/2025 financial year, which is in line with the Council's Grants Policy.

10. **ITEMS FOR INFORMATION**

a. **Insurance Renewal**

The Head of Finance & Deputy RFO provided Members with a report.

Cllr North noted that he would have preferred to see a statement that the Officers are content with BTC's level of insurance, as this falls under Officers' remit. Cllr North also questioned how BTC's insurance compared with organisations such as similar Town Councils.

The Town Clerk and Chief Executive responded there is no recommended good practice as far as he was aware, and we don't compare, contrast or benchmark against similar Town Councils because Policies are council specific.

Members **NOTED** the report.

b. **Orchard Centre Marketing Plan**

The Administration & HR Manager presented a report written by The Deputy Administration & HR Manager summarising the proposed actions to promote The Orchard Centre.

Cllr Knight thanked Officers for the report. He noted that Facebook and Instagram's popularity have dwindled and suggested it may be worth expanding to TikTok as another avenue to promote the Orchard Centre.

In response to Cllr Knight's points, Cllr Thomas questioned whether the proposed actions were within the budget.

The Head of Finance & Deputy RFO responded that there were pre-approved funds within the budget if Members resolved to move forward with actions laid out in the report.

The Town Clerk & Chief Executive clarified that the actions suggested within the report would be rolled out on a trial basis and reviewed.

Members **RESOLVED** for a report to be presented at the next F&GP meeting detailing how the Marketing Campaign has impacted Orchard Centre bookings.

11. **PUBLIC OPEN SESSION**

a. No member of the public wished to speak.

It was **RESOLVED** to go into the exempt session in view of the nature of the business to be discussed.

12. **EXEMPT**

- a. Optimum Operating Model for Long-Term Letting



**MINUTES OF THE BIGGLESWADE PUBLIC LAND AND OPEN SPACES MEETING
HELD TUESDAY 1st APRIL 2025 AT 7.00PM AT BIGGLESWADE TOWN COUNCIL
OFFICES THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL.**

PRESENT:

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

Mr P Tarrant – Town Clerk & Chief Executive
Mr K Hosseini – Head of Governance & Strategic Partnerships
Ms F Gumush – Deputy Administration & HR Manager
Mr H Henderson - Public Realm Manager
Miss A Green – Committee Clerk

Members of the Public – 1

Meeting Formalities:

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1. APOLOGIES FOR ABSENCE

- a. Cllr P Guilcher, Cllr J Jones.

2. DECLARATIONS OF INTEREST

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

None.

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

Cllr A Skilton and Cllr C Thomas for Item 9c.

3. CHAIRMANS ANNOUNCEMENTS

None.

4. **PUBLIC OPEN SESSION**

Cllr Grant Fage, Ward Councillor

Commenting on an exempt agenda item, Cllr Fage asked why these issue was being discussed under the Exempt session. He added the belief that if it was an issue which concerned the town, then it should be discussed in the open session so that the public were made aware.

The Town Clerk & Chief Executive explained that the item was under exempt session because the documents pertaining to the item were defined in particular to Schedule 12A of the Local Government Act 1972, paragraph 3.

5. **INVITED SPEAKER**

None.

6. **MEMBERS' QUESTIONS**

There were no Members' questions.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

Members **APPROVED** the Minutes of the Public Lands & Open Spaces Committee Meeting held on Tuesday 28th January 2025.

8. **MATTERS ARISING**

There were no matters arising.

9. **ITEMS FOR CONSIDERATION**

a. **PLOS Status Report and Presentation**

A presentation was shared on screen reflecting the work and initiatives being taken by the Public Realm team. The Public Realm Manager shared the excellent work being carried out by the PR team and the positive feedback they received from the public.

Members commended and congratulated the Public Realm Manager and the Public Realm team for their effort over the past year.

b. **Football Pitches Booking Policy and Terms & Conditions**

The Head of Governance & Strategic Partnerships presented the report and noted that the Football Pitches Booking policy had previously been adopted at the 28th of January 2025 PLOS Committee.

Since then, Officers have made a minor operational change to the current policy to enable booking cancellations to be processed only by Town Council staff.

Members indicated that the policy needed to be uniform, therefore the amendment should not say 'BTC staff' as suggested by Officers, but 'Town Council staff' as it was in the whole policy.

Members **RESOLVED** to accept the proposed minor operational change to the policy.

c. **Allotment Lettings Policy**

The Head of Governance & Strategic Partnerships presented the report and indicated that the existing policy had been brought up to date to ensure that it met current requirements of the Town Council. The policy had been shared with Members and their views incorporated in the document attached to the agenda pack.

Members **RESOLVED** to adopt the Allotments Letting Policy and for Officers to upload the policy to the Council's website

10. **ITEMS FOR INFORMATION**

- a. None.

11. **PUBLIC OPEN SESSION**

No member of the public wished to speak.

12. **EXEMPT**

a. **Sports Provision Update**

Members discussed the update and **AGREED** to bring back to a future meeting.

b. **Football Provision**

Members discussed the report and **RESOLVED** to hold an extra PLOS meeting to discuss the matter further.

c. **Residential Development**

Members discussed the report and **AGREED** Officers recommendations.

The Chairman closed the meeting at **9pm**

MINUTES OF THE BIGGLESWADE TOWN CENTRE MANAGEMENT COMMITTEE
MEETING HELD ON TUESDAY 15th APRIL 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. S. Patel (Deputy Chairman)
Cllr. D. Albone
Cllr. M. Foster (ex-officio voting Member)
Cllr. P. Guilcher
Cllr. A. Skilton
Cllr. C. Thomas

Mr P Tarrant – Town Clerk & Chief Executive
Mr K Hosseini – Head of Governance & Strategic Partnerships
Mr I Campbell – Community Development Manager
Miss A Green – Committee Clerk
Ms H Calvert - 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 Agnew, Cllr Barrett, Cllr Knight, Cllr North, Cllr Strachan.

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

None.

4. PUBLIC OPEN SESSION

Mr Harjit Nandha, Postmaster at Bonds Lane Post Office

Mr Nandha addressed the Council to voice his disappointment, over Cash Access UK's decision to reject the Council's application for a Banking Hub in Biggleswade. He stated that, to his understanding, the planned closure of Lloyds Bank in November could increase Biggleswade's chances of receiving further banking provision. Mr Nandha encouraged the Council to persist in its efforts to secure a Banking Hub for Biggleswade, emphasising that the Council has the support of himself and the Bonds Lane Post Office.

5. INVITED SPEAKER

None.

6. MEMBERS' QUESTIONS

None.

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. A typographical error was noted under the Present section of the minutes —"Cllr North" should include a full stop after "Cllr."

Subject to these amendments the Minutes were **APPROVED** as an accurate record of the Town Council Meeting held on **Tuesday 18th February**.

8. MATTERS ARISING

P9: Typographical error noted under the public open session section of the minutes. Anna Franklin's pronouns are incorrect and should be updated to "they" rather than "she."

9. ITEMS FOR CONSIDERATION

- a. **Banking Provision Update**

Members requested that this item be a standing item on the TCM agenda.

The Town Clerk & Chief Executive provided Members with an update on developments regarding banking provision. In conjunction to his update, he asked Members to review the supplementary documentation provided: The Cash Access Process document and the assessment conducted by Cash Access UK. He noted that when Cash Access conducted the assessment Lloyds Bank was excluded as a resource.

He highlighted that Cash Access UK had determined, there are already cash services in the area within one mile in an urban location and three miles in a rural location which are suitable for the needs of consumers and small businesses.

The Town Clerk & Chief Executive noted that BTC could continue with plans to submit another request to Cash Access once Lloyds closes. But given Cash Access's criteria and that Lloyds Bank was excluded as a resource in the original assessment further requests for a Banking Hub do not appear to have the potential for a positive outcome.

Members questioned whether Cash Access had considered the rural inter-land in their assessment.

The Town Clerk & Chief Executive responded he will ask them and attempt to convince them to look at the Town from a larger perspective.

Members suggested Officers upload the Cash Access Process document and the assessment conducted by Cash Access UK to the website.

Members **NOTED** the update.

b. **Business Forum Event**

The Community Development Manager outlined the report to Members.

The Town Clerk & Chief Executive highlighted the success of last year's event and noted that Officers are making an effort to engage with big businesses that are in the circumference of the town and see if they are prepared to contribute towards the day.

Members expressed that they too believed the event had been well received and they were pleased to see it will be being held again.

Members noted that the recommendation is for the Committee to endorse the report and approve the event; however, the event is already proceeding, rendering the Committee's role more of a formality, as events have effectively overtaken the decision-making process.

Members asked that the recommendation be reworded to:

"For Members to note the report and agree to enable Officers to progress the event planning and issue invitations to all attendees based on the information provided to the Committee."

Members **AGREED** to the recommendations subject to Members amended wording.

c. **Bigg Eats Trader Selection Process**

Cllr Patel proposed that the Council requests that the organisers of Bigg Eats publish their selection criteria and ensure that all traders are provided with feedback and support where necessary, so all Biggleswade businesses have equal opportunity to participate and engage with the event. He explained that a particular trader had raised grievances, leading him to make the motion.

The Community Development Manager explained that Bigg Eats' selection criteria's primary focus is whether a business can operate food services from a vehicle, as the event is designed for food trucks and mobile traders. While there is limited provision for ground-based gazebos, these are intended for vendors offering items such as sweets and other non-hot food options.

Members noted that it is not widely known that the event is for mobile traders and asked whether this criterion could be relaxed.

Officers responded that Bigg Eats is hosted by an outside contractor in partnership with BTC so while officers can encourage, they cannot guarantee.

Members asked for the following:

- For Officers to circulate Bigg Eats selection criteria to Members.
- For Officers to add the Bigg Eats selection criteria to the website.

Members suggested that the proposal be amended to the following:

“That the Council requests the organisers of Bigg Eats to publicly publish their selection criteria and request that all traders are provided with formal feedback and support where necessary.”

Members **RESOLVED** to accept the motion subject to the amended wording.

d. UKSPF Cultural Events Programme update - WadeFest

The Community Development Manager outlined the report to Members. He emphasised that the WadeFest committee has been responsible for securing external funding this year.

The Town Clerk & Chief Executive noted the previous success of the event.

Cllr Knight raised the following questions:

1. The “WadeFest Management Committee” spent over £10k+ of public money but the structure and accountability remains opaque. Who serves on the “WadeFest Management Committee,” who is the Chair, and how were Committee members selected?

Officers responded as follows: “Papers giving an overview of the cultural events programme and broad funding were presented by Officers at TCM on 24th February 2024, Full Council on 9th July 2024, and Joint Committee on 11th July 2024 and 15th October 2024. A further written report was presented to TCM on 18th February 2025. As the cultural events were externally designed and delivered by the Community, BTC had no input into the programming other than ensuring it remained true to the national guidance. Danii Reales is the Chairman, Simon Bailes is the vice Chairman. Each voluntary venue was represented at the committee. As the committee is entirely voluntary, there is no selection process as per national guidance.”

2. Did anyone from BTC serve on the WadeFest Management Committee?

Officers responded as follows: “External governance was the responsibility of the voluntary WadeFest Organising Management Committee in accordance with national guidelines which allow for voluntary work and participation. The Community Development Manager attended some meetings in a supportive and national guidance capacity. CBC approved the governance arrangement.”

3. What role did BTC play in securing the funding?

Officers responded as follows: “BTC was alerted to and encouraged by CBC to apply for UKSPF funding and successfully received £29,000 of UKSPF funding of which £10,200 was allocated to the voluntary WadeFest Organising Management Committee as part of the wider cultural events programme. This was all approved by CBC. The schedule of wider cultural events activities was agreed with TCM and CBC. There were approximately twenty cultural events planned and being delivered over the year.”

4. How were venues selected? It appears that five or more town centre music venues weren’t invited to participate and there was no transparent selection process. Why not?

Officers responded as follows: “CBC provided UKSPF confirmation of funding in September 2024 which was halfway into the financial year. In October and November 2024, the Community Development Manager initiated a series of conversations with local business to understand levels of interest and this included discussion at Pub Watch, held at the Conservative Club. Zero interest was evidenced at the time by all

attendees. Responsibility was then taken over by the voluntary WadeFest Organising Management Committee itself in part derived from the BIG group consortium of independent arts and cultural venues in town."

Members expressed that the event was welcomed by the Committee, and they were happy to see that the event was not BTC's direct financial responsibility.

Members asked for the following:

- That the WadeFest organisers be encouraged to engage with a wider range of local businesses for support and participation.
- That Officers update the WadeFest poster, incorporating the BTC colours where relevant.
- That the wording of the recommendation be revised to: "That Members authorise Officers to collaborate with WadeFest organisers to support the development of the event into an annual, community-led initiative."
- That the wording of the recommendation be revised to: "That the Committee request Officers advise WadeFest on the benefits of forming a legal entity to manage future events."

The Town Clerk & Chief Executive stated that Officers would circulate the responses to Cllr Knights full list of questions, as he believes the information provided would be beneficial for Members to see.

Members **RESOLVED** to the recommendations as follows:

- That Members authorise Officers to collaborate with WadeFest organisers to support the development of the event into an annual, community-led initiative.
- That the Committee request Officers advise WadeFest on the benefits of forming a legal entity to manage future events.

e. **Jones' 5K Run 2025**

The Community Development Manager outlined the report to Members.

Members expressed their support for the event.

Members **AGREED** to acknowledge and welcome the initiative of 'Jones' Fitness' in bringing this event to the town and recognise the assistance being offered by BTC to safely enable this event.

f. Car Parking Provision

The Head of Governance & Strategic Partnerships outlined the report to Members.

Members thanked Officers for the report. They voiced concerns over the proposed use of a pay by QR codes option, in BTC car parks. Members noted that there has been a rise of phishing scams in connection to QR codes and would like Officers to provide more information on them before the Committee agree to implement QR codes in future.

Members expressed that they felt Central Bedfordshire's (CBC) response in connection to flooding in Rose Lane car park is unacceptable and asked that Officers continue to challenge CBC.

The Town Clerk & Chief Executive noted that Officers have provided clear evidence to CBC connected to the issue of flooding within the Rose Lane Car Park. He suggested that for the time being there are two things that BTC can do:

- Members resolve that Officers to write to Cllr Zerny to escalate the matter.
- Members resolve that Officers regularly flush the system.

Members asked that the car parking provision within BTC car parks reflect the need of residents and not just aim to achieve the national guidance minimum.

Members **AGREED** to the recommendations as follows:

- Officers to make the proposed changes to disabled parking and blue badge provision subject to funding.
- Focus wider improvements on two car parks each year, starting on Chestnut Avenue and White Hart.
- Officers to source additional S106 funding from CBC for thirteen new signs and the QR code pay by App option with the contractor.
- Officers be requested to write to Cllr Zerny to escalate the Rose Lane Car Park matter.
- Officers be tasked with regularly flushing Rose Lane Car Park in an effort to mitigate the flooding.

g. Advertising and Sponsorship Policy

The Community Development Manager presented the report to Members.

Members noted that on page 33, at the bottom under point (f), the policy does not reference items such as vaping products. This was not raised as a proposed change, but simply as an observation.

Members also suggested it would be helpful to include a list of locations where different types of signage can be advertised, especially if BTC intends to offer advertising space. This would provide useful guidance for potential advertisers.

Additionally, Members observed that the policy references only seven of the Equality Act's protected characteristics. Members recommended that all nine protected characteristics be included, along with the relevant legislative references and corresponding dates.

Members **AGREED** to adopt the proposed new policy outlined in Appendix A, subject to amendments, and once adopted, to allow Officers to pursue agreements with external organisations.

10. ITEMS FOR INFORMATION

- a. None.

11. PUBLIC OPEN SESSION

- a. No one from the public wished to speak.

Members **RESOLVED** to go into the exempt session in view of the nature of the business to be discussed.

12. EXEMPT

- a. **Market Place Report**

Members discussed the report by the Head of Governance & Strategic Partnerships and **AGREED** to bring back to future meeting

The Chairman closed the meeting at **20:19**



**MINUTES OF THE BIGGLESWADE PUBLIC LAND AND OPEN SPACES MEETING
HELD TUESDAY 22nd April 2024 AT 7.00PM AT BIGGLESWADE TOWN COUNCIL
OFFICES THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL**

PRESENT:

Cllr. M North (Chairman)
Cllr. C Thomas (Deputy Chairman)
Cllr. M Foster (ex-officio voting Member)
Cllr. D Albone
Cllr. G Barrett (ex-officio voting Member)
Cllr. J Jones
Cllr. M Knight
Cllr. D Strachan

Mr P Tarrant – Town Clerk & Chief Executive
Mr H Henderson – Public Realm Manager
Mr K Hosseini – Head of Governance & Strategic Partnerships
Mr E Bour - Head of Finance & Deputy RFO
Miss A Green – Committee Clerk

Members of the Public – 1

Meeting Formalities:

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1. APOLOGIES FOR ABSENCE

- a. Cllr Woodhead, Cllr Skilton.

2. DECLARATIONS OF INTEREST

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

None.

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

None.

3. CHAIRMANS ANNOUNCEMENTS

None.

4. PUBLIC OPEN SESSION

Cllr Grant Fage, Ward Councillor

Commenting on the exempt agenda item, Cllr Fage emphasised the importance of consulting with residents at the earliest opportunity.

5. INVITED SPEAKER

- a. No guest speaker was invited.

6. MEMBERS' QUESTIONS

- a. There were no Members' questions.

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. There were no minutes and recommendations of meetings.

8. MATTERS ARISING

- a. There were no matters arising.

9. ITEMS FOR CONSIDERATION

- a. There were no items for consideration.

11. PUBLIC OPEN SESSION

- a. No member of the public wished to speak.

It was **RESOLVED** to go into the exempt session in view of the nature of the business to be discussed.

12. EXEMPT

- a. **Football Provision**

Members **RESOLVED** to bring the report to the Town Council Meeting 13th May 2025.

The Chairman closed the meeting at **7:33pm**

Premises Licence Application

New premises licence

Application received on 15th April 2025

Name of applicant DRINK Tasting Room LTD

Premises address: 12A High Street, Biggleswade, SG18 0JL

Licensable activities

The sale of alcohol on and off the premises Monday to Sunday 09:00 until 22:30

The playing of recorded and live music all indoors Monday to Sunday 09:00 until 22:30

Description of the premises

Craft beer, natural wine and coffee tasting room.

The full application can be viewed by arrangement. If you wish to make a representation, please do so via email by **13th May 2025**. Any such representation must relate to one or more of the four licensing objectives: the prevention of crime & disorder; public safety; the prevention of public nuisance and the protection of children from harm.

It is an offence knowingly or recklessly to make a false statement in connection with an application, the maximum fine for which a person is liable on summary conviction is a level 5 fine on the standard scale.

Contact us...

by telephone: 0300 300 8307

by email: licensing@centralbedfordshire.gov.uk

on the web: www.centralbedfordshire.gov.uk

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



Mrs Jennie Selley MRTPI
Head of Planning Delivery & Building Control

Mr Peter Tarrant
Clerk to Biggleswade Town Council
The Old Court House
4 Saffron Road
Biggleswade
Beds
SG18 8DL

please ask for Louise Bruce
direct line 0300 300 8635
e-mail building.control@centralbedfordshire.gov.uk
web-site www.centralbedfordshire.gov.uk
your ref
our ref CB/SN/25/0006
date 01 May 2025

Dear Mr Tarrant,

Local Government Act 1985
Street Naming and Numbering
Location: Symmetry Park, Phase 3, Biggleswade
Proposal: 5 New industrial units

I write to inform you that the Council has received the above application for Street Naming. The developer has requested the Parish Council propose the street name. Please could you provide 3-5 to ensure there are no suitability issues.

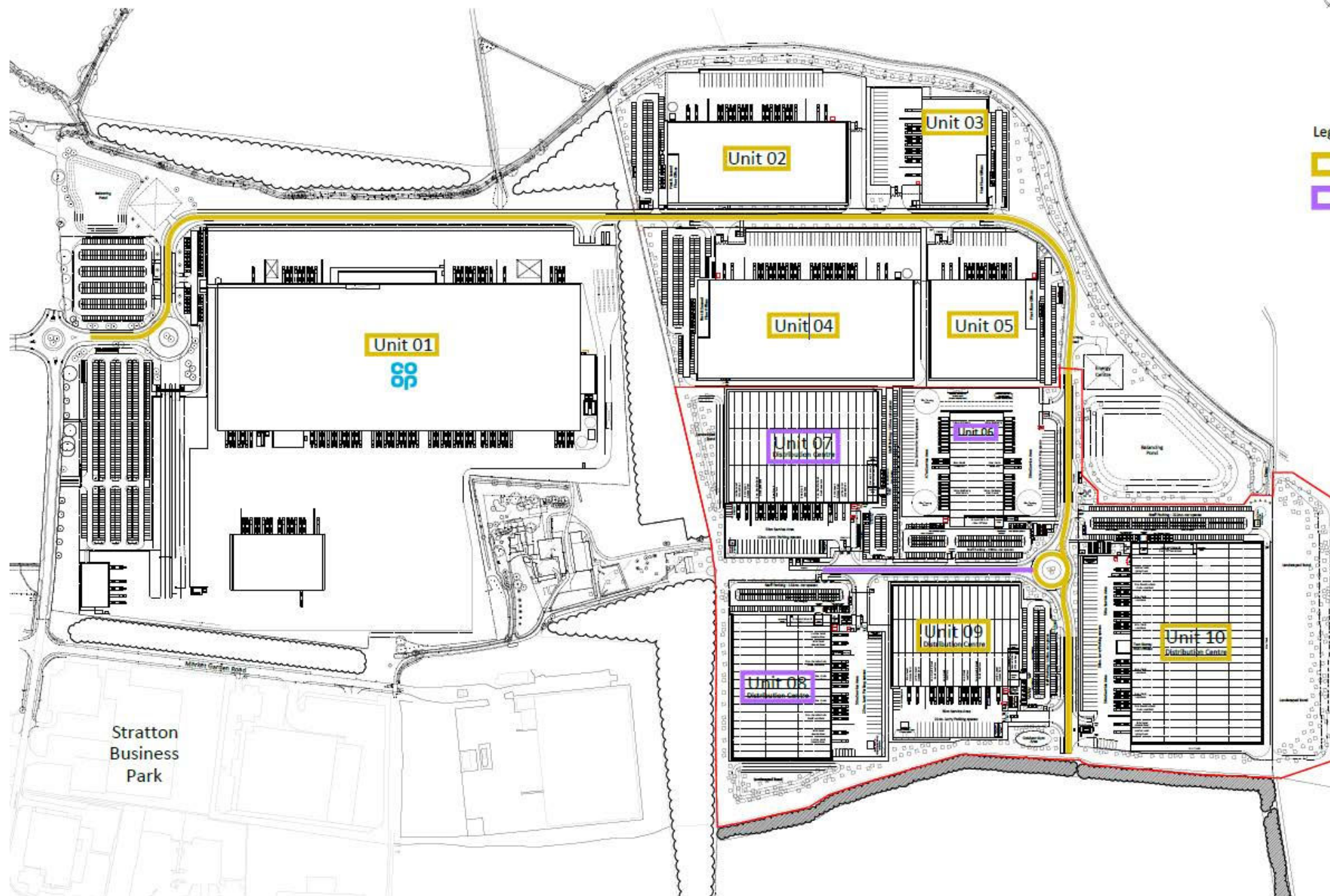
Please could you discuss these proposals at your next meeting of the Town/Parish Council and confirm by 23/05/2025.

Yours sincerely

Mrs Jennie Selley MRTPI
Head of Planning Delivery & Building Control

Legend

- Gold Road
 - New Name Road
- Phase 3
 Planning Consent Ref:
 CB/24/01734/VOC



aja architects
 1111 Main Court
 County Business Park
 CO. DUBLIN 15
 T: 01 753 1330
 F: 01 753 1310
 E: info@aja.ie
 W: www.aja.ie

TRITAX
 BIG BOX

Symmetry Park
 Biggleswade - Phase 3

Proposed Site Context Plan
 Road Names

Date: 11/08/2024
 Author: [Name]
 Checker: [Name]
 Date: 11/08/2024

BIGGLESWADE TOWN COUNCIL
Annual Statutory Council Meeting 13th May 2025
Item 16f: Public Works Loan Board Application

Implications of Recommendations

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

Finance: None.

Equality: None.

Environment: None.

Background

At the Town Council meeting on 21st January 2025, Members resolved to:

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

To facilitate the PWLB application for 2025-26, Members are requested to adopt the specific wording of the resolution in accordance with the guidelines for PWLB application. Wording is taken from the application criteria. The application is in progress now and by reaffirming an additional resolution, this will contribute towards a positive outcome.

RESOLUTION TO BORROW

1. It is RESOLVED to seek the approval of the Secretary of State for Housing, Communities & Local Government to apply for a PWLB loan of £79,528 over the borrowing term of 15 years for the essential upgrade of the remaining play areas. The annual loan repayments will come to around £7,839.
2. It is also intended to increase the Council tax precept for the purpose of the loan repayments by 0.48% which is the equivalent of an additional £7,839 a year. This will be subject to a precept increase consultation.

Final Draw Down

The final draw down from the loan will finally be decided by Council after the Ministry of Housing, Communities & Local Government approve the PWLB application.

Recommendation:

For Members to adopt the resolution to facilitate a potential PWLB loan.

Peter Tarrant
Town Clerk & Chief Executive

Ernest Bour
Head of Finance & Deputy RFO

your
reference
our reference CBC 102420
please ask for Streetworks
direct line
e-mail streetworks@centralbedfordshire.gov.uk
web-site www.roadworks.org
date 18th March 2025

For your information

Proposed Temporary Road Closure – Saffron Rd, Biggleswade

I have a request for a Temporary Road Closure at the above location to enable Civils, resurfacing works with Paco & Road marking Works to take place in safety. Details are listed in the schedule below and having assessed the application I am satisfied the request is justified.

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

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

Streetworks Team

.....
Road: Saffron Rd, Biggleswade

Application from: Milestone OBO CBC 03003008049

Reason: Civils, resurfacing works with Paco & Road marking Works

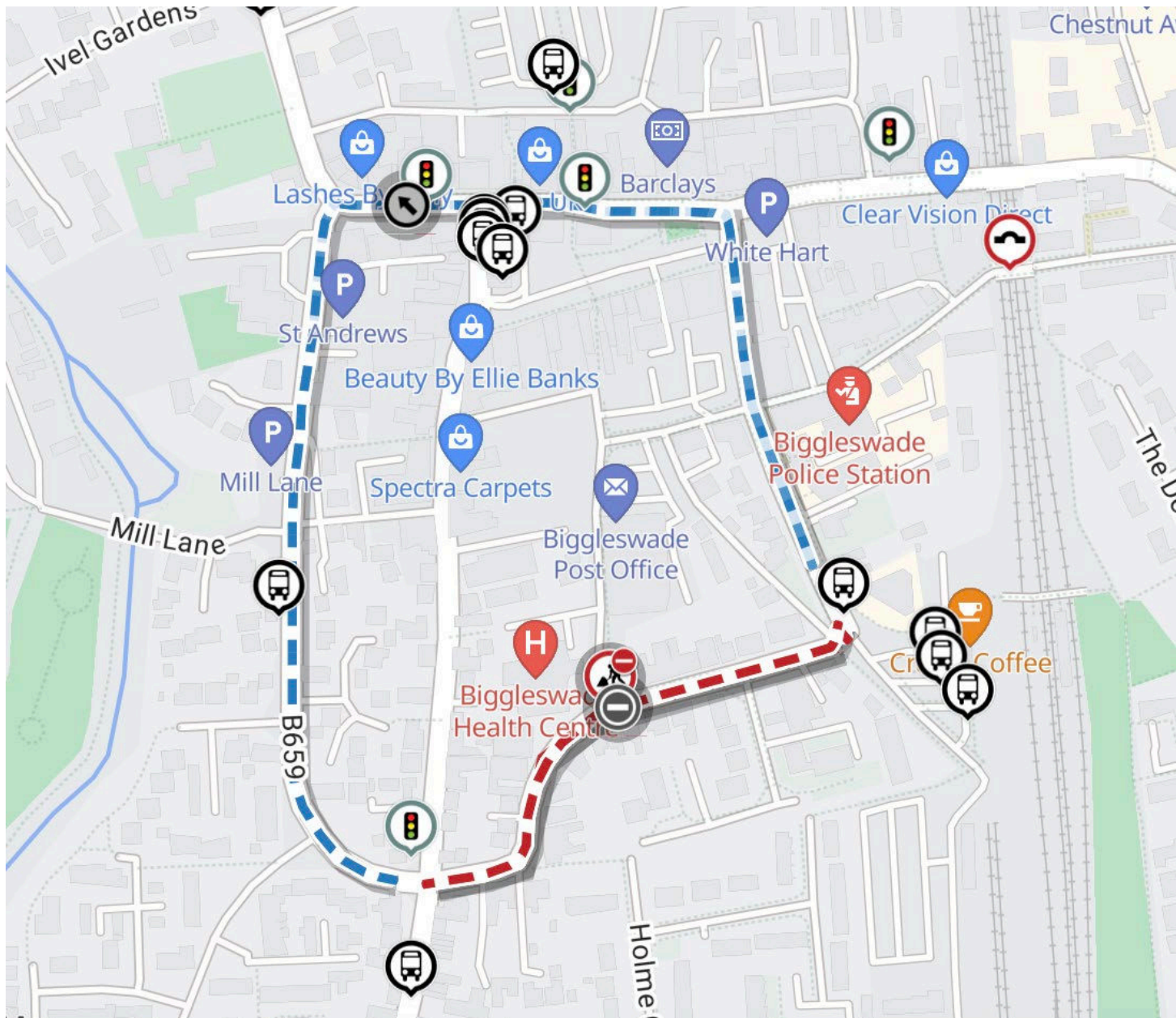
Length affected: Full Length

Date: This closure is expected to take place from 23rd June to 4th July from 0800-1800hrs

Diversion Route **Teal Rd, A6001, Station Rd**

<https://one.network/?tm=GB142648047>

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



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
11/03/2025	CB/25/00421/REG3	Land to the North and South of Dunton Lane, Biggleswade	Erection of a battery energy storage system (BESS) with associated access, landscaping and ancillary works.	The Town Council has STRONGLY OBJECTS to this application based on reports by Landscape Officers on the lack of vegetation and landscaping and the Archaeology Officers who have indicated to the documented multi-period archaeological landscape.	Awaiting Outcome	Target Date for Decision: 13 / 05 / 2025

BIGGLESWADE TOWN COUNCIL
Annual Statutory Council Meeting 13th May 2025
Item 19a: Quarterly Bank Reconciliations

Implications of Recommendations

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

Finance: Compliance with Financial Regulations.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

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

The bank statements and reconciliations for the quarter ending 31st March 2025 were shared with Councillor Thomas on 14th April 2025 and were signed in accordance with the Financial Regulations. All documents have also been signed by the Responsible Finance Officer.

Recommendation:

That Members note this report.

Ernest Bour
Head of Finance and Deputy RFO

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

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

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

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

Appendices will be available on SharePoint.



11 April 2025

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

Dear Sirs

We would like to thank Biggleswade Town Council for the recent donation of £1,850 to BigglesFM.

Your help in continuing to support BigglesFM is very much appreciated.

Yours faithfully

A handwritten signature in black ink, appearing to be "A. Waring", written in a cursive style.

Alan Waring
Station Manager

36 Sutton Mill Road, Potton, Sandy, Beds, SG19 2QB
Studio: 01767 260111
Office: 01767 260637
Email - admin@bigglesfm.com
Website - www.bigglesfm.com

Item 20d

Biggleswade Town Council,



Thank you so much for the grants
you have awarded Bloomin' Well CIC.
They have made a huge impact to the
community garden by enabling us to buy
a security shed, plants, compost + much
more. Thank you again,

Bex + the Bloomin' Well CIC team. x

BIGGLESWADE TOWN COUNCIL
Annual Statutory 13th May 2025
Item 20e: Extra Ordinary Council Meeting 3rd June 2025

Implications of Recommendations

Corporate Strategy: COMMUNITY: A Town to be Proud Of: Protect the distinctive character and heritage of Biggleswade as a market town serving our own community and the surrounding area. Seek to protect the Conservation Area with better standards for architecture and signage.

Finance: Not applicable.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Central Bedfordshire Council (CBC) are currently holding a Community Governance Review. This involves seeking Town and Parish Council's views on whether their community is suitably represented or whether they would like to see any changes made to their existing boundary. The Town Council will need to review the existing boundary for Biggleswade and conclude how the Council will respond to CBC. The deadline for responding to CBC is 23rd August 2025.

Further information

The Town Clerk and Chief Executive and the Administration and HR Manager met with Councillor. M. Russell in April 2025 to discuss this review, and a subsequent Working Group meeting was held with several Members at the beginning of May. The Working Group meeting agreed that an extra-ordinary Council meeting should be held to discuss the matter in further detail with all Members. It was felt that this extra-ordinary meeting should be held on the 3rd June 2025 which would allow sufficient time to complete the necessary work and compile a response to CBC by the deadline date.

Recommendations:

For Members to note.

Asia Green
Committee Clerk

