



Ref: Agenda/Council – 8th July 2025

3rd July 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 8th July** at the **Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing at **7:00pm**, for the purpose of considering and recommending the business to be transacted as specified below.

Yours faithfully

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

Peter Tarrant
Town Clerk & Chief Executive

Distribution: All Town Councillors
Notice Boards
The Press

AGENDA

1. APOLOGIES FOR ABSENCE

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

2. DECLARATIONS OF INTEREST

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

a. Disclosable Pecuniary interests in any agenda item.

If a Member has declared a Disclosable Pecuniary interest, they must withdraw from the meeting during consideration of the item to which the interest relates. If the Member has been granted a dispensation by the Council, they must still declare the interest but may take part in the discussion and vote.

b. Non-Pecuniary interests in any agenda item.

This is an interest which is not pecuniary (as defined) but is nonetheless so significant that a member of the public with knowledge of the relevant facts, would reasonably regard to be so significant that it would materially impact upon your judgement of the public interest. Upon identification Members can take part in any vote.

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_ImMYn81bQfGJ_Syab86g5A

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

5. INVITED SPEAKER

- a. None.

6. MEMBERS' QUESTIONS

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. For Members to receive the minutes of the Town Council Meeting held on **Tuesday 3rd June 2025** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. For Members to receive the minutes of the Town Council Meeting held on **Tuesday 10th June 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 **3rd June 2025**.
- b. Minutes of the Council Meeting held on **10th June 2025**.

9. ITEMS FOR CONSIDERATION

- a. **PWLB Loan**

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

- b. **CBC Highways Footpath Proposal**

For Members to receive and consider information from Central Bedfordshire Council (CBC) regarding the proposed stopping up of part of Biggleswade Footpath No. 39, and the proposed creation under Section 26 of Bridleway No. 89 and a section of Bridleway No. 58.

c. **New Street Trading Application - Mr Softee Woburn**

For Members to receive and consider a street trading application received by CBC.

10. PLANNING APPLICATIONS

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

a. **CB/25/01792/FULL - 4 Aston Croft, Biggleswade, SG18 8GR**

Erection of single storey rear extension, with new windows and doors.

b. **CB/25/01795/FULL - 44 London Road, Biggleswade, SG18 8EB**

Outbuilding conversion to annexe with single storey rear extension.

c. **CB/25/01565/FULL - 1 Poplar Close, Biggleswade, SG18 0EW**

Two storey rear extension.

d. **CB/25/00586/ADV - B & Q Unit P, A1 Retail Park, London Road, Biggleswade, SG18 8NE**

Advertisement: 3 internally illuminated fascia signs, 9 non-illuminated fascia signs, 1 non-illuminated circle & arrow letters.

e. **CB/25/01843/FULL - 72 Drove Road, Biggleswade, SG18 8HD**

Erection of a part single, part two storey rear extension, with new windows and doors.

f. **CB/25/02032/VOC - Car park at A1 London Retail Park, London Road, Biggleswade, Beds**

Variation of condition number 2 of planning permission CB/24/00855/FULL (Installation of an electric vehicle charging hub and associated infrastructure) - Variation to the approved plans to show the reconfiguration of the infrastructure.

11. PLANNING APPLICATION OUTCOMES

a. A report of the Planning Application Outcomes (by exception applications only) as of **3rd July 2025.**

12. **ACCOUNTS**

a. **Financial Administration**

Position & Accounts for May 2025.

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

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

- i. Balance Sheet to 31/05/2025.
- ii. Detailed Income & Expenditure to 31/05/2025.
- iii. Payment Listing from 01/05/2025 to 31/05/2025.
- iv. Summary Income & Expenditure to 31/05/2025.

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_ImMYn81bQfGJ_Syab86g5A

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.

(Exempt minutes of the Town Council meeting 3rd June 2025).
(Exempt minutes of the Town Council meeting 10th June 2025).
(Market Licence).
(Community Governance Review).
(HR 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 3rd JUNE 2025
AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL

PRESENT:

Cllr J Woodhead (Mayor)
Cllr G Barrett
Cllr M Foster
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

Mr P Tarrant – Town Clerk & Chief Executive
Mr K Hosseini – Head of Governance & Strategic Partnerships
Miss H Calvert – Administration & HR Manager
Miss A Green – Committee Clerk

Members of the Public – 0

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. I Agnew, Cllr. D Albone.

2. DECLARATIONS OF INTEREST

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

None.

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

All Members disclosed a non-pecuniary interest in agenda item 14a, due to the nature of the agenda item.

3. TOWN MAYOR'S ANNOUNCEMENTS

- a. None.

4. PUBLIC OPEN SESSION

- a. No members of the public were present, either online or in person.

5. INVITED SPEAKER

- a. There were no invited speakers.

6. MEMBERS' QUESTIONS

- a. There were no Members' questions.

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. None.

8. MATTERS ARISING

- a. None.

9. ITEMS FOR CONSIDERATION

- a. None.

10. PLANNING APPLICATIONS

- a. None.

11. ITEMS FOR INFORMATION

- a. None.

12. PUBLIC OPEN SESSION

- a. No members of the public were present, either online or in person.

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

13. EXEMPT

- a. **Governance review**

Members **RESOLVED** to bring a further paper to the Council meeting of 8th July.

The Mayor closed the meeting at **20:41pm**



MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING
HELD ON TUESDAY 10th JUNE 2025
AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL

PRESENT:

Cllr J Woodhead (Mayor)
Cllr D Albone (Deputy Mayor)
Cllr I Agnew
Cllr G Barrett
Cllr M Foster
Cllr M Knight
Cllr M North
Cllr S Patel
Cllr M Russell
Cllr S Sajid
Cllr C Thomas

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

Members of the Public – 0

Meeting Formalities:

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1. APOLOGIES FOR ABSENCE

Cllr. P Guilcher, Cllr. J Jones, Cllr. A Skilton, Cllr. D Strachan, Cllr. S Sajid (apologies for exempt session).

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item:

None.

b. Non-Pecuniary interests in any agenda item:

None.

3. TOWN MAYOR'S ANNOUNCEMENTS

- a. The Mayor informed Members that he has had a very busy start to the civic year, attending various events such as: the Jones 5K Run on 25th May; a briefing last week with the Lord Lieutenant and the High Sheriff for all new Mayors and Chairs of Councils; the Biggleswade Good Neighbours AGM; the Biggleswade Community Carnivals annual duck race on Sunday 8th June; and a visit to the Third Biggleswade Brownies, where he discussed the environment and the Eco Badge.
- b. The Mayor announced that his chosen mayoral charities for the year 2025-26 would be Biggleswade Good Neighbours and Magpas Air Ambulance. He expressed a hope that over the next year the Council can run several events that support both those charities who provide support for members of the Biggleswade community.

4. PUBLIC OPEN SESSION

No members of the public were present, either online or in person.

5. INVITED SPEAKER

- a. **Julie Balaam, Biggleswade Community Agent, Bedfordshire Rural Communities Charity (BedsRCC).**

Addressing the Council, Ms Balaam outlined her role as Biggleswade Community Agent to Members.

Ms Balaam's last report to Council was in December 2023, where she provided Members with an update on Q1 and Q2 for the financial year 2023-2024.

Ms Balaam informed Members that since her last report to Council, the demand for the services of the Community Agent have remained high. As such she has seen a considerable increase in the number of new clients as well as the number of returning clients.

She noted that the clientele of the Community Agent has broadened over the last financial year, to include a greater proportion of individuals who are working age and/or families, alongside an increase in the complexity the needs of many clients.

Supporting those over 65 remains a core part of the Community Agent's role. When supporting residents within this demographic the main focus is on assisting with long-term health or disability issues and helping to ensure older people remain independent and/or reduce the risk of self-neglect. An increasing proportion of people are facing financial hardship; this is especially true for those over 65 and often these individuals require support with applications for means-tested benefits such as pension credit and housing benefit and/or foodbank referrals. Ms Balaam highlighted the countywide trend of increasing reliance on food banks, drawing attention to the fact that many people are struggling as a knock-on effect of the cost-of-living crisis.

Ms Balaam outlined the case studies provided in her report to Members to illustrate practical examples of the support her role provides to residents.

Ms Balaam emphasised the unique support that the role of Community Agent can offer. She noted that community agents can assist in a variety of ways, thanks to the continuity of support they provide and the flexibility of the role. This makes it easier to support members of the community compared to other organisations.

Concluding her address to Members, she thanked the Council for their interest and support.

Members thanked Ms Balaam for her detailed report.

Members noted that they had been in discussions with Lloyds Bank regarding its upcoming closure. When they asked how the Council could support residents ahead of the closure, the bank advised that encouraging residents to adopt online banking would be the most effective approach. It was noted that in-branch tutorials on online banking are currently available, and Members suggested that this could provide an opportunity for the Community Agent to offer additional support to residents during this transition.

Ms Balaam thanked Members for the information. She informed them that, in a similar vein, BedsRCC offers a service called the "You Can Do It" service, which is invaluable in helping people become more confident in using facilities such as online banking. She added that while the move to online services is inevitable and it is important to prepare people for this shift, we must also acknowledge that there will continue to be a proportion of people who cannot access online services. It is essential that we ensure these individuals are supported as best we can.

6. MEMBERS' QUESTIONS

There were no Members' questions.

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

a. Minutes of the Annual Assembly Meeting held on Tuesday 29th April 2025

Pg 14. of the agenda – Pg 1. Minutes of the Annual Assembly- Cllr. D Albone was incorrectly recorded as in attendance at this meeting.

Pg 18. of the agenda – Pg 5. Minutes of the Annual Assembly - Typographical error in paragraph 4 of Central Bedfordshire - Ward Councillor Update. The name of the school referenced by Cllr Fage in his report should read "Edward Peake" not "Edward Peak".

Pg 19. of the agenda – Pg 6. of the Minutes of the Annual Assembly - There is a typographical error in the name listed. The name should read "Sally Hacking Ferguson" instead of "Sally Heley Ferguson."

Subject to these amendments, the minutes were **APPROVED** as an accurate record of the Annual Assembly Meeting held on Tuesday 29th April 2025.

b. Minutes of the Annual Statutory Meeting held on Tuesday 13th May 2025

The minutes were **APPROVED** as an accurate record of the Annual Assembly Meeting held on **Tuesday 13th May 2025**.

8. MATTERS ARISING

Pg. 7 Minutes of the Annual Statutory Meeting – Item 16g: Proposed Temporary Road Closure – Saffron Rd, Biggleswade.

Members questioned whether the Clerk had received any update from CBC or Highways regarding the closure of Saffron Road.

The Town Clerk & Chief Executive responded that Officers had received a response and that he was persevering to find an adequate practical solution both for residents and staff of the Council.

9. ITEMS FOR CONSIDERATION

a. Call For Sites Update

Members noted that, a Working Group would likely need to be initiated to properly consider each Site referral.

Members raised concerns over the two sites that had previously been suggested for usage as health centres being put forward for residential development.

Members **RESOLVED** the following:

- For the Clerk to formally write to CBC regarding the £15,000,000 of funding allocated towards the building of a health hub for Biggleswade so as to understand if this was still a viable option.
- To **NOTE** the update.

b. Central Bedfordshire Local Plan Update

Members **NOTED** the update.

c. Home to School Transport Consultation

Members **NOTED** the documentation provided by CBC.

d. Unity Trust Bank and CCLA Bank Account Signatories

The Head of Finance and Deputy RFO outlined the report to Members.

Members **RESOLVED** that the Chairman of TCM and the Mayor become additional signatories on the Unity Trust Accounts and CCLA accounts.

e. A1 Underpass

Members expressed dissatisfaction with the response received from National Highways. It was noted that the Working Group will reconvene in July, at which point the next steps will be determined.

Members **NOTED** the update.

10. PLANNING APPLICATIONS

a. CB/25/01305/FULL - 19 High Street, Biggleswade, SG18 0JE

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

b. CB/25/01306/ADV - 19 High Street, Biggleswade, SG18 0JE

The Town Council **OBJECTS** to this application on the grounds that Members are opposed to internally illuminated signage within conservation areas.

c. **CB/25/01292/ADV - Texaco, 173 London Road, Biggleswade, SG18 8EJ**

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

d. **CB/25/01512/FULL - 3 Broadmead, Biggleswade, SG18 8LF.**

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

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

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

f. **CB/25/01634/FULL - 1 Poplar Close, Biggleswade, SG18 0EW**

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

g. **CB/25/01443/FULL - The Yorkshire Grey, 140 London Road, Biggleswade, SG18 8EL**

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

h. **CB/25/01576/FULL - Land to the rear of No.2 and No.8 St Andrews Close, Biggleswade, SG18 8BB**

The Town Council has **NO OBJECTION** to this application, subject to consultation with neighbours and consideration of their comments; however, Members wished to make CBC aware of their concerns over the potential risk of overdevelopment.

i. **CB/25/00764/ADV - 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; however, Members wished to draw CBC's attention to the additional illuminated wall signs requested in the application, noting that if granted, this would be a departure from the consistency of signage across the retail park.

j. **CB/25/01732/FULL - 15 Sandy View, Biggleswade, SG18 0HS**

The Town Council has **NO OBJECTION** to this application, subject to consultation with neighbours and consideration of their comments; However, Members requested that CBC review the application to ensure there is adequate access to the property.

11. **PLANNING APPLICATION OUTCOMES**

This report was **NOTED.**

12. **ACCOUNTS**

Financial Administration

a. **Internal Audit – Final Report 2024-25**

The Town Clerk & Chief Executive thanked Officers for their hard work in preparing for the Internal Audit. Members reiterated these comments and recognised the hard work of the Finance Team in preparing for the audit.

Members **APPROVED** the report and congratulated Officers.

b. **Annual Governance & Accountability Return**

The Town Clerk presented the report.

- i. Members **APPROVED** the Annual Governance Statement – Section 1 of the Annual Return for the financial year 2023/2024.
- ii. Members **APPROVED** the Accounts and Accounting Statements (Section 2) contained in the Annual Return for the 2023/2024 financial year.

Both the Town Clerk and Mayor signed the documentation.

Members also noted that the electors' rights of inspection of accounts will begin on Monday 23rd June 2025 and end on Friday 1st August 2025 consistence with Section 25 to 27 of the Local Audit and Accountability Act 2014.

c. **Financial Administration**

Members **NOTED** the report.

13. **ITEMS FOR INFORMATION**

- a. There were no items for information.

14. **PUBLIC OPEN SESSION**

- a. No members of the public were present, either online or in person.

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

15. **EXEMPT**

a. **Exempt minutes of the Annual Statutory meeting 13th May 2025**

The exempt minutes were **APPROVED** as an accurate record the Annual Statutory meeting 13th May 2025.

b. **Century House Report**

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

c. **Drove Road Report**

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

d. **Christmas Report**

Members **RESOLVED** to note the information provided and adopt the recommendations laid out within the report

The Mayor closed the meeting at **7:48 pm**

BIGGLESWADE TOWN COUNCIL
Town Council Meeting 8th July 2025
Item 9a: Public Works Loan Board Draw Down

Implications of Recommendations

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

Finance: Draw down of £79,528 for essential upgrades to the remaining play areas.

Equality: None.

Environment: A Green Town: Consider the recommendations of the audit of play areas and how we might invest to improve those areas.

Community Safety: A Town to be Proud Of: Ensure public open spaces are maintained to a high standard with regular maintenance of street furniture, attractive floral displays and a zero-tolerance approach to waste, litter, and clutter.

In 2021, following public consultation, BTC began a five-year program to improve maintenance of its twenty-two play areas across town and to replace old and outdated play equipment. Capital investment, which includes funds from partners, has resulted in the refurbishing of Franklins recreation ground, Brunel play area and Kitelands recreation ground. This has received positive public feedback.

A report on play areas refurbishment went to the November 2023 Town Council meeting and the June 2024 Town Council meeting as well as PLOS Committee meetings. Officers conducted a comprehensive round of Crown Commercial Service (CCS) platform procurement combined with visits from interested companies. The purpose of the £79,528 PWLB loan to be paid back within 15 years is to refurbish fourteen play areas, including upgrading outdated equipment and introducing exciting, age-appropriate additions. The project would also include the installation of ground grass matting for improved safety, sustainability, and aesthetics.

Old play equipment will be replaced by exciting new wood-based play equipment which is sustainable and guaranteed for 25 years. The result of the PWLB investment will be to improve the play equipment offered for all age groups, provide a safe and highly attractive set of play areas which encourage toddlers, youths, friends, and families to improve their learning, health, and wellbeing.

Bedfordshire Rural Communities Charity Support Statement

BRCC are supportive of the project and below is a statement from the Chief Executive:

“Beds RCC is very supportive of this initiative, which will bring many benefits to the young people and families of the town. Outdoor activity in safe environments is key to physical and mental wellbeing; and builds social cohesion – all things which are especially needed among families.

As with the previous enhancements at Franklins Rec, Beds RCC does have some access to a small amount of funding for things such as planting and seating within the town’s green spaces and Green Wheel; and would be happy to partner with the Town Council in enhancing the play areas, as appropriate”.

Project Summary

The aim is that this project, once it has been resolved and confirmed, could have all the play equipment refurbished and the ground surfacing be implemented within circa four weeks. All play areas could remain open throughout the improvement works with only the impacted play equipment being shut off to the public to maintain health and safety compliance.

In addition to the project, the Public Realm Team would continue to maintain all play equipment and ground surfacing to a good standard as at present, applying their current skills, experience, and training to a higher level than CBC play area maintenance. This PWLB loan would be anticipated to complete the play areas investment program.

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

“Support Officers making an application to the Public Works Loan Board for an amount up to £79,528. The loan is particular to essential upgrades to the remaining play areas for a term of 15 years. Prior to making such an application, the Council will conduct a formal consultation exercise with the community and Bedfordshire Association of Town and Parish Councils (BATPC) will need to assess the submission”.

To facilitate the PWLB application for 2025-26, Members reaffirmed an additional resolution during the Annual Statutory Meeting on 13th May 2025:

“It was RESOLVED to seek the approval of the Secretary of State for Housing, Communities & Local Government to apply for borrowing approval for a 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.

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 £0.99 a year. This will be subject to a precept increase consultation”.

Members also RESOLVED that *“if the loan application is successful, the actual drawdown could not take place until in receipt of an additional resolution from the Council”.*

Online Survey

The residents of Biggleswade were consulted on the loan application through an online survey and 143 people responded, 56% supported the application to go ahead and 44% did not support the application.

For example: The following individuals were supportive of the loan application and the project.

1.	Tracy: parent of a 10-month-old boy
2.	Darren: parent of a 14-month-old girl
3.	Amy: parent of a 5-year-old
4.	Charlie: parent of a 2 and 4-year-old
5.	Josh
6.	Gemma: parent of a 4-year-old
7.	Eden
8.	Ellie: parent of an 8 and 4-year-old
9.	Benjamine
10.	Ines: parent of a 4-year-old
11.	Liz
12.	Mamau: parent of a 4-year-old girl
13.	Karina: parent of a 4-year-old
14.	Spice: parent of a 10,8 and 6-year-old
15.	Samuel
16.	Gloria: Grandparent of a 7-year-old
17.	James: parent of a 5-year-old
18.	Anne: parent of a 14-month-old girl
19.	Carris: parent of a 4-year-old
20.	Heather: parent of a 4-year-old

Some individual personal details have been excluded to protect their anonymity.

Confirmation from MHCLG

Officers have received a letter from the Ministry of Housing, Communities & Local Government on 6th June 2025 confirming the borrowing request for the £79,528 has been approved.

Budget Confirmation

The Council has set aside funds in the current budget 2025-26 to pay for the annual loan repayment of around £7,839.

Recommendation:

That Members agree to proceed with drawing down a sum of £79,528 from a PWLB loan to enable the final refurbishment of play equipment in remaining play areas.

Peter Tarrant
Town Clerk & Chief Executive

Ernest Bour
Head of Finance & Deputy RFO

Appendices:

Appendix A: PWLB Loan Repayment Costs.

Appendix B: Yearly interest and capital repayments for all the Council's PWLB Loans.

Appendix C: Quotation/Specification for Playground Equipment from Eibe (Available via Sharepoint).

Amount of Advance: 79,528.00

Period	Rate	Annuity ½ Yearly Cost (£)	Total Cost (£)	
(years)	%			
1 year	-	0.00	0.00	
Over 1 not over 1½	-	0.00	0.00	
Over 1½ not over 2	5.06	21,155.24	84,620.96	
Over 2 not over 2½	5.06	17,132.94	85,664.70	
Over 2½ not over 3	5.07	14,455.21	86,731.26	
Over 3 not over 3½	5.07	12,541.99	87,793.93	
Over 3½ not over 4	5.08	11,110.48	88,883.84	
Over 4 not over 4½	5.09	9,998.53	89,986.77	
Over 4½ not over 5	5.09	9,107.91	91,079.10	
Over 5 not over 5½	5.10	8,382.34	92,205.74	
Over 5½ not over 6	5.11	7,778.80	93,345.60	
Over 6 not over 6½	5.13	7,271.48	94,529.24	
Over 6½ not over 7	5.14	6,835.57	95,697.98	
Over 7 not over 7½	5.15	6,458.69	96,880.35	
Over 7½ not over 8	5.17	6,132.13	98,114.08	
Over 8 not over 8½	5.18	5,842.71	99,326.07	
Over 8½ not over 9	5.20	5,588.61	100,594.98	
Over 9 not over 9½	5.22	5,362.25	101,882.75	
Over 9½ not over 10	5.24	5,159.50	103,190.00	
Over 10 not over 10½	5.26	4,976.98	104,516.58	
Over 10½ not over 11	5.28	4,811.94	105,862.68	
Over 11 not over 11½	5.30	4,662.12	107,228.76	
Over 11½ not over 12	5.33	4,528.09	108,674.16	
Over 12 not over 12½	5.35	4,403.33	110,083.25	
Over 12½ not over 13	5.37	4,288.94	111,512.44	
Over 13 not over 13½	5.39	4,183.79	112,962.33	
Over 13½ not over 14	5.42	4,089.43	114,504.04	
Over 14 not over 14½	5.44	3,999.95	115,998.55	
Over 14½ not over 15	5.47	3,919.71	117,591.30	7839.42

Appendix B: Current overall capital borrowing

Loan number	Starting Balance 25/26	Annual Capital Repayment 25/26	Annual Interest 24526	Ending Balance 25/26	End Date
484665	£1,303.16	£1,303.16	£34.17	£0.00	21st September 2025
491331	£74,959	£5,784.95	£3,161.71	£69,174.05	21st September 2035
559293	£408,111.73	£9,599.95	£20,855.15	£398,511.78	12th October 2047
710190	£42,177.45	£2,959.14	£2,072.34	£39,218.31	11th March 2036
Totals	£526,551.34	£19,647.20	£26,123.37	£506,904.14	

Item 9b:

Sent: 17 June 2025 13:11

Subject: Highways Act 1980 – S.118 – proposed Stopping Up of part of Biggleswade Footpath No. 39 and S.26 – proposed Creation of Bridleway No. 89 and a part of No. 58.

Dear Councillors and Town Clerk

Highways Act 1980 – S.118 – proposed Stopping Up of part of Biggleswade Footpath No. 39 and S.26 – proposed Creation of Bridleway No. 89 and a part of No. 58.

I am writing to seek your views on the following proposal:

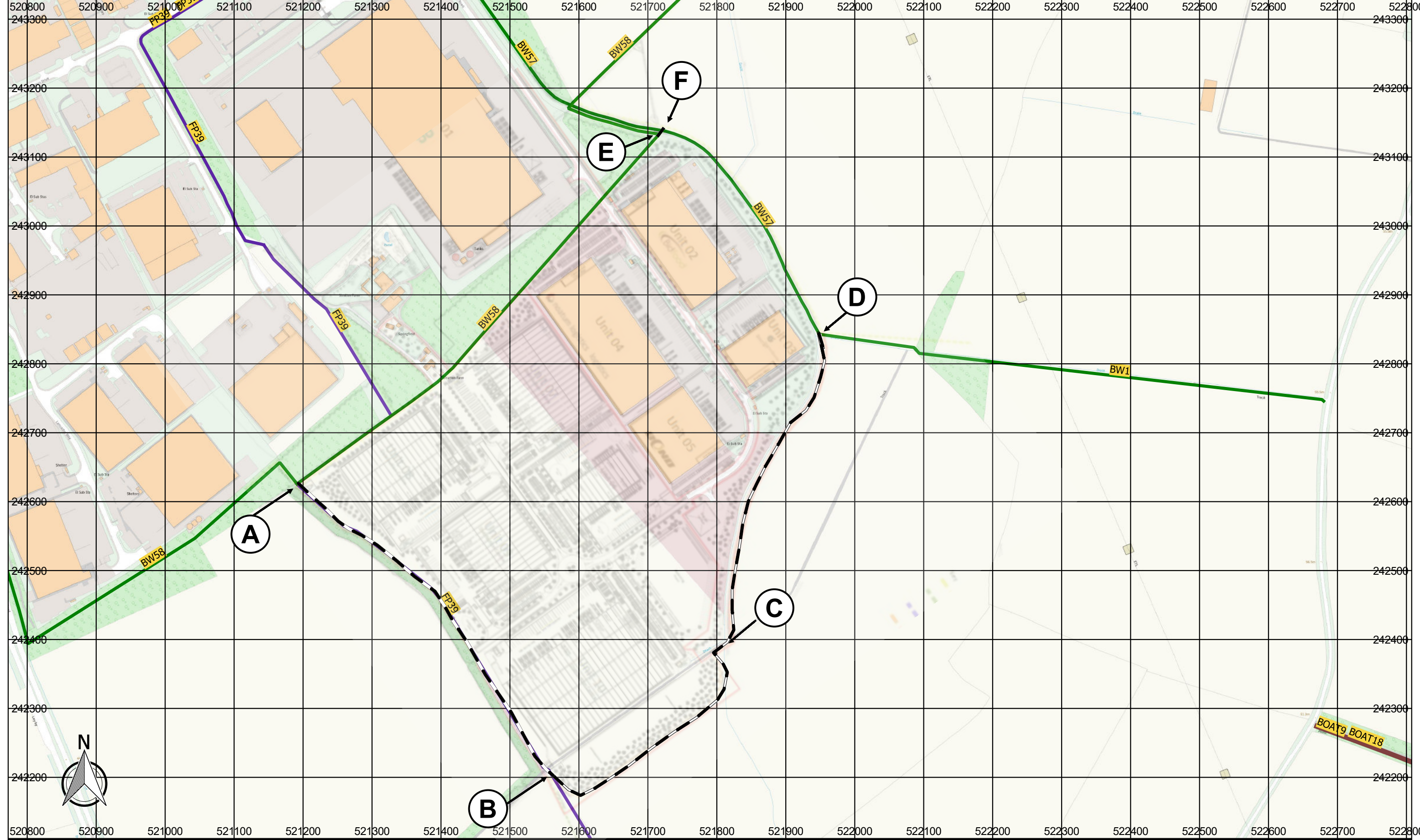
Stopping up of a section of Biggleswade Footpath No. 39 and the creation of Biggleswade Bridleway No. 89 and a part of Bridleway No. 58.

The proposal is shown on the enclosed plan, with the route to be Stopped up denoted by a bold black line between the points A-B and those to be Created by the dashed lines between the points A-B-C-D and E-F. The nearest post code is SG18 8QY which is a part of the Symmetry Park Warehouse Development, Biggleswade.

The proposal involves the stopping up of a section of Footpath No. 39 and in its place creating Bridleway No. 89 to provide a new link between Bridleway No 58 and Bridleway No. 57 (legal width will be 4 metres) to the south-east of the warehouse development at Symmetry Park. A short section of Bridleway will also be created to provide a link between Bridleway No. 58 and Bridleway No.57 over a farm culvert in order to provide a more convenient access point for users, this will also create a circular loop around the development site. The site has been granted planning permission CB/22/04252/FULL for the demolition of 3 existing dwellings and the construction of 3 B8 units, together with associated access, vehicle parking and all other ancillary works. The construction of the site is underway, and the proposal will require alteration works to the surfaces (currently grass) as the s.106 agreement provides funding towards the scheme which includes the surfacing of a 2.5 metre width with aggregate and a 1.5 metre grass strip between the points A-B-C-D-F-E-A.

I would be grateful if you could respond with any comments and/or statements of support or opposition to me by 31st July 2025.

Appendix A: CBC Proposal Map.



Highways Act 1980			Produced by Central Bedfordshire Council. This map is based upon Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office © Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. Central Bedfordshire Council. Licence No. AC0000851074 (2025)		
The Stopping up of part of Biggleswade Footpath No. 39 and the Creation of Biggleswade Bridleway No. 89 and a part of Biggleswade Bridleway No. 58			Scale 1:5000		
Stopping Up			Date: 06 June 2025		
Footpath to be Stopped up	A-B	————	By Clare Wild		
Creation					
Bridleway to be Created	A-B-C-D, E-F	- - - -			

Item 9c:

Sent: 24 June 2025 14:45

Subject: New Street trading application 25/003940 Mr Softee Woburn

Good afternoon All,

Local Government (Miscellaneous Provisions) Act 1982



We have a new street trading consent for Dean Chase:

Trading locations: Rounds in Woburn, Ridgmont, Ampthil, Cranfield, Leighton Buzzard, Linslade, Dunstable, Lidlington, Stanbridge, Hockliffe, Clophill, Heath and Reach, Biggleswade, Caddington, Studham.

Trading Times:

Sunday - Thursday 1pm-7pm, Friday-1pm-6pm.

Articles: Ice cream Van. I will be selling ice cream with flakes and sauce. I will also be selling cold drinks and lolly's and chocolates

This consultation ends on the 15th of July 2025, any comments received after this date will not be considered in the final decision.

Appendix A: Street Trading Application Form.

Appendix B: Supporting Documentation.



CENTRAL BEDFORDSHIRE COUNCIL

**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982
APPLICATION FOR STREET TRADING CONSENT**

TO: The Licensing Team, Public Protection, Central Bedfordshire Council, Watling House, High Street North, Dunstable, Beds LU6 1LF

I/We apply under the provisions of the above Act for a street trading consent. I/We submit the following particulars:

1. a) Full name (Block capitals): Dean chase
b) Date of Birth: [REDACTED]
c) Trading name: Mr softee Woburn
2. a) Home address: [REDACTED]
b) Telephone number: [REDACTED]
3. Will you be the sole operator of the stall/vehicle? Yes / No: Yes If 'no' how often will you operate the stall/vehicle?
PLEASE NOTE All applicants and nominated assistants are required to submit 2 passport type photographs.

If the answer to 3 is 'no', please give details below:

4. Full names, addresses, dates of birth of all other people working on your stall are required:

5. Have you, or any person associated with this application, been convicted of any offence in the last 10 years? Yes / No: No

If 'Yes' please give details of name and offence(s)
Court Code and date of conviction, Offence code and date of offence, Fine, penalty or sentence:

6. Are there any prosecutions pending against you or any person associated with this application? Yes / No:

No

If 'Yes' please give details of name and offence(s) - (Alleged offence - Date of court hearing):

7. Description of articles to be sold (Please note, a separate application must be completed for each stall, van, barrow etc):

Ice cream van.i will be selling ice cream with flakes and sauce.i will also be selling cold drinks and lolly's and chocolates

8. Trading site (If this is a fixed position please give details and enclose a map):

Woburn/ridgmont/amphthil/cranfield/leighton
buzzard/linslade/dunstable/Lidlington/stanbridge/hockliffe/clophill/heath and
reach/biggleswade/caddington/studham/charlton

9. Evidence you have obtained any necessary permissions to trade at your chosen site (e.g. if private property, the permission of the owner):

10. How long a period of consent are you applying for - 12 months or one off (up to 2 months):

12 months

Monday-1pm-7pm
Tuesday-1pm-7pm
Wednesday-1pm-7pm
Thursday-1pm-7pm
Friday-1pm-6pm
Saturday-1pm-7pm
Sunday-1pm-7pm

Ice cream van-Ford transit The overall length can range from about 4.86 meters to 5.15 meters, the height from 2 meters to over 2.3 meters, and the width (including mirrors) from 1.97 meters to over 2.27 meters.

Ice cream van
Witney Morrison

10/10/2016

14. Address of premises used for storage/accommodation of stall/vehicle and, if appropriate food:

If 'No' give details of any Public Liability Insurance, you presently have and indicate whether you would be willing to obtain £5 million Public Liability Insurance:

16. Will you be using any equipment that may give rise to complaints (e.g. generators)?
No

17. What arrangements are there for the disposal of waste?
I have a big bin with plenty of black bags

FOOD CONSENTS

18. Please give details about your food handling experience to date (if applicable):
None so far but im currently doing my level 2 food and hygiene

19. a) Have you ever attended a food hygiene course offered by the local authority?
Yes / No:
No

b) If 'yes' when and where?

20. Are you at present registered with Central Bedfordshire Council as a food premises?
Yes / No: Yes

If 'yes' please give date of registration:
Date of registration: 07-06-2025

■■■■■■■■■■ ■■■■■■■■■■

BUSINESS INTERESTS	
21. a) Have you traded in Central Bedfordshire before? Yes / No: No	
b) If the answer to 21a is yes, please give details (Where, how long etc):	
22. a) Have you traded in any other town/city? Yes / No: No	
b) If 'yes' please give details:	
OTHER INFORMATION	
<p>23. Please give any other details that you wish to be considered when dealing with your application:</p> <p>Hi there I'm a very clean English person with a nice smile to all my customers. Could you please get the street trading consent back to me as soon as possible as I currently don't have any access to other jobs or money and I have a wife and daughter to keep alive. Thanks so much</p>	

I/We declare that I/We are not under 18 years of age and I/We certify that, to the best of my/our knowledge and belief, the above particulars are correct.

Any person who, in connection with an application for a street trading consent, makes a false statement which he knows to be false in any material respect, or which he does not believe to be true, shall be guilty of an offence.

Dated .11/06/2025.....

Signed [REDACTED].....

I have paid the relevant fee online reference No-
Or a fee of £ 529.10 accompanies this application. (Cheques to be made payable to Central Bedfordshire Council).

Checklist:

- I have completed the application ☒
- I have enclosed evidence of the landowner's permission ☒
- I have enclosed any relevant plans ☒
- I have enclosed a photograph of the stall/vehicle ☒
- I have enclosed evidence of Public Liability Insurance ☒
- I have enclosed the fee or made payment online ☒
- I have enclosed 2 passport type photographs of myself and others associated with this application. ☒

Please quote reference number for online payment

This form will be retained electronically by Central Bedfordshire Council to enable the provision of licences, registrations, consents, notices and other permissions required by legislation . These details may be provided to the Police, Home Office, Driver and Vehicle Standards Agency, Department of the Environment Food and Rural Affairs, Food Standards Agency, Gambling Commission, Immigration Service, Her Majesties Revenue and Customs, Department for Work and Pensions and other persons where there is a legal requirement or right to do so. Please be assured that your details will be safeguarded securely and only used for this sole purpose and will not be divulged to any other individuals or organisations without your consent.

Your data will only be held for as long as is necessary or as governed by other statutory regulations and will be disposed of securely.

If you have any questions contact the [information governance team](#)

You can find out more about how data is managed at Central Bedfordshire Council by [clicking here](#)

Sums Insured Schedule

Address of the business to be Insured:**Liability:**

Public and Products Limit of Indemnity	£5,000,000
Public and Products Liability Excess	£250.00
Employers' Liability Limit of Indemnity	Not Included

Material Damage:

Tools & Business equipment (excluding Plant)	£0.00
Stock and materials sum insured	Up to £1,000
Loss of money cover	Up to £1,000
Loss of licence cover:	£0.00
Stock deterioration following refrigeration breakdown sum insured:	£0.00
Is cover required for business interruption? (maximum indemnity period of 12 Months)	No

Optional Covers:

Do you want to include legal expenses insurance?	No
--	----

Special Conditions

Financial Loss Extension (£50k)
Event Cancellation Extension - Caterer (£5,000)

IMPORTANT NOTICE - Please check this policy very carefully

This insurance is subject to the information detailed in this document. The Insured should carefully review the contents of the Policy (including its attached schedule, endorsements and proposal / statement of facts). If any of the information set out therein is incorrect, the insured must notify the Commercial Express or the insurer. Failure to do so may invalidate the insurance provided.

Liability Certificate

IMPORTANT NOTICE: Please check this quotation and accompanying proposal for insurance very carefully.

It is essential that you make fair presentation of the risk that should include a full and unrestricted disclosure including every material fact and circumstance (a material fact or circumstance is material if it would influence the judgement of the Underwriter when considering whether to accept the risk and/or the assessment of the terms, conditions or premium which should be applied).

If you are unsure in any way that your disclosure is complete you should check with your insurance advisor.

In the event you fail to make a full unrestricted disclosure Underwriters may refuse to pay your claim, pay only part of your claim, and/or void your policy.

This statement will be considered together with the presentation of risk that you and your insurance advisor have provided to the Underwriter.

If the answers or information you have provided change prior to cover commencing you should notify your insurance advisor as Underwriters may need to vary the terms or withdraw this quotation.

Agent:	[REDACTED]
Agent Reference:	[REDACTED]
Quotation Number:	[REDACTED]
Policy Number:	[REDACTED]
The Insured:	[REDACTED]
'Trading as' name (If applicable):	Mr Softee Woburn
Correspondence Address:	[REDACTED]
Product:	[REDACTED]
Effective Date of Endorsement:	[REDACTED]
Period of Insurance:	Commencing 10:40:00 on the 11/06/2025 to 23:59:00 on the 09/06/2026
Sums Insured:	As per attached schedule
Excesses:	As per Policy wording
Adjustment:	£ 12.97
I.P.T:	£ 1.56
Fee:	£ 0.00
Total Adjustment:	£ 14.53
Date proposal completed:	11/06/2025
Special condition(s):	As per attached schedule

Authorised Signatory

[REDACTED]

Signed in Dudley, West Midlands for and on behalf of those Underwriters subscribing to this certificate

Dated this 11/06/2025

Insurer Details - Please Note:

This insurance is provided by Ascot Syndicate 1414 at Lloyds.

This is to certify that authorisation has been granted to Commercial Express Quotes Ltd under Binding Authority Agreement number

CEQ505558/2025 @ 11/06/2025 13:18:05

Item 11a

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
09/07/2024	CB/24/01790/PIP	154 Hitchin Street, Biggleswade, SG18 8BP	Permission in Principle: Erection of 2 x two-bedroom houses with associated landscaping, bin stores, cycle stores and widened vehicle crossover.	The Town Council OBJECTS to this application on the following grounds: •Highways access. •Overdevelopment.	Planning in Principle - Refused	23/06/25 CBC dismissed the planning appeal
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 11/05/25 - The Town Council rejected the application again 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.
10/06/2025	CB/25/01306/ADV	19 High Street, Biggleswade, SG18 0JE	Erection of a battery energy storage system (BESS) with associated access, landscaping and ancillary works.	The Town Council OBJECTS to this application on the grounds that Members are opposed to internally illuminated signage within conservation areas.	Awaiting Outcome	Target Date for Decision: 23 / 06 / 2025

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

BIGGLESWADE TOWN COUNCIL
Full Town Council Meeting 8th July 2025
Item 12a: Financial Management Report for May 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.

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 May 2025 reports is:

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

It is difficult to calculate a projected outturn for the financial year 2025/26 based upon two months expenditure. In the absence of any patterns of expenditure or sophisticated profiling it is assumed in most cases that budgets will come in line with actual expenditure at the end of the financial year.

This will be kept under constant review.

The Financial Management Report for May 2025 is available as Appendix A.

Recommendation:

Members consider and approve the May 2025 Financial Management report.

Ernest Bour
Head of Finance and Deputy RFO

Appendix A: Financial Management report for May 2025.

Biggleswade Town Council		Management Accounts Finance Report 31/05/2025					APPENDIX A
		Actual FY24/25	Actual FY 25/26	Budget FY 25/26	Variance FY 25/26	Committed Expenditure	COMMENTARY
ALLOTMENTS	Income	10740	0	12400	(12400)		
	Expenditure	2387	424	7200	6776	0	
Movement to/(from) Gen Reserve		8353	(424)	5200	(5624)		
BURIAL GROUNDS	Income	80045	11300	75018	(63718)		The actual expenditure is high in period two because the Council has paid for the annual business rates for the two cemeteries.
	Expenditure	8433	5639	9900	(5261)	1000	
Movement to/(from) Gen Reserve		71612	5661	65118	(59457)		
CAR PARKS	Income	40698	12006	50500	(38494)		The actual expenditure is high in period two because the Council has paid for the annual business rates for all the car parks.
	Expenditure	78937	32737	87701	47739	7225	
Movement to/(from) Gen Reserve		(38,239)	(20731)	(37,201)	16470		
MARKET	Income	20985	3998	23500	(19502)		
	Expenditure	4545	1281	4850	3569	0	
Movement to/(from) Gen Reserve		16440	2717	18650	(15933)		
TOWN CENTRE GENERAL	Income	79879	667	3500	(2833)		Excess actual expenditure over budget relates to UKSPF grant expenses.
	Expenditure	83436	48107	65050	(15133)	32076	
Movement to/(from) Gen Reserve		(3557)	(26275)	(61550)	35275		
CAPITAL EXPENDITURE	Income	84416	0	0	0		
	Expenditure	212282	14143	94000	74007	5850	
Movement to/(from) Gen Reserve		(127866)	(14143)	(94000)	79857		
PUBLIC CONVENIENCES	Expenditure	17697	1020	16380	15360	0	
CORPORATE MANAGEMENT	Income	1662390	924391	1862460	(938069)		The Council has received the first half of the precept for this financial year.
	Expenditure	3700	(2660)	4000	(6660)	0	
Movement to/(from) Gen Reserve		1658690	926031	1858460	(946769)		
DEMOCRATIC REP'N & MGM'T	Expenditure	9010	4963	12900	7937	0	
CIVIC ACTIVITIES & EXPENSES	Income	1713	43	0	43		This income represents funds for Mayors Charity.
	Expenditure	3622	(2019)	3250	4779	490	
Movement to/(from) Gen Reserve		(1,909)	(2901)	(3,250)	349		
ORCHARD COMMUNITY CENTRE	Income	55055	10959	62000	(51041)		
	Expenditure	23903	3642	40580	31181	5757	
Movement to/(from) Gen Reserve		31152	7317	21420	14103		
RECREATION GROUNDS	Income	13190	6927	21500	(14573)		
	Expenditure	74705	13914	83730	59024	10792	
Movement to/(from) Gen Reserve		(61,514)	(6987)	(62,230)	55243		
CENTRAL SERVICES (includes Magistrates Court and Grants)	Income	810	0	340	(340)		
	Expenditure	1300576	254649	1474669	1203400	16620	
Movement to/(from) Gen Reserve		(1,299,766)	(254649)	(1,474,329)	1219680		
PUBLIC REALM (includes Depot and Repairs & Maintenance)	Income	7350	0	18600	(18600)		The actual expenditure is high in period two because the Council has paid for the annual business rates for the new depot.
	Expenditure	188264	65227	225608	151447	8934	
Movement to/(from) Gen Reserve		(180,914)	(65227)	(207,008)	141781		
	GRAND TOTALS						
	Income	2057271	970291	2129818	(1159527)		
	Expenditure	2011497	441067	2129818	1688751	88744	
Movement to/(from) Gen Reserve		45774	529224	0			

