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| To: | Town Mayor and all Members of the Biggleswade Joint Committee | |
| | Town Councillors: | Cllr. M Russell (Deputy Chairman) Cllr. D Albone Cllr. G Barrett Cllr. C Thomas |
| | BTC Substitutes: | Cllr. D Strachan Cllr. I Agnew |
| | BTC Officers: | Peter Tarrant (Town Clerk & Chief Executive) Karim Hosseini (Head of Governance & Strategic Partnerships) Helen Calvert (Administration & HR Manager) Asia Green (Committee Clerk) |
| | Central Bedfordshire Councillors: | Cllr. Gareth Tranter (Chairman) Cllr. Steve Watkins Cllr. Grant Fage Cllr. Paul How |
| | CBC Substitutes: | Cllr. Paul Daniels Cllr. Hayley Whitaker |
| | CBC Officers: | Sarah Hughes (Community Engagement Manager) Beverly Gaynor (Place and Programme Management) Gareth Cheal (Head of Capital Delivery) |
| | Co-Opted Members: | Cliff Andrews (BRCC) Carole Birtwhistle (Community Safety Group) Alex Costa (Citizen Representative) Nick Gurney (Biggleswade Scouting) |
| | | (Copies to other Town Councillors for information) |

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the **Biggleswade Joint Committee** to be held on **Thursday 24th July 2025**, commencing at **7.00pm** at **The Old Court House, 4 Saffron Road, Biggleswade, SG18 8DL**. Central Bedfordshire Council Officers will attend the meeting via Zoom in line with current Central Bedfordshire corporate practice.



Peter Tarrant
Town Clerk & Chief Executive

**THIS MEETING MAY BE
RECORDED***

AGENDA

PART A – ADMINISTRATION

1. ELECTION OF CHAIRMAN

As set out in the Terms of Reference for the Town Joint Committees, a Chairman must be elected annually.

2. ELECTION OF DEPUTY CHAIRMAN

As set out in the Terms of Reference for the Town Joint Committees, a Vice Chairman must be elected annually.

3. CONFIRMATION OF SECRETARIAT

As set out in the Terms of Reference for the Town Joint Committees, the Secretariat role must be confirmed annually.

4. 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.

5. DECLARATIONS OF INTEREST

- (i) Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer of it.
- (ii) Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council (see Dispensation Procedure).

6. CHAIRMAN'S ANNOUNCEMENTS

7. PUBLIC OPEN SESSION

To adjourn for a period of 15 minutes to allow members of the public to put questions or to address the Committee, through the Chairman, pertaining to items listed on the Agenda.

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.

Members of the public who wish to join this meeting should register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_9-HQvltqTACDX3-9rL2VQQ



8. UPDATES FROM CBC & BTC COUNCILLORS AND CO-OPTEES

9. MINUTES OF PREVIOUS MEETINGS

To receive and approve as a correct record the minutes of the Biggleswade Joint Committee meeting held on **Thursday 15th October 2024**.

To receive and approve as a correct record the minutes of the Biggleswade Joint Committee meeting held on **Thursday 16th January 2025**.

10. MATTERS ARISING

From the Minutes of the Biggleswade Joint Committee Meeting held on **Thursday 15th October 2024**.

From the Minutes of the Biggleswade Joint Committee Meeting held on **Thursday 16th January 2025**.

11. OUTSTANDING ACTIONS

For Members to receive and consider the action log and ongoing issues list.

12. INVITED SPEAKERS

- a. Central Bedfordshire Council's Assistant Director for Highways, Mr Gary Powell will present via Zoom.
- b. Biggleswade Community Safety Group, Carole Birtwhistle.

13. LICENSING POLICY CONSULTATION

For Members to receive and consider information regarding CBC's Licensing Policy Consultation.

14. BJC WORK PLAN REVIEW

For Members to receive and consider the current workplan.

15. ITEMS FOR INFORMATION

- a. **Bedfordshire, Luton and Milton Keynes Integrated Care Board (BLMK ICB) Joint Committee attendance**

For Members to note that a representative of the BLMK ICB will be attending the next Joint Committee meeting on the 23rd October 2025. Nikki Barnes, Associate Director of System & ICB Estates will be able to provide Members with an update on Biggleswade Health Centre at this meeting.

- b. **Christmas Lights Switch On**

BTC and CBC are in discussion to ensure the electrical supply within certain lampposts in the Market Square and High Street are working sufficiently to support the Christmas Lights Switch On.

- c. **Current and upcoming Consultations**

There are currently 4 live consultations, full details and online questionnaires are available on our website here [View our current consultations | Central Bedfordshire Council](#)

- Community Governance Review
- Licensing Policy
- SEND Strategy
- Local Nature Recovery Strategy

- d. **CBC Executive Forward Plan**

The CBC Executive Forward Plan published with the papers for the June executive meeting can be found at this link [23.1 Forward Plan of Key Decisions - July 2025 \(2\).pdf](#)

e. UK Shared Prosperity Funding (UKSPF)

A briefing note is attached which provides an overview of the projects and schemes benefitting from UKSPF in 2025/26

16. EXEMPT

(Market Vision).

(Infrastructure Update).

17. DATE OF NEXT MEETING

The next Biggleswade Joint Committee Meeting is scheduled for:

- a. Thursday 23rd October 2025.

**Committee Members receive all documentation.
Papers available to other Councillors upon request.**

**Phones and other equipment may be used to film, audio record, tweet, or blog from this meeting by an individual Council member, officer, or member of the public. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session. The use of images or recordings arising from this is not within the Council's control.*

Biggleswade

Joint Committee

Town Clerk & Chief Executive: Peter Tarrant
Tel: 01767 313134
peter.tarrant@biggleswadetowncouncil.gov.uk
www.biggleswadetowncouncil.gov.uk

**MINUTES OF THE MEETING OF BIGGLESWADE JOINT COMMITTEE
HELD IN PERSON AND VIA ZOOM VIRTUAL MEETING AT THE OLD COURT HOUSE, 4
SAFFRON ROAD, BIGGLESWADE, SG18 8DL ON TUESDAY 15TH OCTOBER 2024 at
7.00 PM**

| | |
|------------------------|---|
| Present: | <p>BTC Members: Cllr M Russell (Deputy Chairman) Cllr D Albone Cllr G Barrett Cllr D Strachan</p> <p>Cllr C Thomas (substitute)</p> <p>BTC Town Clerk & Chief Executive: Peter Tarrant. BTC Head of Governance & Strategic Partnerships: Karim Hosseini. BTC Committee Clerk: Kathrine Chambers.</p> <p>CBC Members: Cllr G Tranter (Chairman) Cllr H Whitaker Cllr P How (via Zoom)</p> <p>CBC Community Engagement Manager: Sarah Hughes. Head of Capital Delivery: Gareth Cheal (via Zoom). Head of Sustainability : Stephen Mooring</p> <p>Co-opted Members: Carole Birtwhistle (Community Safety Group). Samantha Conder (Community Safety Group) (via Zoom). Nick Gurney (Biggleswade Scouting).</p> |
| Members of the public: | None. |

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

PART A – ADMINISTRATION

1. APOLOGIES FOR ABSENCE

- a. Cllr J Woodhead, Beverley Gaynor, Cliff Andrews.

b. **Remote Attendance**

Cllr P How, Samantha Conder, Gareth Cheal.

c. **No Apologies**

Cllr G Fage, Cllr S Watkins.

2. DECLARATIONS OF INTEREST

a. **Disclosable Pecuniary Interests in any agenda item**

None.

b. **Non-pecuniary interests in any agenda item**

Cllr Whitaker for Item 9.

3. CHAIRMAN'S ANNOUNCEMENTS

- a. Cllr Tranter noted that Central Bedfordshire Council have ongoing consultations for the School Organisation Plan and the Domestic Abuse Strategy.

4. PUBLIC OPEN SESSION

No members of the public wished to speak.

5. UPDATES FROM CBC AND BTC COUNCILLORS

- a. Cllr Whitaker noted that the Central Bedfordshire are working on budget setting and are focusing on where efficiencies can be made. She noted that she participated in a 'day of action' with CBC community officer, the Police and others, engaging with residents about issues in the local area.
- b. Sarah Hughes highlighted Footpath 27 and the work being undertaken with the Rights of Way and Sustainability teams to make this more accessible. Contact has been made with various volunteer schemes and will be completed on 4th November 2024.
- c. Cllr Whitaker asked that Members and Officers report street light issues when alerted to them and encourage local residents to report any issues, especially during winter.
- d. Cllr How provided an update on the bridge on Biggleswade Common, highlighting that new treads are being made and that a structural survey is being carried out to ascertain longevity. Repairs will then be completed after this.
- e. Cllr How recollected a presentation about businesses in the town and his comment that links should be promoted between colleges and local business. Cllr Russell responded that the Town Council recently hosted a business forum and that these links were raised and discussed as needs.
- f. Cllr Whitaker noted that she met with the Salamanca Group about Land East and suggested that they are invited to speak at Joint Committee and the Town Council about upcoming housing developments. Mr Hosseini responded that a representative has been invited to Joint Committee in January 2025.

- g. Cllr Russell raised concerns in relation to further development and its potential impact on the A1 roundabout and upcoming S106 agreements. Cllr Whitaker responded that the agreement remains in place and has not been renegotiated yet.
- h. Cllr Tranter noted ongoing work to resolve issues with streetlights, pedestrian crossings and vegetation on Saxon Drive. He highlighted concerns for the roundabout at Foxglove Drive and Moonflower Place and continuing unlit streetlights which may be due to an underground cabling fault.
- i. Cllr Tranter also highlighted the Youth Parliament launch at Priory House with representatives from Biggleswade schools.

6. MINUTES OF PREVIOUS MEETINGS

Members **APPROVED** the Minutes of the Biggleswade Joint Committee Meeting of **Thursday 11th July 2024**, subject to agreed changes being implemented.

7. MATTERS ARISING

a. St Andrew's Pedestrian Safety Island

Cllr Russell noted previous discussions about the safety island and that the Town Council still have not received a formal response from CBC, even just to confirm receipt. Cllr Whitaker responded that the annual plan is currently being reviewed by Highways and there is no formal mechanism for Town Councils to consult on this plan. Sarah Hughes was asked to follow this up with the Highways team and ask for further information on their plans.

Members discussed the idea of an ongoing list for any issues or concerns relating to Highways and that this could be shared regularly with CBC.

b. S106 Agreement

Cllr Strachan noted that the schedule has been received by the Town Council but that further information is needed on what funds have been committed in order to influence the Council's budget setting process.

Cllr Russell noted that the S106 training she attended was comprehensive and that Town Council Members would benefit having a CBC Officer discuss the process and limitations.

Cllr Tranter asked for an update S106 information on the CBC website. Ms Hughes responded that there has been significant progress and that more updates will be shared for the next meeting. The Town Clerk reiterated that budget setting has begun and that the Town Council need the information as soon as possible.

c. Formalised Agreement for the Market Square

Cllr Russell noted that this process is still ongoing between the Town Council and CBC. Mr Hosseini added that Officers have contacted CBC about the recent resolution to progress two leases for the Market Square and Century House.

8. OUTSTANDING ACTIONS

Members **NOTED** the outstanding actions and ongoing issues list.

9. SCHOOL ORGANISATIONAL PLAN

Gareth Cheal presented the ongoing School Organisation Plan 2025-2030 consultation which concludes on 10th November 2024. The consultation is running to ensure that the education system is well prepared for future needs. Mr Cheal noted that feedback will be reviewed and shared at CBC Executive Committee on 4th February 2025.

Cllr Whitaker asked whether Principle 7 regarding Special Educational Needs provision is related to additional resources rather than new schools. Mr Cheal replied that CBC have a graduated response for SEN provision and that many students with EHCPs currently attend mainstream schools. Another plan will focus on specialist provision.

Cllr Whitaker raised concerns over new developments and the two-tier transition within Biggleswade and its impact on education. Mr Cheal responded that current statistics indicate that there are enough spaces for students currently and in future.

Cllr Russell noted recent conversations with Ivel Valley School staff about the delayed development for the school. Mr Cheal answered that the current plan is primarily focused on mainstream education but that Ivel Valley's expansion will be reviewed in February 2025. Members observed that the new site would be more accessible for students and increase available places.

Cllr Tranter asked about the distribution of the consultation and the target respondents. Mr Cheal responded that in-person and online engagement events were taking place, that it has been shared across social media and would follow up with Youth Parliament

10. TOWN CENTRE IMPROVEMENT – UKSPF

Mr Mooring noted that UK SPF funding is now being sent to Town and Parish Councils, which means projects can soon start progressing. He added that this fund was discussed at the recent Biggleswade Business Forum and highlighted the upcoming completion date of 31st March 2025. Mr Mooring also shared that the community grant process is underway, which will provide funds to eleven projects.

Mr Hosseini highlighted three blocks of UK SPF funding have been agreed with CBC, two for capital and one for revenue. The first capital grant will be for refurbishing Century House in Biggleswade, and the second will be used to increase heritage and functional signage and to update Abbot's Walk. The revenue grant will be used for cultural events in current development by a working group, including history & ghost walks, pop-up cinemas and a winter music festival.

Mr Tarrant asked if there was confirmation for when the work for the electrics will be completed. Mr Mooring responded that this has been inspected and that a proposal has been provided, which he has now responded to with questions. More details will be shared before CBC go out to procurement. Mr Tarrant noted upcoming events in the Town Square and how these are reliant on safe and reliable electrics.

11. ROAD SAFETY

Mrs Birtwhistle reflected on continuing road safety concerns in Biggleswade, highlighting issues with parking on pavements, broken electricity points, contraflow lanes and enforcement. Cllr Albane added that motorcycles continue to park on pavements even when spaces are provided.

Cllr Whitaker noted the need for more traffic enforcement officers to prevent incidents and/or impose rules in place. Cllr Thomas responded that he has had discussions with

enforcement officers and that short-term parking issues are harder to enforce as staff are not always present.

Members shared similar experiences with the issues raised, including speeding, near misses, and lack of visibility.

Members **RESOLVED** that a formal letter be sent to the CBC Head of Highways, Gary Powell, and Cllr Baker to note road safety concerns and ask CBC officers to attend Joint Committee in future to provide a response.

12. HIGHWAYS TASK FORCE REPORT

Cllr Strachan noted recent works notifications received by the Town Council and the lack of clarity or practicality about the diversion routes provided, and that Officers have been in communication with CBC about this.

Cllr Russell highlighted that Section 27 (P31) states “methods of communication were dependent on the audience” but that Town and Parish Councils were not included.

Cllr Barrett noted that rewording the report could benefit the readership and make the process more streamlined. An example was that Section 22 (P31) does not quantify what minimised disruption is.

Cllr Albane noted Appendix A refers to leftover defects when roads and pavements are reopened after works, which are not fixed by the developers (ex. Hitchin Street). Cllr Whitaker responded that CBC Street works are the official regulator and that reviews must be completed within 12 months. She noted that any issues can be raised directly to Streetworks or FixMyStreet to ensure these are reviewed earlier. Mr Hosseini added that contact with CBC Streetworks was made and that the site will be checked soon.

Cllr Albane raised concerns that FixMyStreet only works when CBC owns the street in question. Cllr Whitaker noted that it was suggested at Highways Task & Finish that the system provide further information on the developer for the complaint to be progressed, but that this currently increases officers workload. Members noted that they receive concerns from residents about road and pedestrian safety but can only share the links to Streetworks or FixMyStreet.

Members asked that Cllr Tranter and other CBC Officers notify the Local Government Association about the issues in the reporting system and highlight the need for change.

Members also asked that accessibility of the footpath by the railway also be addressed in the letter to Mr Powell and Cllr Baker.

13. BJC WORKPLAN AND CBC EXEC & OSC FORWARD PLANS

Ms Hughes noted that this will be carried forward as a standing item for the Committee so that Members can see what the forthcoming discussions at CBC are and what may be relevant for future meetings.

Members asked that the dates be corrected on the BJC Workplan to reflect the correct year for future meetings.

Cllr Whitaker noted that CBC budgets will influence discussions at Executive Committee. She noted that freight strategy would be a good item for consideration because Drove Road is part of the freight network and this has an impact on the local area.

Cllr Whitaker also noted that flooding should be discussed due to recent heavy rainfall in Biggleswade and how to best prepare and respond in future. Cllr Russell raised concerns about the impact of continued development on Biggleswade's flood plains. Cllr Whitaker noted that Alys Bishop would be a good connection for this item but that it should be scheduled for April 2025 to best suit the flooding team's schedule. Ms Hughes also offered to provide a presentation from Spring 2024 which covers flooding.

Members **RESOLVED** to invite Alys Bishop and other representatives from the flooding team to Biggleswade Joint Committee in April 2025.

Cllr Russell also asked that, once CBC budgets have been set, it would help if CBC Officers could provide a guide to what these mean and the impact it might have on Biggleswade. Cllr Whitaker responded that she would be happy to work with Officers to walk Members through the process alongside Cllr Tranter and Ms Hughes.

14. FUTURE MEETING DATES

Cllr Russell asked that these meetings remain on Thursdays in future to work best with the Town Council and CBC schedules.

Members **RESOLVED** to reschedule Biggleswade Joint Committee in April to **Thursday 3rd April 2025**.

15. EXEMPT

a. Co-option Process

Members **RESOLVED** to accept the co-option request.

b. Kings Reach Update

Members **RESOLVED** for an update to be brought to the next Joint Committee if responses have been received.

16. DATE OF NEXT MEETING

The next meeting will be held on Thursday 16th January 2025 and would take place at the Offices of Biggleswade Town Council at 7pm.

Meeting Closed at 9:12pm.

**MINUTES OF THE MEETING OF BIGGLESWADE JOINT COMMITTEE
HELD IN PERSON AT THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE,
SG18 8DL AND ON ZOOM ON THURSDAY 16TH JANUARY 2025 at 7.00 PM**

| | |
|------------------------|--|
| Present: | |
| BTC | <p>Cllr M Russell (Deputy Chairman) Cllr D Albone Cllr G Barrett Cllr D Strachan</p> <p>Cllr J Woodhead (Substitute)</p> <p>BTC Town Clerk & Chief Executive: Peter Tarrant. BTC Head of Governance & Strategic Partnerships: Karim Hosseini. BTC Committee Clerk: Kathrine Chambers.</p> |
| CBC | <p>Cllr G Tranter (Chairman) Cllr G Fage</p> <p>CBC Community Engagement Manager: Sarah Hughes.</p> |
| Co-optees: | <p>Cliff Andrews (BRCC). Carole Birtwhistle (Community Safety Group). Sam Simmons</p> |
| Members of the public: | 1. |

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

PART A – ADMINISTRATION

1. APOLOGIES FOR ABSENCE

a. Nick Gurney, Cllr H Whitaker.

b. No Apologies

Cllr S Watkins, Cllr P How, Samantha Conder.

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary Interests in any agenda item

None.

b. Non-pecuniary interests in any agenda item

Cllr D Strachan – Item 15b.

Cllr D Albone – Item 8.

3. CHAIRMAN'S ANNOUNCEMENTS

Cllr Tranter raised concerns over lack of attendance from some Members and whether the current meeting adhered to Standing Orders. Members agreed that no formal votes could be taken, but that attendance should be reconsidered in future.

4. PUBLIC OPEN SESSION

No one registered to speak.

5. INVITED SPEAKER

There was none.

6. UPDATES FROM CBC & BTC COUNCILLORS AND CO-OPTES

a. Cllr Fage proposed that the 'Call for Sites' be an item on the upcoming Joint Committee agenda so that Members can discuss the proposed sites.

b. Cllr Fage proposed the New Homes Bonus also be an agenda item in future, as discussed with the Town Clerk.

c. Cllr Russell raised the request for a St. Andrew's Street Pedestrian Island, for which there is still no formal response. She noted that, while the Council is encouraged to send recommendations to CBC, these often are not responded to.

Cllr Tranter added that a number of traffic management schemes are not pursued due to limited funding and that this needs to be better scheduled in future. Members discussed the lack of mechanism for parish councils to feed into the Highways Budget and how doing so would benefit both parties. Perhaps there should be a formal consultation when the Highways Programme for the following year is being put together. Members also noted that budgetary restraints could be alleviated with unallocated S106 funds.

Cllr Tranter agreed that he would write informally to Executive Members and ask for their opinions on the discussion.

d. Mr Andrews asked that co-optes are mentioned in the title of Item 5 to be inclusive of their updates and suggestions. Cllr Tranter confirmed that this would be done.

e. Cllr Tranter asked whether the Town Council had attended their S106 briefings yet. The Town Clerk confirmed that there was access training in 2024 but that the latest session is upcoming.

- f. Cllr Tranter highlighted volunteer work organised by Community Engagement and the Rights of Way teams to assist the highways contractors between Eagle Farm Road and Whittle Drive to clear undergrowth, shrubbery and mend fencing. This has increased accessibility and reduced incidents in the area.

7. MINUTES OF PREVIOUS MEETINGS

Members reviewed and agreed the Minutes of the Biggleswade Joint Committee Meeting of **Tuesday 15th October 2024**, subject to the noted changes being implemented. Since the meeting was not quorate, minutes will be formally approved at the next meeting

8. MATTERS ARISING

a. BJC Workplan and CBC Exec & OSC Forward Plans

Cllr Russell noted Cllr Whitaker's comments on the freight strategy and that the Town Council has submitted comments to the consultation.

b. Updates from CBC & BTC Councillors and Co-optees

Cllr Strachan asked whether the Salamanca Group were unable to attend the meeting. Mr Hosseini responded that they have been reinvited for the next meeting.

c. Road Safety

Cllr Russell reiterated the issue of raising concerns with CBC but having little response. She suggested that Officers write back to the Assistant Director for Highways and ask if they could attend a future meeting.

Cllr Fage explained that Ward Councillors have information shared with them about potential priorities for highway. Cllr Tranter added that these are usually shared in May, which means the short-term impact of their comments is low and that this process needs to begin earlier.

Ms Birtwhistle reiterated her concerns about road conditions after development and asked whether developers should be accountable for any damage. Members agreed that this should feed into the conversation with the Assistant Director for Highways and that the Council should provide a list of its priorities.

9. OUTSTANDING ACTIONS

- a. Members asked whether any response had been received on providing "a full detailed account of history decisions" for the Kings Reach green area. Mr Hosseini confirmed that this has recently been chased but he will follow up again.
- b. Cllr Tranter confirmed that he had written to the Local Government Association about issues in Highways reporting but that he is still waiting for a response.

10. ROAD SAFETY

Members asked whether the BP Pulse charging facilities on the Baulk had been fixed. Co-optees confirmed that this work was done in mid-November.

BTC Members noted recent planning applications regarding school drop off points, which the Town Council had objected to, and the lack of clear line markings. BTC

Members also noted concerns over parking on double yellow lines and pavements. CBC Members responded that these need to be reported on FixMyStreet, but that enforcement agents would need to witness parking incidents to enforce them.

CBC Members also shared that they recently received an update on FixMyStreet, which currently had 8,903 outstanding reports. This email was agreed to be shared with all Members.

11. S106 FUNDING

CBC Members confirmed that the new Power BI S106 dashboard will be available soon, which shows sums in the region of £3.1 million in unallocated funding that are due to Biggleswade. Members raised concerns over the deadlines to these pots and whether the Town Council would be able to access them before they are returned to developers. Ms Hughes confirmed the session for town and parish councils on the S106 Parish reports would be held online on Wednesday 22nd January; there was over 30 bookings so far.

The Town Clerk noted recent contact with the CBC Heads of Service wherein Officers highlighted upcoming projects in detail. While this was warmly received, there has been no clear direction of travel since. The Town Clerk then suggested that lead CBC spending officers should maintain regular contact with Town & Parish Councils to ensure different funding pots are communicated effectively.

Mr Simmons asked whether any S106 funds apply to leisure centres. CBC Members confirmed that there is £235,000 uncommitted for Saxon Pool and various pots for a 3G pitch, but these are often tied into specific projects. Mr Simmons noted the need for new equipment at Saxon Gym and this should be a priority for the town.

The Town Clerk asked CBC Members how S106 Spending Officers are managed and deployed, and how best to communicate with them. Ms Hughes agreed to help facilitate a meeting with these Officers. Ms Hughes added that Spending Officers have the responsibility to request S106 monies and that this is an evidence-based process.

Members asked Ms Hughes how often consultations are held regarding funding allocation. Ms Hughes responded that for Community and Village Halls, schedules detailing the CVH facility and improvements needed are updated every two years.

Cllr Tranter reiterated the importance of engaging with surveys and consultations

12. RECREATIONAL OPEN SPACE STRATEGY

Cllr Russell asked whether a link to the full strategy could be provided in addition to this overview. She also suggested that the Leisure Strategy should be an upcoming agenda item once further information is available.

13. JOINT COMMITTEE WORKPLAN

Ms Hughes noted that the Leisure Strategy could be added to the April agenda, but that flexibility is required dependent on their availability.

Ms Hughes also highlighted upcoming drop-in sessions organised by the Environment Agency regarding flooding, which she shared with Mx Chambers to further distribute. This will be attended by the flooding team and the Internal Drainage Board.

BTC Members also recommended that ongoing road safety concerns should also be a standing item to ensure that responses are received from Highways.

CBC Members asked whether the Integrated Care Board (ICB) would have any updates by the next meeting and, due to the immediacy of the Call for Sites, whether this would be suitable to be delayed to another meeting. Members noted that the ICB should be aware of the concerns that Biggleswade residents have for healthcare and dentistry. CBC Members also noted that this could be linked into the healthcare survey that was organised by Cllr Tranter, Cllr Whitaker and Cllr How.

Members discussed that the meetings schedule needs to be set for the new municipal year and the Joint Committee Workplan updated accordingly.

14. CBC EXECUTIVE & OSC FORWARD PLAN

Members noted the document.

15. EXEMPT

a. Kings Reach Update

Members discussed the updates on site ownership.

b. Land North

Members reflected on the planning inquiry result.

16. DATE OF NEXT MEETING

The next meeting will be held on the Tuesday 3rd April 2025 and would take place at the offices of Biggleswade Town Council at 7pm.

Meeting closed at 20:47pm.

Item 11: BTC Joint Committee Action Log

BIGGLESWADE TOWN COUNCIL 2025 ACTION ITEMS – BJC COMMITTEE

| Date | Item No. | Resolution | Progress | Owner | Action |
|------------|--------------------------------------|--|----------|---------|---|
| 15/10/2024 | Items for consideration | Item 12 Highways Task Force Members asked that Cllr Tranter and other CBC Officers notify the Local Government Association about the issues in the reporting system and highlight the need for change. | Complete | GT | GT to chase the lack of LGA response. Chased Cllr Tranter for an update. Town Councils actions have been implemented. |
| 16/01/2025 | Updates from Councillors & Coopteers | Cllr Fage proposed that the 'Call for Sites' be an item on the upcoming Joint Committee agenda so that Members can discuss the proposed sites. | Complete | KC | |
| 16/01/2025 | Updates from Councillors & Coopteers | Cllr Fage proposed the New Homes Bonus also be an agenda item in future, as discussed with the Town Clerk. | Complete | KC | |
| 16/01/2025 | Updates from Councillors & Coopteers | Cllr Tranter agreed that he would write informally to Executive Members and ask for their opinions on the lack of formal response or consultation from CBC Highways | Complete | GT | GT to chase the lack of CBC member engagement. Chased Cllr Tranter for an update. Town Councils actions have been implemented. |
| 16/01/2025 | Updates from Councillors & Coopteers | Mr Andrews asked that co-optees are mentioned in the title of Item 5 to be inclusive of their updates and suggestions. Cllr Tranter confirmed that this would be done. | Complete | KC | |
| 16/01/2025 | Matters arising | Item 8c Road Safety Cllr Russell reiterated the issue of raising concerns with CBC but having little response. She suggested that Officers write back to the Assistant Director for Highways and ask if they could attend a future meeting. Ms Birtwhistle reiterated her concerns about road conditions after development and asked whether developers should be accountable for any damage. Members agreed that this should feed into the conversation with the Assistant Director for Highways and that the Council should provide a list of its priorities. | Complete | SH / KC | 21/01/25 - SH has invited Mr Powell to the April BJC and is awaiting a response. |
| 16/01/2025 | Outstanding Actions | Item 9a Members asked whether any response had been received on providing "a full detailed account of history decisions" for the Kings Reach green area. Mr Hosseini confirmed that this has recently been chased but he will follow up again. | Complete | GF/KH | GF to audit trail CBC historical planning and revert to BJC with decision points timeline for Plan 6 land. KH is awaiting Taylor Wimpey/Martin Grant response on same site and future intentions. |
| 16/01/2025 | Items for consideration | Item 10 Road Safety CBC Members also shared that they recently received an update on FixMyStreet, which currently had 8,903 outstanding reports. This email was agreed to be shared with all Members. | Complete | GF | GF has provided information to BTC. |
| 16/01/2025 | Items for consideration | Item 12 Recreational Open Space Strategy She also suggested that the Leisure Strategy should be an upcoming agenda item once further information is available. | Complete | KC | Scheduled onto the Workplan |
| 16/01/2025 | Items for consideration | Item 13 Joint Committee Workplan Ms Hughes also highlighted upcoming drop in sessions organised by the Environment Agency regarding flooding, which she shared with Mx Chambers to further distribute. This will be attended by the flooding team and the Internal Drainage Board. | Complete | KC | Scheduled onto the Workplan |
| 16/01/2025 | Items for consideration | Item 13 Joint Committee Workplan CBC Members asked whether the Integrated Care Board (ICB) would have any updates by the next meeting and, due to the immediacy of the Call for Sites, whether this would be suitable to be delayed to another meeting. | Complete | KC | Scheduled onto the Workplan 21/01/25 - SH to write to the ICB to invite them to a future BJC meeting |
| 16/01/2025 | Items for consideration | Item 13 Joint Committee Workplan Members discussed that the meetings schedule needs to be set for the new municipal year and the Joint Committee Workplan updated accordingly. | Complete | SH / KC | CBC to provide final meetings schedule list. |

Action items: 12
Completed: 12
Progressing 0

100%
0%



Biggleswade Safety and Community Task Force: paper for Biggleswade Joint Committee 24 July 25 meeting

Introduction:

This paper is a request for information sharing on issues that have been reported on tools such as Fix My Street, but the report has not resolved the issue. Biggleswade Community Safety Group volunteers propose to take coordinated action to address some outstanding requests which have not been addressed by the authorities with responsibility for them. This would be by recruiting a team of volunteers willing to meet regularly to tackle these issues – potentially weekly in summer months and fortnightly in winter months.

To avoid unnecessary work, we would like to identify the schedules for maintenance work on sites across the town, as there is no point in the task force acting to complete a task which was due to be completed by another body's staff or contractor within a few days of the request reaching us.

How would we do this? One suggestion is to review the Fix My Street categories – and determine who is responsible for fixing them. We recognise this will vary by area, type of infrastructure and land ownership. In the table below we have listed types of infrastructure and the different bodies who might be responsible for it. For example, the A1 as a trunk road is the responsibility of the Highways Agency, other roads within the town will be handled by the CBC Highways team or their contractors. Cells shaded white we would consider addressing whilst those shaded **Red** we feel are not practical for us to handle. There may be further areas that we cannot safely handle, to be confirmed. Where housing developments have not been adopted by the Council, there will be issues to liaise with the Developers, their managing agents and contractors.

We will need to do detailed risk assessments on the tasks the group will undertake and would share these with the volunteers and our partner organisations.

Fix my Street Categories

| Category (firstly on fix my street) | Sub categories | CBC | BTC | Highways Agency | Developer |
|---|------------------------|-----|-----|--------------------|-----------|
| Bridges and Subways | Bridges over roads | | | | |
| | Bridges over railway | | | | |
| | Bridges over waterways | | | | |
| | Subways | | | | |
| | Other | | | | |
| Bus stops, benches, barriers | Bus stops | | | | |
| | Benches | | | | |
| | Tables | | | | |
| | Planters | | | | |

Item 12: Biggleswade Community Safety Group Report

| Category (firstly on fix my street) | Sub categories | CBC | BTC | Highways Agency | Developer |
|---|--|-----|-----|--------------------|-----------|
| | Crash Barriers | | | | |
| | Fences | | | | |
| | Walls | | | | |
| | Bike storage | | | | |
| | Other | | | | |
| Flooding and Blocked Drains | Flooding | | | | |
| | Blocked drains | | | | |
| | Other | | | | |
| Fly tipping, Bins and Graffiti | Waste bins | | | | |
| | Dog waste bins | | | | |
| | Domestic bins left out on roadside | | | | |
| | Graffiti on play equipment | | | | |
| | Graffiti on fences/boundary walls | | | | |
| | Graffiti on utility infrastructure | | | | |
| | Graffiti on public/ business buildings | | | | |
| | Graffiti on private buildings | | | | |
| | Fly tipping of green waste | | | | |
| | Bulk fly tipping | | | | |
| | Dog waste bags | | | | |
| | Other litter picking | | | | |
| | Weapons | | | | |
| | Abandoned vehicles | | | | |
| | Dead animal bodies | | | | |
| | Drug seizures | | | | |
| | Abandoned stolen goods | | | | |
| Pavements, Kerbs & Cycle Paths | Pavements | | | | |
| | Regular kerbs | | | | |
| | Dropped kerbs | | | | |
| | Cycle paths | | | | |
| | Foot paths | | | | |
| | Bridleways | | | | |
| Potholes | Roads | | | | |
| | Pavements | | | | |
| | Paths | | | | |
| Public Rights of way | Accessibility | | | | |
| | Signage | | | | |
| | Surface | | | | |
| | Other | | | | |
| Road Markings and Lining | Lane | | | | |
| | Zebra crossings | | | | |
| | Double yellow | | | | |
| | Single yellow | | | | |
| | Junctions | | | | |
| | Access to homes | | | | |
| | Speed signage | | | | |
| | Contraflow bike lane markings | | | | |
| | Other | | | | |

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| Category (firstly on fix my street) | Sub categories | CBC | BTC | Highways Agency | Developer |
|--|---|-----|-----|-----------------|-----------|
| Road Surface | Tarmac | | | | |
| | Repair degradation | | | | |
| | Drainage | | | | |
| | Other | | | | |
| Signs Damaged or Missing | Surface damage | | | | |
| | Orientation | | | | |
| | Not installed | | | | |
| | Not illuminated | | | | |
| | Other | | | | |
| Street Lighting | Damage to supports | | | | |
| | Not lit | | | | |
| | Adjustments needed | | | | |
| Surface cover | Utility covers drains etc on PATHS | | | | |
| | Utility covers drains etc on ROADS | | | | |
| Traffic Signals / Signalled Controlled Crossings | Not working | | | | |
| | Missing equipment | | | | |
| | Damage to supports | | | | |
| | Other | | | | |
| Trees | Overhanging paths | | | | |
| | Overhanging roads | | | | |
| | Supports | | | | |
| | Watering | | | | |
| Vegetation | Overhanging paths/pavements | | | | |
| | Invasive species | | | | |
| | In roads (drains/ splits between repairs etc) | | | | |
| Roadworks | | | | | |
| Salt bins | | | | | |
| Temporary Traffic Lights | | | | | |
| Housing | | | | | |

| Not on FMS | Sub categories | CBC | BTC | Highways Agency | Developer |
|-----------------------------|--|-----|-----|-----------------|-----------|
| Fishing hooks left in river | Check that swans and other wildfowl are not injured and reduce the threat by removal of litter and discarded metal items | | | | |
| Play equipment | Report damage to owner to fix | | | | |
| Invasive species | Himalayan Balsam – remove from the riverbank (NOTE: Ivel Valley Conservation volunteers did this on | | | | |

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| | | | | | |
|--------------------------|---|--|--|--|--|
| | 17 June 25 between Mill Lane and Hill Lane) | | | | |
| | Japanese Knotweed | | | | |
| Blue Badge parking audit | | | | | |
| Weapons sweeps | | | | | |

I recall the term Additionality, from when I worked for grant funders; we could not fund projects that were the responsibility of a Council or other government body. We need to respect this and not do things that the council teams do have in hand. But we need to understand what, when and where such actions are taking place - the purpose of this paper is to agree to get regular updates for the Task Force coordinators. Things like dates of waste bin emptying, mowing schedules, when play equipment is checked/maintained etc.

There are practical issues we need to understand such as schedules for maintenance tasks to be identified so that as requests come to us, we can schedule the actions to enhance the funded council works. To give an example - the contractor who mows the verge on Hitchmead Street next to the school - they don't do a litter pick first and there are lots of discarded drink cans that have been shredded by their machine posing a danger to passing people and animals. If we were to pick the cans up in advance of their visits, the shredded cans could be avoided. (Or perhaps their contract should be amended to state that they should remove litter before doing the mowing).

Other Help

We would like to explore:

1. Ways to safely dispose of the items collected by the task force
2. Whether key equipment could be stored with or borrowed from the BTC Public Realm team or other project partners.
3. Advice on risk assessments for the tasks (have contacted Ivel Valley Conservation Volunteers and await their response) are there any other people we could work with to assess these tasks?

We have spoken to Biggleswade Good Neighbours and people visiting our stall at the recent Duck Race and there did seem to be some interest to join the task force actions. And people have commented both in favour and against the idea on a Facebook post.

Carole Birtwhistle
Secretary
Biggleswade Community Safety Group

About the licensing policy consultation 2025

Consultation closes: 31 August 2025

Consultation opened: 7 July 2025

Our Licensing Policy requires a full review to remain current, and several amendments have been proposed.

Our Licensing Policy outlines how we, as the licensing authority, intend to operate and promote our licensing objectives within Central Bedfordshire. It offers clear guidance to both existing and new licensees regarding our approach to licensing and incorporates relevant legislative changes.

These licenses may cover a variety of activities and venues, including those that serve alcohol, offer entertainment, and provide late-night refreshments.

We reviewed the policy last year and incorporated a few small updates following a consultation with the public and licensed venues.

These updates included incorporating our latest strategic priorities into the introduction, refreshing some of the guidance resources, and updating dates and population figures.

Proposed changes – licensing policy consultation 2025

Consultation closes: 31 August 2025

Consultation opened: 7 July 2025

We are currently planning a comprehensive update to our Licensing Policy to simplify and clarify the application process for applicants. The new draft policy includes additional sections aimed at providing helpful guidance to applicants. These changes aim to create a more comprehensive policy that better explains the processes involved in applying for licenses under The Licensing Act 2003.

Additionally, they aim to make applicants aware of factors they should consider when submitting applications or planning events.

This will be achieved by enhancing the requirements for licensing applicants and establishing clear expectations.

You informed us during our consultation at the end of last year that we needed to consider how noise generated from licensed premises affects residents, enforce rules and conditions more rigorously, and shorten licensing hours. Where possible, we have taken these into account, and some of the changes listed below have been introduced as a result.

The proposed changes

New sections of the policy -

We've added:

- a new section called operating schedule for premises – this explains what applicants should consider when stating the conditions that will become part of their licence. We've also included some suggested wording for conditions as appendix C
- a new section for club premises certificates providing greater detail in relation to the criteria that must be satisfied to be classed as a club premises. We've also added more information about the types of variation applications that club premises can make
- a new section for advertising requirements providing greater detail in relation to premises licence and club premises certificate applications and variations. Including what alternatives can be accepted where a local newspaper is not available
- a new section for members of the public about commenting (making representations) on licensing applications which explains the process for doing this
- a new section on transfers of premises licence which explains the application process
- a new section on change of name or address for personal licence holders which explains the application process
- a new section on obtaining a copy of a licence which explains the application process and who is entitled to obtain a copy
- a new section on festivals and outdoor events outlining our expectations for event organisers
- a new section on using outdoor spaces outlining our expectations for licence holders/applicants to consider the impact on nearby residents
- a new section on street trading at licensed premises to ensure that applicants/licence holders are aware of additional requirements should street trading take place at their venue
- a new section on shisha, to ensure that applicants/licence holders are aware of additional requirements should they provide shisha at their venue

- a new appendix A which explains the glossary of terms used throughout the policy
- appendix D which is a blank copy of the representation form that can be used to object to licensing applications
- appendix F which lists the offences under The Licensing Act 2003

Updated sections of the policy

We've:

- updated strategic priorities
- removed licensing policy statement, which will be added to our website instead
- removed the details about the purpose of policy, as this is explained throughout
- replaced Section 5 with a more detailed explanation for the application types, including variation applications
- added more information to the Designated Premises Supervisor section with some best practice advice
- removed authorisations for licensable activities, this has been replaced with appendix F
- moved the information on our delegations and responsible authorities from the policy into appendices instead

Corresponding Appendices:

Appendix 1: Statement of Licensing Policy 2025 to 2030

Appendix A: Glossary of terms

Appendix B: Responsible Authorities

Appendix C: Suggested conditions

Appendix D: Proposed Changes to Statement of Licensing Policy

Appendix E: Delegations

Appendix F: Offences under The Licensing Act 2003

Appendix G: Representation Form From Other Persons

Statement of Licensing Policy

2025 to 2030

A great place to live and work.

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1. Executive Summary

We seek to achieve a balance between the licensed trade, the community and other stakeholders. Whilst conscious of the importance of licensed premises' to the local economy and vitality of the community, we acknowledge the potential issues associated with licensable activities in relation to nuisance and anti-social behaviour, which in turn impacts on the community in a variety of ways. We seek to achieve a mutual co-existence, and will work with the licensed trade, responsible authorities and local communities to identify and resolve issues wherever possible.

2. Introduction

Central Bedfordshire Council's Area

Central Bedfordshire lies in the heart of the county, covering some 712 square kilometres. The Chiltern Hills, an area of outstanding nature beauty, form a major feature in the west including chalk scarp and downlands and the Greensand Ridge runs eastwards throughout the area. The Grand Union canal also passes through the area.

The area is diverse with picturesque villages, hamlets and historic market towns whilst, as one of the most rapidly growing unitary councils in England, we are planning for substantial additional development. The area has a total population of 301,500. The largest communities within Central Bedfordshire are Dunstable, Leighton Buzzard, Houghton Regis, Biggleswade, Flitwick, Sandy, Ampthill and Shefford.

Strategic Priorities

Our vision is for Central Bedfordshire to be a great place to live and work. In our Strategic Plan we strive to:

- Provide the environment for economic prosperity in which existing businesses can grow and new ones will move to the area.
- Enable people to live active, healthy and independent lives.

This policy reflects these objectives by focusing on support for business whilst requiring adherence to licensing objectives. We wish to encourage a vibrant and diverse licensed offer which can be safely enjoyed by residents and visitors alike.

General Principles

We will ensure that:

- Every application is considered on its own merit, having regard to the Guidance issued under Section 182 of the Act.
- The rules of natural justice (**fair treatment and fair decisions**) are applied at all times.
- The right of any individual to apply, under the terms of the Act, for a variety of permissions is not undermined.
- The right of any person to make representations on an application or to seek a review of a licence or certificate where provision has been made for them to do so in the Act is not overridden.
- The provisions of The Human Rights Act 1998, Article 6 (that in determination of civil rights and obligations, everyone is entitled to a fair and public hearing within a reasonable time by an independent and impartial tribunal established by law), Article 8 (that everyone has the right to

respect for their home and private life) and Article 1 of the First Protocol (that every person is entitled to the peaceful enjoyment of their possessions, including for example the possession of a licence) are given proper regard.

- Central Bedfordshire Council has not adopted a “vicinity” policy and will only seek to control those measures within the control of the licensee.
- This Licensing authority acknowledges that licensing law is not a mechanism for the general control of anti-social behaviour by individuals once they are away from the premises and beyond the direct control of the licence holder.
- We will deal with the issue of licensing hours on the individual merits of each application. Any restriction on trading hours will be considered only where it is necessary to meet the licensing objectives.

We may depart from the guidance and this policy where it is deemed appropriate in order to promote one or all of the licensing objectives. In these circumstances, reasons for the decision will be provided.

A Glossary of terms referred to throughout this document is provided as Appendix A.

3. Licensing Objectives

We have a duty to promote the four licensing objectives of the Act, which are;

- **The Prevention of Crime and Disorder**
- **Public Safety**
- **The Prevention of Public Nuisance**
- **The Protection of Children From Harm**

The promotion of these licensing objectives places a responsibility on all license holders to become partners in achieving the objectives. Applicants will be expected to demonstrate in their operating schedule that suitable and sufficient measures have been identified and will be implemented and maintained in order to promote the objectives. These measures will be relevant to the individual style and characteristic of the premises and the events therein.

The legislation supports a number of key aims which should be paramount to everyone involved in the licensing process. They include:

- Protecting the public and local residents from crime, anti-social behaviour and noise nuisance caused by irresponsible licensed premises.
- Giving the police and licensing authorities the powers they need to effectively manage and police the night-time economy and, to take action against those premises that are causing problems.
- Recognising the important role which licensed premises play in our local communities by encouraging innovation and supporting responsible premises.
- Giving local residents the opportunity to have their say regarding licensing decisions that may affect them.

4. Licensable Activities

This policy relates to the following activities that are required to be licensed under the Act:

- **Retail sale of alcohol**
- **Supply of alcohol by or on behalf of a club, or to the order of a member of the club**
- **Provision of 'regulated entertainment' to the public, club members or with a view to profit**
- **Provision of late night refreshment (Supply of hot food and/or drink from any premises between 11pm and 5am)**

Regulated entertainment includes:

- **Performance of a play**
- **Exhibition of a film**
- **Indoor sporting events**
- **Boxing/wrestling entertainment**
- **Performance of live music**
- **Playing of recorded music**
- **Performance of dance**

In certain circumstances some of the above have now been deregulated under The Deregulation Act 2015. Please see www.gov.uk for information about when a licence is required. A link to the gov website can be found on our Alcohol and Entertainment Licensing webpage.

5. Licensing Applications

New Premises Licence

A premises licence can authorise any combination of licensable activities on an on-going basis in a specific location. A premises licence can also be used for one-off events at which more than 499 people are expected to attend. For smaller one-off events, it may be more appropriate to apply for a Temporary Event Notice (TEN).

Any person over the age of 18 may apply for a premises licence.

Applicants must complete the prescribed application form and submit it to us along with, a plan of the premises to which the application relates, if intended to sell alcohol, a completed DPS consent form, the operating schedule and relevant fee. The application will only be deemed accepted if it is fully completed and accompanied by all the relevant documents and the required fee. If the application is submitted electronically then we will send copies to all the Responsible Authorities. If the applicant sends in a paper application, it is the applicant's responsibility to send copies to each Responsible Authority. The Responsible Authorities are listed in Appendix B.

Applicants are encouraged to enter pre-application discussions with the Responsible Authorities, to ensure that they have adequately addressed all four licensing objectives.

If no relevant representations are received by us, we must grant the licence, and may only attach conditions that are consistent with the operating schedule and any mandatory conditions as prescribed in the Act. Applications where there are relevant representations that have not been withdrawn as a result of mediation, will be dealt with by a Licensing Sub-Committee.

All applicants for premises licences are asked to join their local Pubwatch and encouraged to apply for the Best Bar None scheme where there is one operating in the area.

Variation to a Premises Licence and Minor Variations

Once granted, a premises licence may be varied by way of either a full variation or a minor variation. Minor variations will only be considered where there is no potential negative impact on the licensing objections. In all other cases, a full variation must be submitted.

Applicants must complete the prescribed application form and submit it to the Licensing Authority with all the relevant documentation and fee. The application will only be deemed accepted if it is fully completed and accompanied by all of the relevant documents and the required fee. If the application is submitted electronically then we will send copies to all the Responsible Authorities. If the applicant sends in a paper application, it is the applicant's responsibility to send copies to each Responsible Authority. The Responsible Authorities are listed in Appendix B.

Applicants are encouraged to enter pre-application discussions with the Responsible Authorities, to ensure that they have adequately addressed all the licensing objectives.

If no relevant representations are received by us, we must grant the licence and may only attach conditions that are consistent with the operating schedule and any mandatory conditions as prescribed in the Act. Applications where there are relevant representations that have not been withdrawn as a result of mediation, Full variations will be decided by a Licensing Sub-Committee. Minor Variations will be decided by Licensing officers.

Operating Schedule for Premises

Operating schedules for new premises licence applications or variations to premises licences should take the following into account:

- Whether SIA registered door supervisors are required during specified times. This may be appropriate for a late-night venue.
- If a CCTV system should be installed. If so, when will the system record? How many cameras will there be? What areas of the premises will the CCTV cover? Who will have access to the recordings? How long will recordings be stored for? Will the system be capable of downloading the recordings onto removable media?
- Would use of a radio link (if available) be beneficial.
- What right to work checks will the applicant undertake for employees?
- What measures will the applicant undertake to ensure that incidents of spiking are prevented?

- What measures will the applicant put in place to ensure the safety of people leaving their premises, particularly late at night.
- How often waste disposal will occur.
- How often litter checks be made and the area(s) that will be checked.
- How often glassware will be collected.
- Should the premises have a capacity limit? (if recommended by Bedfordshire Fire & Rescue Service)
- What maintenance checks will be carried out on equipment, and how will the checks be recorded?
- If it is intended to have regulated entertainment at the premises, what measures will be in place to ensure that a nuisance is not caused. For example, will doors and windows remain closed whilst regulated entertainment is taking place? Will the use of outside space such as a garden area be limited?
- Whether it would be appropriate to restrict the hours when children are allowed on the premises.
- Whether it would be appropriate for children to be accompanied whilst on the premises.
- Which age verification policy will be operated at the premises?
- Will an incident log be kept and if so, what details will be recorded?
- Will a refusal register be kept, and if so, what details will be recorded?
- What training will staff receive? How often will they be trained? Will records of staff training be kept?
- Prevention of noise breakout (this includes music, ventilation equipment and human voice whether amplified or not) e.g. sound proofing arrangements, restrictions on times when music or other licensable activities may take place, use of noise limiters properly set to prevent noise breakout and disturbance.
- Prevention of disturbance by customers arriving and leaving the premises and the delivery of goods or services (This will be of greater importance between 11.00pm and 07.00am) e.g. restrictions on deliveries/collections, signage requesting customers to leave quietly and to respect the rights of nearby residents.
- Limiting and/or controlling the use of outdoor areas, gardens and patios for licensable activities, where these activities may cause a public nuisance. (Applicants will be required to inform the Licensing Authority of any proposed use of outdoor areas for licensable activities).
- Controlling odour and litter within the curtilage and vicinity of the premises.
- Consideration of light and vibration sources and their potential impact on neighbouring properties.
- Whether there are effective measures to check the age of those young people who appear under 21 to ensure that alcohol is not sold to those under 18 and those under 16 are accompanied in alcohol led premises.
- Whether the supply of alcohol for consumption on the premises is the exclusive or primary purpose of the services provided at the premises.
- Whether accompanied children under 16 on the premises of which the primary purpose is supply of alcohol for consumption on the premises are taking a table meal, or are being entertained by a live performance.
- The hour to which accompanied children under 16 are proposed to be on the premises where the exclusive or primary purpose of the services provided at the premises is the supply of alcohol for consumption on the premises.
- Whether due regard is paid to industry codes of good practice on the labeling and display of alcoholic drinks.

- Whether there are adequate procedures for identifying unaccompanied or lost children and ensuring that they are kept safe and adequately supervised until they can be handed over to a responsible adult.
- The likelihood of children being attracted to the premises; e.g. by the nature of activities or facilities provided whether or not these are licensed.
- Whether there is evidence of heavy, binge or underage drinking on the premises.
- Whether the premises commonly provides entertainment or services of an adult or sexual nature.
- Whether there is a strong element of gambling on the premises (but not, for example, the presence of a small number of cash prize gaming machines).
- Whether films are to be shown and the measures to restrict children from viewing age restricted films classified according to the recommendations of the British Board of Film Classification or the council itself.
- If performances or activities are likely to attract children, the number of adults required for the supervision of children.
- Where play facilities are provided, if an adequate risk assessment has been made and appropriate measures taken.
- The measures to be taken to ensure that those supervising or having significant contact with children have been appropriately vetted to ensure that they pose no risk to children. Obtaining Enhanced Disclosure from the Criminal Records Bureau may be appropriate in some cases.

This list is not exhaustive. There may be other considerations unique to individual premises.

New Club Premises Certificate

Clubs are organisations where members have joined together for particular social, sporting or political purposes.

Only 'qualifying' clubs may hold club premises certificates. In order to be a qualifying club, a club must meet the following 5 conditions:

Condition 1 is that under the rules of the club persons may not—

(a) be admitted to membership, or

(b) be admitted, as candidates for membership, to any of the privileges of membership,

without an interval of at least two days between their nomination or application for membership and their admission.

Condition 2 is that under the rules of the club persons becoming members without prior nomination or application may not be admitted to the privileges of membership without an interval of at least two days between their becoming members and their admission.

Condition 3 is that the club is established and conducted in good faith as a club (see section 63).

Condition 4 is that the club has at least 25 members.

Condition 5 is that alcohol is not supplied, or intended to be supplied, to members on the premises otherwise than by or on behalf of the club.

Applicants must complete the prescribed application form and submit it to us along with, a plan of the premises to which the application relates, a copy of the club rules, the operating schedule and relevant fee. The application will only be deemed accepted if it is fully completed and accompanied by all the relevant documents and the required fee. If the application is submitted electronically then we will send copies to all the Responsible Authorities. If the applicant sends in a paper application, it is the applicant's responsibility to send copies to each Responsible Authority. The Responsible Authorities are listed in Appendix B.

If no relevant representations are received by us, we must grant the licence and may only attach conditions that are consistent with the operating schedule and any mandatory conditions as prescribed in the Act. Applications where there are relevant representations that have not been withdrawn as a result of mediation, will be dealt with by a Licensing Sub-Committee.

Variation to a Club Premises Certificate

Once granted, a club premises certificate may be varied by way of either a full variation or a minor variation. Minor variations will only be considered where there is no potential negative impact on the licensing objections. In all other cases, a full variation must be submitted.

Applicants must complete the relevant application form and submit it to the Licensing Authority with all the relevant documentation and fees. The application will only be deemed accepted if it is fully completed and accompanied by all of the relevant documents and the required fee. If the application is submitted electronically then we will send copies to all the Responsible Authorities. If the applicant sends in a paper application, it is the applicant's responsibility to send copies to each Responsible Authority. The Responsible Authorities are listed in Appendix B.

If no relevant representations are received by us, we must grant the licence and may only attach conditions that are consistent with the operating schedule and any mandatory conditions as prescribed in the Act. Applications where there are relevant representations that have not been withdrawn as a result of mediation, will be dealt with by a Licensing Sub-Committee.

Operating schedule for Clubs

The dynamic of a qualifying club premises is different to that of a premises where members of the public are admitted. Club premises can only admit their members and member's guest. Therefore, it should be easy to identify any persons who attend the premises.

When submitting an operating schedule for a club premises certificate, consideration should be given to the following:

- What measures will the applicant put in place to ensure the safety of people leaving their premises, particularly late at night.
- How often will waste disposal occur?
- How often litter checks will be made and the area(s) that will be checked.

- How often glassware will be collected.
- If a CCTV system should be installed. If so, when will the system record? How many cameras will there be? What areas of the premises will the CCTV cover? Who will have access to the recordings? How long will recordings be stored for? Will the system be capable of downloading the recordings onto removable media?
- What right to work checks will the applicant undertake for employees?
- Should the premises have a capacity limit? (if recommended by Bedfordshire Fire & Rescue Service)
- What maintenance checks will be carried out on equipment and how will the checks be recorded?
- If it is intended to have regulated entertainment at the premises, what measures will be in place to ensure that a nuisance is not caused? For example, will doors and windows remain closed whilst regulated entertainment is taking place? Will the use of outside space such as a garden area be limited?
- Whether it would be appropriate to restrict the hours when children are allowed on the premises.
- Whether it would be appropriate for children to be accompanied whilst on the premises.
- Which age verification policy will be operated at the premises?
- Will an incident log be kept and if so, what details will be recorded?
- Will a refusal register be kept, and if so, what details will be recorded?
- What training will staff receive? How often will they be trained? Will records of staff training be kept?
- Prevention of noise breakout (this includes music, ventilation equipment and human voice whether amplified or not) e.g. sound proofing arrangements, restrictions on times when music or other licensable activities may take place, use of noise limiters properly set to prevent noise breakout and disturbance.
- Prevention of disturbance by customers arriving and leaving the premises and the delivery of goods or services (This will be of greater importance between 11.00pm and 07.00am) e.g. restrictions on deliveries/collections, signage requesting customers to leave quietly and to respect the rights of nearby residents.
- Limiting and/or controlling the use of outdoor areas, gardens and patios for licensable activities, where these activities may cause a public nuisance. (Applicants will be required to inform the Licensing Authority of any proposed use of outdoor areas for licensable activities).
- Controlling odour and litter within the curtilage and vicinity of the premises.
- Consideration of light and vibration sources and their potential impact on neighbouring properties.
- Whether there is a strong element of gambling on the premises (but not, for example, the presence of a small number of cash prize gaming machines).
- Whether films are to be shown and the measures to restrict children from viewing age restricted films classified according to the recommendations of the British Board of Film Classification or the council itself
- If performances or activities are likely to attract children, the number of adults required for the supervision of children.
- Where play facilities are provided if an adequate risk assessment has been made and appropriate measures taken.
- The measures to be taken to ensure that those supervising or having significant contact with children have been appropriately vetted to ensure that they pose no risk to children.

Obtaining Enhanced Disclosure from the Criminal Records Bureau may be appropriate in some cases.

- Will there be a system for signing guests in? If so, consideration must be given to the GDPR regulations about the how the information is recorded, retained, and who will see the information.

This list is not exhaustive. There may be other considerations unique to individual premises.

Suggested conditions for premises and clubs

We have provided a list of some suggested conditions as Appendix C. There is no requirement to use our suggested conditions/wording. However, applicants are welcome to use any of our suggested conditions that they feel would be applicable to their premises when completing their operating schedule. Each premises is unique, and not all suggested conditions would be applicable to all premises.

Advertising of new or full variation applications

Applicants must advertise their application to ensure that all other persons are aware of the application and are able to make representations if they so wish. A blue A4 notice in the prescribed format must go on display at the premises the day after the completed application, relevant documents and payment has been submitted to the Council's Licensing Team. The blue notice must remain on display for a period of 28 days consecutively. It must be displayed in a location that can be seen at all times by passers-by. If the premises in question is not a building, for example if a field is to be licensed, a blue notice must be placed at 50 metre intervals along the boundary of the area to be licensed. A copy of the prescribed format of the blue notice can be found on our website. The Licensing Act 2003 also requires the application to be advertised in a local newspaper which circulates in the vicinity of the premises applying for a licence. If there is no local newspaper which circulates in the vicinity of the premises applying for a licence, a suitable alternative will be accepted as follows;

- A local booklet/magazine that is circulated in the vicinity of the premises.
- If the above is not available, then the use of local community notices boards and a local community social media page will be accepted instead.

The text required for the newspaper advert is that of the blue notice. However, there is no colour or size specification for the newspaper advert.

Notices of applications received will also be published to our website.

Advertising of minor variation applications

Applicants must advertise their application to ensure that all other persons are aware of the application and are able to make representations if they so wish. A white A4 notice in the prescribed format must go on display at the premises the day after the completed application, relevant

documents and payment has been submitted to the Council's Licensing Team. The white notice must remain on display for a period of 10 working days consecutively. It must be displayed in a location that can be seen at all times by passers-by. A template of the required notice is available on our website.

Representations to premises licence or club premises certificate applications

Representations can be made by either responsible authorities, or interested parties. Responsible authorities are those specified in the Act. Interested parties are any individual, body or business who has grounds to make a representation.

An Alcohol Licensing Data Matrix Tool has been developed by Public Health and can be used by Responsible Authorities to assist them in making evidence based responses to licence applications and reviews.

All representations need to be submitted in writing. They must be based on the likely effect of the grant of the licence on the promotion of at least one of the licensing objectives. Each representation will be considered on its own merits and a determination made about whether it can be considered a relevant representation. A representation form from interested parties is available on our website. You can find a link to the form on our alcohol and entertainment licensing webpages. A copy of the representation form is also attached as Appendix D.

Any person who makes a relevant representation will be invited to the Licensing Sub Committee Hearing where the application will be determined. It is not possible to attend a Licensing Sub Committee Hearing anonymously. The details of representations, including the representee's name and address will be shared with the licence applicant and/or their representative(s). By making a representation, the representee agrees to their details being shared. We can only withhold a representee's details under very exceptional circumstances if there is a genuine fear of intimidation or violence.

When determining applications we will have regard to the Guidance issued by the Home Office. We may depart from the guidance and this policy where it is deemed appropriate in order to promote one or all of the licensing objectives. In these circumstances, reasons for the decision will be provided.

Review of a Premises Licence

The Act provides a review mechanism for premises whereby Responsible Authorities and other persons can apply for a review of a premises licence but must provide evidence to the Licensing Authority that one or more of the licensing objectives are not being met. However, no more than one review will normally be permitted within any 12 month period on similar grounds, except in exceptional and compelling circumstances or where it arises following a Closure Order. Any review of a licence will take place before the Licensing Sub Committee.

Requests for a review will be rejected if:

- the reason does not relate to one or more of the licensing objectives.

- if the grounds are, in the opinion of the Licensing Authority, frivolous, vexatious or repetitive. Repetitive grounds are those which are substantially the same, or identical to those considered at a previous hearing within the last 12 months.

Designated Premises Supervisor (DPS)

The sale and supply of alcohol, because of its impact on the wider community and on crime and anti-social behaviour, carries with it greater responsibility than that associated with the provision of regulated entertainment and late night refreshment. This is why a personal licence is required by all persons authorising such sales.

Each premises licence which authorises the sale of alcohol requires a personal licence holder to be the Designated Premises Supervisor, (the only exception is for community premises which have successfully applied to remove the DPS requirement). This is to ensure that there is always one individual who can be readily identified in case of emergency. The DPS should have day to day responsibility for the running of the premises, but is not required to be at the premises at all times. Suitable arrangements should be in place to provide cover where the DPS is absent due to holidays, sickness or similar circumstances. Whilst it not a requirement under the Licensing Act 2003, we recommend that the DPS for each premises keeps a list of all persons whom they authorise to sell alcohol. Authorisation should only be granted once staff have undertaken suitable training in the retail/supply of alcohol and they fully understand their responsibilities.

Transfer of a premises licence

Premises licences may be transferred from one person/business to another.

Applicants must complete the prescribed application form and submit it to us along with, the current premises licence (or reason why this can't be supplied), signed transfer consent form (or reason why this can't be supplied) and the relevant fee. The application will only be deemed accepted if it is fully completed and accompanied by all the relevant documents and the required fee. If the application is submitted electronically then we will send copy to the police. If the applicant sends in a paper application, it is the applicant's responsibility to send a copy to the police.

Temporary event notices

The Act provides for the temporary carrying on of the sale or supply of alcohol, the provision of regulated entertainment or the provision of late-night refreshment at premises which are not authorised by a premises licence or a club premises certificate.

There are various restrictions in relation to the use of Temporary Event Notices.

Only the police and the local authority exercising environmental health functions (Public Protection) may object to a Temporary Event Notice.

The Act states that a Temporary Event Notice must be given to the Licensing Authority, Police & Public Protection at least 10 working days before the day on which the event is due to begin, or in the case of a "late TEN", between 9 and 5 days before the event (This does not include the day of receipt of the application by the Licensing Authority or the first day of the event). The Licensing Authority however recommends that at least 28 days notice be given, to allow the Licensing

Authority, the Police and Public Protection to take full consideration of the notice. Please note that in the case of electronic TENs, the Licensing Authority is responsible for copying applications to the Police & Public Protection.

Personal licences

A personal licence is required by individuals making or authorising the sale or supply of alcohol in accordance with a premises licence. Not every person retailing alcohol at licensed premises needs to hold a personal licence, but every sale or supply of alcohol must be at least authorised by a personal licence holder.

The Licensing Authority must grant an application for a personal licence if the criteria set down in the Act is satisfied.

Personal licences are portable from one premises to another. An applicant can apply for a personal licence whether or not they have current employment or business interests associated with the use of the licence.

Change of name and/or address for personal licence holders

A personal licence holder must notify the issuing local authority if they change their name or address. The personal licence will always remain with the issuing local authority, even if the licence holder moves out of district. For Central Bedfordshire Council Personal Licence holders, notification of change of name or address must be given in writing (email acceptable). A form is available on our website. There is a fee of £10.50, this can be paid on our website.

Obtaining copies of licences

There is a fee of £10.50 for a copy of a licence. This can be paid via our website. Requests for copies must be submitted in writing (email acceptable). We can only supply copies to the named licence holder or their representative.

6. Festivals and Outdoor Events

Some of the major concerns raised about outdoor events are the potential for noise disturbance and whether the event can be run safely.

Organising an outdoor event is a significant undertaking. Organisers will need to take many factors into account. A comprehensive operating schedule should be provided.

For any event where the attendance is expected to be 1000 or more, we expect organisers to notify Central Bedfordshire Council's Safety Advisory Group (SAG) within the SAGs required timescales, and implement any reasonable recommendations made by the group. The SAG is made up of multiple agencies who are involved in the organisation and safe running of events.

Early engagement with the responsible authorities and SAG is encouraged.

Event organisers must obtain landowner permission before planning an event.

A premises licence must be secured before any event is advertised.

7. Using Outdoor spaces at Licensed Premises

Careful consideration must be given to the impact of using an outdoor space for licensable activities at a licensed premises. We would expect applicants to consider how noise may affect nearby residents and prepare a noise management/outside space management plan to demonstrate how outdoor activities will be managed.

8. Street trading at Licensed Premises

For the purposes of street trading, the term 'street' includes 'any road, footway, beach or other area to which the public have access without payment'.

The courts have held that the definition of a 'street' does not depend upon the area of land in question being in public ownership and private land may be classified as 'a street' too if it meets the definition in the Act and the precise circumstances of the trading indicate that it amounts to street trading.

Therefore, if street trading is to take place at an outdoor area of a licensed premises, for example in a pub car park, where the public have access without payment, it is likely that street trading consent will need to be obtained. Further information about street trading consent can be found on our street trading webpage.

9. Shisha at Licensed Premises

Shisha is classes as smoking. All premises, whether licensed premises or not who wish to provide spaces for Shisha must comply with Smoke Free Regulations.

10.Statement of Licensing Policy Consultation

This amended policy was drawn up after consulting with the following bodies:

- The Police
- The Fire Service
- Public Health
- Persons/bodies representative of local premises licence holders
- Persons/bodies representative of local club premises certificate holders
- Persons/bodies representative of local personal licence holders; and
- Community Safety Team
- Town & Parish Councils
- Trading Standards
- Environmental Health

- Pollution
- Children's Services
- Planning
- Home Office – Alcohol Team
- Licensing Solicitors
- Ward Councillors
- Luton Borough Council Licensing Team
- Bedford Borough Council Licensing Team

This Policy will come into force on the (insert date). The next review must be undertaken and the policy published by the 7th January 2030. The Policy may also be reviewed, updated and modified as and when the Licensing Authority considers appropriate to promote one or all of the licensing objectives.

The consultation took place between (insert date) and (insert date) , and the views of the parties consulted have been given proper weighting.

The policy was approved at a meeting of the Full Council on (insert date) and was published via our website on (insert date)

Should you have any comments regarding this policy statement please send them via e-mail or letter to the following contact:

Licensing Team, Central Bedfordshire Council, Thorn Turn Depot, Grendall Lane, Houghton Regis, Dunstable, LU5 6GJ

E-mail: licensing@centralbedfordshire.gov.uk

11.Related Strategies

The Licensing Authority will avoid duplication with other statutory regimes and if conditions are already provided for in other legislation, they cannot be considered necessary in the context of licensing law.

Applicants may find it useful to consider other Central Bedfordshire Council strategies and initiatives, Responsible Authority guidance and Central Government legislation and guidance. These may include:

- Community safety strategies
- The Government's Alcohol strategy
- Guidance on mandatory licensing conditions for the supply of alcohol
- Safer Clubbing
- Anti Social Behaviour Act 2003
- Anti Social Behaviour Crime & Policing Act 2014
- Health Act 2006
- Health & Safety at Work etc Act 1974

- Regulatory Reform (Fire Safety) Order 2005
- Race Relations (Amendment) Act 2000
- Environmental Protection Act 1990
- Disability Discrimination Act 1995
- Equalities Act 2010
- Human Rights Act 1998
- Crime & Disorder Act 1998
- Health & Safety Executive Guidance
- The Purple Guide (Event Management)
- Central Bedfordshire Planning's Design Guide
- Safer Central
- The Gambling Act 2005
- Planning Control (The planning and licensing regimes will be clearly separated to avoid duplication and inefficiency)
- Any other relevant documents

12.Cumulative Impact

Central Bedfordshire Council has not adopted a saturation policy at this time.

We will not operate a quota of any kind which would pre-determine any application, nor will it seek to impose general limitations on trading hours in any area. Due regard will be given to the individual characteristics of the premises concerned within a given area. It is recognised that pubs, nightclubs, restaurants, hotels, theatres and other clubs all sell alcohol, serve food and provide entertainment but with contrasting styles and characteristics. Proper regard will be given to those differences and the impact they are likely to have on the local community and the promotion of the licensing objectives.

If we receive representations from a responsible authority or interested party, to the effect that a particular area is becoming saturated with premises, creating problems of disorder and nuisance, then we may take into account cumulative impact when considering the individual merits of any application.

This should not be confused with 'need' which relates to the commercial demand for a particular type of premises e.g. a pub, restaurant or hotel. This is not a matter for the Licensing Authority, but for planning committees and for the market.

13.Delegation of Decision Making

We have provided a list of the decision makers for each application type as Appendix E.

14.Enforcement

The need for compliance with the licensing objectives and licensing conditions will, in most cases, be carried out with co-operation and liaison between the Licensing Authority and licence holders. A policy of consistency, transparency and proportionality will be the key to success.

We will liaise with all responsible authorities to ensure that, where enforcement is required to support compliance, it will be done using the most appropriate primary legislation. Where this is not possible, we will investigate and make recommendations under the relevant provisions of the Licensing Act, its guidance and the Public Protection Enforcement Policy.

We agree with the principles recommended within the guidance to the Act, of risk rating and targeting to ensure that resources can be properly assigned where needed. A lighter touch approach to enforcement will be used where a low risk rating is identified.

The promotion of the four licensing objectives will be paramount to all enforcement actions.

We have provided a list of offences under The Licensing Act 2003 as Appendix F.

A link to the Public Protection Enforcement Policy can be found on our Alcohol and Entertainment Licensing webpage.

Central Bedfordshire in contact

Find us online: www.centralbedfordshire.gov.uk

Call: 0300 300 8307

Email: licensing@centralbedfordshire.gov.uk

Write to: Central Bedfordshire Council, Priory House,
Monks Walk, Chicksands, Shefford, Bedfordshire SG17 5TQ



Appendix A

Glossary of terms

- ‘We’ – Central Bedfordshire Council
- ‘Our’ – Central Bedfordshire Council
- ‘The Council’ – Central Bedfordshire Council
- ‘The Licensing Authority’ – Central Bedfordshire Council
- ‘The Act’ – The Licensing Act 2003
- ‘Licensed premises’ – a premises which holds either a premises licence or club premises certificate.
- ‘Alcohol’ – means spirits, wine, beer, cider or any other fermented, distilled or spiritous liquor.
- ‘Licensing Sub Committee’ – a panel of 3 members of the Council’s Licensing Committee.
- ‘Interested parties’ – local residents, local businesses or other local bodies such as town or parish councils.
- ‘Responsible authorities’ – authorities specified under the Licensing Act 2003
- ‘DPS’ - designated premises supervisor
- ‘Relevant representations’ - an objection or support letter relating to an application, that is deemed to meet the criteria to be accepted under The Licensing Act 2003.
- ‘Prescribed form’ - The statutory form that must be used as set out in the Licensing Act 2003.
- ‘Licensing Officers’ - Members of the Council’s licensing team and their managers.
- ‘Operating Schedule’ - proposed measures set out by the applicant to demonstrate how the licensing objectives will be met.
- ‘The Guidance’ - Section 182 Guidance of The Licensing Act 2003 issued by the Home Office.
- ‘Closure Order’ - an order made by Magistrates Court that imposes the closure of a licensed premises.



Contact us...

by telephone: 0300 300 8307

by email: licensing@centralbedfordshire.gov.uk

on the web: www.centralbedfordshire.gov.uk

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Appendix B

Responsible Authorities

Police

Police Licensing Officer
Bedfordshire Police Headquarters
Woburn Road
Kempston
Bedfordshire
MK43 9AX

LicensingCentral@beds.police.uk

Fire and Rescue Service

Fire Safety Officer
Bedfordshire and Luton Fire and Rescue Service
Southfield Road
Kempston
MK42 7NR

firesafetyadmin@bedsfire.gov.uk

Pollution control

Public Protection
Central Bedfordshire Council
Priory House
Monks Walk
Chicksands
Shefford
Bedfordshire
SG17 5TQ

Pollution@centralbedfordshire.gov.uk

Health and safety

Public Protection
Central Bedfordshire Council
Priory House



Monks Walk
Chicksands
Shefford
Bedfordshire
SG17 5TQ

Env.health@centralbedfordshire.gov.uk

Licensing authority

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

Licensing@centralbedfordshire.gov.uk

Child Protection

Central Bedfordshire Council
Priory House
Monks Walk
Chicksands
Shefford
SG17 5TQ

Lado@centralbedfordshire.gov.uk

Planning

Planning Authority
Central Bedfordshire Council
Priory House
Monks Walk
Chicksands
Shefford
Bedfordshire
SG17 5TQ

planning.online@centralbedfordshire.gov.uk

Trading standards

Public protection
Central Bedfordshire Council
Priory House
Monks Walk
Chicksands

Shefford
Bedfordshire
SG17 5TQ

Trading.Standards@centralbedfordshire.gov.uk

Health

Public health
Central Bedfordshire Council
Priory House
Monks Walk
Chicksands
Shefford
Bedfordshire
SG17 5TQ

Publichealthenquiry@centralbedfordshire.gov.uk

Home Office immigration enforcement

Alcohol licensing team
Lunar House
40 Wellesley Road
Croydon
CR9 2BY

alcohol@homeoffice.gov.uk

Contact us...

by telephone: 0300 300 8307

by email: licensing@centralbedfordshire.gov.uk

on the web: www.centralbedfordshire.gov.uk

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Appendix C

Suggested conditions

- A CCTV system will be installed and operated at all times when licensable activities are taking place. CCTV cameras will cover entry and exit points of the premises and all areas of the premises where licensable activities are taking place. CCTV recorded images will be stored for a minimum of 31 days. CCTV images will be capable of being downloaded onto removable media. A competent and authorised person capable of operating the CCTV system and able to download footage upon request by an authorised officer, will be present at the premises during all times when licensable activities are taking place.
- Staff will be trained on their responsibilities with regards to sale of alcohol. (You could also offer an explanation about what training staff will receive whether the training will be internal or external)
- Staff will not be permitted to make alcohol sales until they have received training. (You could also offer an explanation about what training staff will receive)
- Staff training records will be recorded and kept for (insert time period i.e 12 months) They will be stored at the premises and be available to view upon request from an authorised officer. (You could also offer an explanation about what training staff will receive)
- 28 days' notice shall be given to the police for any event taking place at a licensed premises where an external company is organising the event.
- The premises licence holder will maintain and keep available for inspection by council officials and Bedfordshire Police at all reasonable times;
 - a) an incident log which contains details of any crimes which occur within the premises and any ejections of customers from the premises.
 - b) a training log in respect of the premises licence holder and all staff employed by them in licensable activities at the premises.
- The need to use door staff for any private functions or events will be risk assessed, and should such risk assessment conclude that door staff should be deployed at any private function or event, the number and times the door staff will be deployed will be discussed and agreed with Bedfordshire Police.
- The premises licence holder will ensure that there are sufficient, and competent staff on duty at all times whilst licensable activities are being carried to ensure that the terms and conditions of the licence are being adhered to and to prevent crime and disorder from occurring.
- All staff will be trained in their responsibilities when selling alcohol, and, especially what to do when dealing with drunkenness and underage persons.

- Staff training and refresher training will be recorded and kept for (insert time period i.e 12 months)
- Staff will ask customers to leave quietly. A clear and legible sign will also be on display at the premises asking customers to leave quietly and be respectful of the premises' neighbours.
- A Challenge 25 policy will be operated at the premises at all times. Any staff on duty will ask any persons attempting to purchase alcohol who appear under the age of 25 for photographic ID, such as proof of age cards/driving licence/passport which displays the photograph and date of birth of the bearer.
- Acceptance identification for proof of age will be passport, photo card driving licence or cards bearing the PASS hologram.
- All staff will be trained for underage sales prevention every (insert time frame i.e annually, every 6 months etc)
- The premises licence holder will make available upon request by any customer anti spiking drink covers.
- Regular toilet checks will be undertaken and recorded. The records of these checks will be maintained and kept for three months. They will be available for inspection upon request from authorised officers.
- (insert number of door supervisors) SIA registered door supervisors to be deployed at the premises from (insert time) until close every (insert day/days of the week).
- The premises licence holder shall ensure that an incident log shall be kept at the premises and will be made available to authorised officers of the council or the police on request and will include the following;
 - all crimes reported to the venue
 - all ejections of patrons
 - any complaints received
 - any incidents of disorder
 - seizures of drugs or offensive weapons
 - any faults in the CCTV system or searching equipment
 - any refusal of the sale of alcohol
 - any visit by relevant authority or emergency service
 - any incidents
- A list of local taxi/private hire firms to be available for customers and staff to call, the premises to remain vigilant in ensuring that taxis pick up from a suitable location and do not sound horns.

- A space will be made available inside the premises for customers who are waiting be picked up by a taxi or private hire vehicle.
- The premises licence holder will create an outdoor space management plan. This plan shall be implemented at all times when licensable activities are taking place.
- The garden/outside space will be closed from (insert time).
- No bottles shall be moved, removed from or placed in outside areas between the hours of 19.00 and 08.00 Monday to Sunday.
- The premises licence holder shall implement a noise management plan at all times when the premises is open for licensable activities. A copy of the noise management plan shall be sent to the Council's licensing team. The Council's licensing team will be notified If any changes are made to the plan.
- Clear, legible and prominent notices will be on display at all exits of the premises requesting customers to leave the premises quietly, and to be respectful to nearby residents and businesses.
- Except for access and egress, doors and windows will be kept closed whenever amplified music is played at the premises.
- A noise limiter will be installed at the premises. The limits will be agreed by the Council's pollution team. The noise limiter will be used at all times when music is played at the premises.
- Deliveries will only be permitted between (insert times)
- The premises licence holder shall implement a dispersal policy at all times when the premises is open for licensable activities. A copy of the dispersal policy shall be sent to the Council's licensing team. The Council's licensing team will be notified If any changes are made to the plan.
- Children must leave the premises by (insert time)
- Children under the age of 16 must be accompanied by an adult at times.
- The premises licence holder will ensure that a refusals log is kept at the premises. All refused sales will be recorded on the log. The log will be kept at the premises and be available for inspection upon request by authorised officers.

Contact us...

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Central Bedfordshire Council

11 June 2025

Licensing Committee

Proposed Changes to Statement of Licensing Policy

Responsible Director:

Lorna Carver, Deputy Chief Executive and Director of Place and Communities,
lorna.carver@centralbedfordshire.gov.uk

Purpose of this report

To make the Committee aware of the proposed changes to the Council's Statement of Licensing Policy and seek the Committee's approval of the changes before public consultation.

RECOMMENDATIONS

The Committee is asked to:

1. Review the proposed changes.
2. Approve the proposals for public consultation.

Executive Summary

3. A brief review of the Licensing Policy was undertaken in the last quarter of 2024 with minor updates being agreed. A more substantial review has now been undertaken. The proposed changes seek to add more information to our policy, covering a wider range of topics than previously.

Main report

4. We are keen to update our Statement of Licensing Policy to offer better guidance to licence applicants, and members of the public.
5. More information is being provided to licence applicants to help them understand what our expectations are from licence holders.
6. More information is being provided for members of the public to help them understand how they can be involved with licensing applications.
7. The policy has been updated onto a branded template.
8. A copy of the draft policy with proposed changes is attached as Appendix 1.
9. The related appendices to the draft policy are attached as Appendices 2 – 7.

Proposed changes

10. To remove the Licensing Policy Statement and add this to our Alcohol and Entertainment webpage instead.
11. To remove the purpose of policy section as this is explained throughout the policy.
12. To replace the authorisations for licensable activities section with Appendix F.
13. To replace Section 5 with a more detailed explanation for the application types.
14. Add a new section called operating schedule for premises providing greater detail.
15. Add a new section for club premises certificates providing greater detail.
16. Add a new section for advertising requirements providing greater detail.
17. Add a new section on representations providing further guidance on how representations can be made.
18. More information added to the Designated Premises Supervisor (DPS) section.
19. Added a new section on transfers of premises licence.
20. Added a new section on change of name or address for personal licence holders.
21. Added a new section on obtaining a copy of a licence.
22. Added a new section on festivals and outdoor events.
23. Added a new section on using outdoor spaces.
24. Added a new section on street trading at licenced premises.
25. Added a new section on shisha.
26. Replace the information about Responsible Authorities and Delegations as appendices B and E respectively.
27. Add Appendix A – Glossary.
28. Add Appendix C – Suggested conditions.
29. Add Appendix D – Representation Form.

Options for consideration

30. Review the proposed changes.

Reason/s for decision

31. Approval is sought prior to a public consultation being carried out.

Council priorities

32. Providing the environment for economic prosperity in which existing businesses can grow, and new ones will move to the area by setting clear expectations for licence holders.

Legal Implications

- 33. Section 5 of the Licensing Act 2003 states that a Licensing Authority must publish a Statement of Licensing Policy in respect of every 5 year period.
- 34. The Licensing Act 2003 also makes provision under section 6A for a Licensing authority to replace its policy at any point during the 5 year period.

Financial and Risk Implications

- 35. The granting or refusal of Licensing applications can be appealed at Magistrates Court by either the licence applicant, or any interested parties/responsible authorities who make relevant representations.
- 36. We must therefore ensure that our policy is fair to all, to ensure that we are not left open to legal challenge when applications are decided.

Equalities and Fairness Implications

- 37. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimization, and foster good relations in respect of nine protected characteristics; age disability; gender reassignment; marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 38. In order to ensure fairness is implemented for licence holders, all applicants are expected to meet all the requirements before a licence can be issued.
- 39. An Equality Impact Assessment will be completed before approval of the policy is sought from Full Council.

Biodiversity and Sustainability Implications

- 40. None identified.

Other Corporate Implications

- 41. None identified.

Conclusion and next steps

- 42. Consider the proposals as set out in the draft policy and decide if they should be consulted on as proposed, or with amendments.
- 43. Approve the proposals for consultation.

Appendices

Appendix 1: Draft policy.

Appendix 2: Glossary

Appendix 3: Responsible Authorities

Appendix 4: Sample conditions

Appendix 5: Representation Form

Appendix 6: Delegations

Appendix 7: Offences

Background Papers

The following background papers, not previously available to the public, were considered and are available on the Council's website:

- Not applicable

Report author:

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Appendix E

Delegations

| Matter to be dealt with | Licensing Sub Committee | Officers |
|---|--|--|
| Application for personal licence | Decision whether to consult other responsible authorities on minor variation application | If no objection made or objection withdrawn |
| Application for personal licence with relevant unspent convictions or relevant convictions arising during tenure of licence | Decision whether to consult other responsible authorities on minor variation application | All cases unless referred for revocation or suspension |
| Application for premises licence/club premises certificate | Decision whether to consult other responsible authorities on minor variation application | If no relevant representation made |
| Application for Provisional Statement | Decision whether to consult other responsible authorities on minor variation application | If no relevant representation made |
| Application to vary premises licence/club premises certificate | Decision whether to consult other responsible authorities on minor variation application | If no relevant representation made |

| Matter to be dealt with | Licensing Sub Committee | Officers |
|---|--|-----------------|
| Application to vary designated premises supervisor | Decision whether to consult other responsible authorities on minor variation application | All other cases |
| Request to be removed as designated premises supervisor | Decision whether to consult other responsible authorities on minor variation application | All cases |
| Application for transfer of premises licence | Decision whether to consult other responsible authorities on minor variation application | All other cases |
| Applications for Interim Authorities | Decision whether to consult other responsible authorities on minor variation application | All other cases |
| Application to review premises licence/club premises certificate | Decision whether to consult other responsible authorities on minor variation application | |
| Decision on whether a complaint is irrelevant, frivolous, vexatious etc. | Decision whether to consult other responsible authorities on minor variation application | All cases |
| Decision to object when Local Authority is a consultee and not the relevant authority considering the application | Decision whether to consult other responsible authorities on minor variation application | |
| Determination of an objection to a temporary event notice | Decision whether to consult other responsible | |

| Matter to be dealt with | Licensing Sub Committee | Officers |
|---|--|-----------------|
| | authorities on minor variation application | |
| Determination of application to vary premises licence at community premises to include alternative licence condition. | Decision whether to consult other responsible authorities on minor variation application | All other cases |
| Decision whether to consult other responsible authorities on minor variation application | Decision whether to consult other responsible authorities on minor variation application | All cases |
| Decision whether to consult other responsible authorities on minor variation application | Decision whether to consult other responsible authorities on minor variation application | All cases |

Contact us...

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by email: licensing@centralbedfordshire.gov.uk

on the web: www.centralbedfordshire.gov.uk

Write to Central Bedfordshire Council, Priory House,
Monks Walk, Chicksands, Shefford, Bedfordshire SG17 5TQ

Appendix F

Offences under The Licensing Act 2003

| Section | Offence | Offender | Defences/Exceptions | Penalty |
|---------|---|-------------------------|---------------------|---------|
| 33 (6) | Failure to notify licensing authority of change in name or address of premises licence holder or designated premises supervisor | Premises Licence Holder | Reasonable Excuse | Level 2 |
| 40 (2) | Failure to notify existing premises supervisor that premises licence has been varied to replace them, or that such application has been refused | Premises Licence Holder | Reasonable Excuse | Level 3 |
| 41 (5) | Failure to provide premises licence (or statement of reasons for failure to do so) to licensing authority within 14 days of direction following premises supervisor giving notice of intention to cease | Premises Licence Holder | Reasonable Excuse | Level 5 |

| Section | Offence | Offender | Defences/Exceptions | Penalty |
|---------|--|---|---------------------|---------|
| 46 (4) | Failure to notify designated premises supervisor of application for transfer of premises licence | Applicant for transfer of premises licence | Reasonable Excuse | Level 3 |
| 49 (5) | Failure to notify designated premises supervisor of interim authority | Interim Authority holder | Reasonable Excuse | Level 3 |
| 56 (3) | Failure to produce premises licence at request of licensing authority for amendment | Premises Licence Holder | Reasonable Excuse | Level 2 |
| 57 (4) | Failure to keep premises licence or certified copy at premises and failure to display summary of premises licence or certified copy and notice specifying nominated person | Premises Licence Holder | Reasonable Excuse | Level 2 |
| 57 (7) | Failure to produce premises licence or certified copy to constable or authorised person for examination | Premises Licence Holder or Nominated Person | Reasonable Excuse | Level 2 |
| 59 (5) | Obstruction of authorised | Any Person | Lack of intent | Level 2 |

| Section | Offence | Offender | Defences/Exceptions | Penalty |
|---------|---|-------------------|---------------------|---------|
| | person entering premises to inspect premises re: grant of licence, provisional statement or review | | | |
| 82 (6) | Failure to give notice of change of name or alteration of rules of club | Secretary of Club | None | Level 2 |
| 83 (6) | Failure to give notice of change of registered address of club | Secretary of Club | Reasonable Excuse | Level 2 |
| 93 (3) | Failure to produce club premises certificate for amendment within 14 days of request by the licensing authority | Secretary of Club | Reasonable Excuse | Level 2 |
| 94 (5) | Failure to keep club premises certificate (or certified copy) at premises in custody or control of nominated person | Secretary of Club | Reasonable Excuse | Level 2 |
| 94 (6) | Failure to display at premises summary of club premises certificate (or certified copy) | Nominated Person | Reasonable Excuse | Level 2 |

| Section | Offence | Offender | Defences/Exceptions | Penalty |
|---------|---|------------------|--|---------|
| | and a notice stating position held by nominated person | | | |
| 94 (9) | Failure to produce club premises certificate (or certified copy) to constable or authorised person for examination | Nominated Person | Reasonable Excuse | Level 2 |
| 96 (5) | Obstruction of authorised person trying to enter premises for purposes of inspection prior to grant, variation or review of club premises certificate | Any Person | None, but notice must have been given prior to entry | Level 2 |
| 108 (3) | Obstruction of authorised officer from inspecting temporary event premises to assess impact upon crime prevention objective | Any Person | Lack of intent | Level 2 |
| 109 (4) | Failure to display copy of temporary event notice, keep notice in custody of premises user (or nominated person at premises) or display notice of | Premises User | Reasonable Excuse | Level 2 |

| Section | Offence | Offender | Defences/Exceptions | Penalty |
|---------|--|--------------------------------|---------------------|---------|
| | who is the nominated person | | | |
| 123 (2) | Failure to notify licensing authority of conviction for relevant offence or foreign offence as soon as reasonably practicable during grant or renewal application period | Applicant for Personal Licence | Reasonable Excuse | Level 4 |
| 127 (4) | Failure to notify licensing authority of change of name or address of personal licence holder | Personal Licence Holder | Reasonable Excuse | Level 2 |
| 128 (6) | Failure to notify court of personal licence or notifiable event when dealt with for relevant offence | Personal Licence Holder | Reasonable Excuse | Level 2 |
| 132 (4) | Failure to notify licensing authority of conviction for relevant or foreign offence | Personal Licence Holder | Reasonable Excuse | Level 2 |
| 134 (5) | Failure to produce personal licence within 14 days to licensing | Personal Licence Holder | Reasonable Excuse | Level 2 |

| Section | Offence | Offender | Defences/Exceptions | Penalty |
|---------|---|---|---------------------|---|
| | authority to be updated | | | |
| 135 (4) | Failure to produce personal licence to authorised person or a constable whilst on premises to make or authorise sale or supply of alcohol | Personal Licence Holder | Reasonable Excuse | Level 2 |
| 136 (1) | Knowingly allowing or carrying on or attempting to carry on unauthorised licensable activity | Any Person (exemptions include persons playing or performing regulated entertainment) | Due Diligence | 6 months imprisonment and/or UNLIMITED fine |
| 137 (1) | Unauthorised exposure for sale by retail of alcohol | Any Person | Due Diligence | 6 months imprisonment and/or £20000 fine and court may order forfeiture |
| 138 (1) | Unauthorised possession of alcohol with intent to sell or supply in club | Any Person | Due Diligence | Level 2 and court may order forfeiture |
| 140 (1) | Allowing disorderly conduct on licensed premises | Any Person authorised to prevent disorderly conduct | Lack of Knowledge | Level 3 |
| 141 (1) | Sale or supply (or attempt) or allowing sale or supply of alcohol | Any Person in capacity to prevent | Lack of Knowledge | Level 3 |

| Section | Offence | Offender | Defences/Exceptions | Penalty |
|---------|--|---|--|---------|
| | to person who is drunk | | | |
| 142 (1) | Obtaining or attempting to obtain alcohol for consumption on relevant premises by drunk person | Any Person | Lack of Knowledge | Level 3 |
| 143 (1) | Failure to leave licensed premises or attempt to enter premises following request from constable or authorised person to leave or not enter premises | Any drunk or disorderly person | Reasonable Excuse | Level 1 |
| 144 (1) | Keeping unlawfully imported goods on relevant premises | Any person authorised to prevent | Lack of Knowledge | Level 3 |
| 145 (1) | Allowing unaccompanied under 16 on relevant premises at a time when alcohol is being supplied | Any person authorised to request under 16 to leave premises | (1) Lack of knowledge of use of premise for supply of alcohol (2) Due Diligence (3) Belief that individual is over 16 and reasonable steps taken to establish age (4) Under 16 simply passing through and relevant premises is only convenient access | Level 3 |

| Section | Offence | Offender | Defences/Exceptions | Penalty |
|-----------------|---|--|--|--|
| 146 (1) (2) (3) | Sale or supply of alcohol to under 18 | Any person or a Club | (1) Due Diligence (2) Belief that individual is over 18 and reasonable steps taken to establish age | UNLIMITED Fine |
| 147 (1) (3) | Allowing sale or supply of alcohol to under 18 | Any person authorised to prevent | Lack of Knowledge | UNLIMITED Fine |
| 148 (1) (2) | Sale or supply of liqueurs confectionery to under 16 | Any person or Club | (1) Due Diligence (2) Belief that individual is over 16 and reasonable steps taken to establish age | Level 2 |
| 149 (1) (3) (4) | Purchase/supply (or attempt purchase/supply) of alcohol by or on behalf of under 18 or consumption on relevant premises by under 18 | Under 18 or person purchasing on behalf of | (1) Exemption if done as part of Test Purchase (2) no reason to suspect under 18 | Level 3 (for under 18) Level 5 in all other cases |
| 150 (1) (2) | Consumption on relevant premises of alcohol by under 18 or knowingly allowing consumption to occur | Under 18 or person in capacity to prevent | (1) Lack of Knowledge (2) Table Meal exception | Level 3 (for under 18) UNLIMITED fine in all other cases |
| 151 (1) | Delivering alcohol sold or supplied on relevant premises to under 18 | Person working on premises | (1) Lack of Knowledge (2) exception in S 151 (6) | Level 5 |

| Section | Offence | Offender | Defences/Exceptions | Penalty |
|---------|--|---|--|--|
| 152 (1) | Sending an under 18 to obtain alcohol sold or supplied on relevant premises for consumption off the premises | Any person | (1) Lack of Knowledge (2) Exemption if done as part of Test Purchase (3) Under 18 works on relevant premises in capacity involving delivery of alcohol | Level 5 |
| 153 (1) | Allowing on relevant premises an under 18 to sell or supply alcohol | Responsible Person | (1) Lack of Knowledge (2) Exception if sold or supplied as accompanied to table meal (3) Sale or supply specifically approved by responsible person | Level 1 |
| 156 (1) | Sale or alcohol in or from moving vehicle | Any person | Due Dilligence | 3 months imprisonment and/or £20000 fine |
| 157 (5) | Sale or attempting sale or allowing sale of alcohol on train contrary to prohibition order | Any person | Lack of Knowledge | 3 months imprisonment and/or £20000 fine |
| 158 (1) | False statement in connection with licensing application | Any person | Lack of knowledge or recklessness | Level 5 |
| 160 (4) | Keeping premises open, or allowing premises to be kept open in breach of a closure order in | Manager, premises licence holder, designated premises supervisor or premises user | Lack of knowledge | Level 3 |

| Section | Offence | Offender | Defences/Exceptions | Penalty |
|---------|---|---------------------|---------------------|--|
| | respect of an identified area | for temporary event | | |
| 161 (6) | Permitting premises to be open in contravention of a closure order for specified premises | Any person | Reasonable Excuse | 3 months imprisonment and/or £20000 fine |
| 165 (7) | Permitting premises to be open in contravention of magistrates' closure order | Any Person | Reasonable Excuse | 3 months imprisonment and/or £20000 fine |
| 168 (8) | Permitting premises to be open in contravention of magistrates' closure order pending reconsideration of conditions | Any Person | Reasonable Excuse | 3 months imprisonment and/or £20000 fine |
| 179 (4) | Obstructing entry of a constable or authorised person to premises to investigate whether licensable activity is being carried out in accordance with an authorisation | Any Person | Lack of Intent | Level 3 |



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CENTRAL BEDFORDSHIRE COUNCIL
Licensing Act 2003

REPRESENTATION FORM FROM OTHER PERSONS

This representation is made by any other person in respect of the premises to be licensed as detailed below

| | |
|---|--|
| Your name/organisation name/name of body you represent (see note 3) | |
| Organisation name/name of body you represent (if appropriate) (see note 3) | |
| Postal and email address | |
| Contact telephone number | |

| | |
|---|--|
| Name of the premises you are making a representation about | |
| Address of the premises you are making a representation about. | |

Your representation must relate to one of the four Licensing Objectives (see note 4)

| <i>Licensing Objective</i> | <i>Yes Or No</i> | <i>Please detail the evidence supporting your representation or the reason for your representation. Please use separate sheets if necessary</i> |
|---|---------------------------------|--|
| Prevention of crime and disorder | | |
| Public safety | | |
| Prevention of public nuisance | | |
| Protection of children from harm | | |

| | |
|--|--|
| Please suggest any conditions that could be added to the licence to remedy your representation or other suggestions you would like the Licensing Sub Committee to take into account. ** | |
|--|--|

Signed:

Date:

Please see notes on reverse

This form must be returned within the Statutory Period.

NOTES

1. If you do make a representation you will be invited to attend a meeting of the Licensing Authority's Committee and any subsequent appeal proceeding. If you do not attend, the Committee will consider any representations that you have made.
2. This form must be returned within the statutory period of 28 days from the date the application was displayed on the premises of the date given in the public notice in a local newspaper or other local publication.
3. Representations can only relate to the four licensing objectives.
4. Your representation will be passed to the applicant, to allow them the opportunity of addressing your concerns. Your representations will be published in the report available to the Licensing Committee, which will be publicly available. Names and addresses will only be withheld from the Committee report at your request.
5. Please return this form when completed, along with any additional sheets, to:

Licensing@centralbedfordshire.gov.uk

Tel: 0300 300 8307



| REFERENCE | DESCRIPTION |
|-------------------|--|
| Purpose | <ol style="list-style-type: none"> 1. To influence decisions and help shape initiatives and their delivery for the benefit of the whole town taking into account the needs of the town, customers, employees, residents, visitors, traders, property owners and developers. 2. To develop and encourage public participation and engagement and take into consideration the resident voice in the work of the Committee. |
| Objectives | <ol style="list-style-type: none"> 1. Help improve the economic, social, environmental and cultural vitality of the town. 2. Ensure a partnership and collaborative approach to achieve the delivery of town regeneration, including influencing Section 106 funding received for town improvements and community facilities. 3. Opportunities to delegate funding decisions to the Committees should be explored, such as Section 106 received to spend on community facilities. 4. The Committee will make decisions on any joint funding allocated to it. 5. Influence and help shape strategies / plans that impact on the future viability of the town. 6. Provide a forum for briefing Members of the Joint Committee on all key issues affecting the town, at the discretion of the Chairman and Vice Chairman. 7. Make recommendations on strategically significant projects to the relevant Council's decision-making committees, including Committees of the Town Council. 8. Develop and maintain joint branding of communication, agendas and minutes. 9. To enable communities to discuss services and influence decisions at the local level as to how these services are delivered. 10. To provide a forum for two-way communication about public service delivery and the implementation and effectiveness of policies affecting the town. |



- | | |
|--|---|
| | <p>11. Promote resilience by encouraging communities to do more for themselves and champion local solutions.</p> <p>12. Consider the ways in which proposals and initiatives can help to advance equality of opportunity, eliminate discrimination and foster good relations.</p> |
|--|---|

| Rolling Items 2025 – 2026 | Suggested Items 2025 – 2026 |
|---|---|
| <ul style="list-style-type: none"> • Updates from Councillors & Co-optees • Outstanding Actions • S106 Funding • Road Safety • Joint Committee Workplan • CBC Executive & OSC Forward Plan • Kings Reach • Land North | <ul style="list-style-type: none"> • Healthcare (ICB as an Invited Speaker) • Market Square Vision • Sports provision • Two-tier education • Leisure strategy • Library strategy • Garden waste strategy • Highways task & finish • Parking enforcement strategy • Local transport • CBC Highways (as an Invited Speaker) • Power generation / storage • 'Call for Sites' • New Homes Bonus • Street Trader Policy |

BIGGLESWADE JOINT COMMITTEE WORK PLAN 2025 – 2026

| Meeting Dates | Standing Items | New Items |
|--|---|--|
| Thursday 3rd April 2025 | <ul style="list-style-type: none"> • Updates from Councillors & Co-optees • Outstanding Actions • S106 Funding • Road Safety • Joint Committee Workplan • CBC Executive & OSC Forward Plan • Kings Reach • Land North | <ul style="list-style-type: none"> • Invited Speaker: Esther Croft (Salamanca) • Updates from CBC Flood Risk team • Leisure strategy • CBC Highways (as an Invited Speaker) • 'Call for Sites' • New Homes Bonus |
| Thursday 24th July 2025 | <ul style="list-style-type: none"> • Updates from Councillors & Co-optees • Outstanding Actions • S106 Funding • Road Safety • Joint Committee Workplan • CBC Executive & OSC Forward Plan • Kings Reach • Land North | <ul style="list-style-type: none"> • Healthcare (ICB as an Invited Speaker) • |
| Thursday 23rd October 2025 | <ul style="list-style-type: none"> • Updates from Councillors & Co-optees • Outstanding Actions • S106 Funding • Road Safety • Joint Committee Workplan • CBC Executive & OSC Forward Plan • Kings Reach • Land North | <ul style="list-style-type: none"> • |



| | | |
|--|--|---|
| Thursday 15th January 2026 | <ul style="list-style-type: none">• Updates from Councillors & Co-optees• Outstanding Actions• S106 Funding• Road Safety• Joint Committee Workplan• CBC Executive & OSC Forward Plan• Kings Reach• Land North | <ul style="list-style-type: none">• |
| Thursday 16th April 2026 | <ul style="list-style-type: none">• Updates from Councillors & Co-optees• Outstanding Actions• S106 Funding• Road Safety• Joint Committee Workplan• CBC Executive & OSC Forward Plan• Kings Reach• Land North | <ul style="list-style-type: none">• |



Funded by UK Government

UK Shared Prosperity Fund and Rural England Prosperity Fund 2025-2026 Factsheet

| | Capital | Revenue | Total by fund |
|----------------|----------|----------|-------------------|
| UKSPF | £214,998 | £949,429 | £1,164,417 |
| REPF | £318,499 | | £318,499 |
| Combined Total | | | £1,482,916 |

1 Place and Communities

Town Centre Investment

- **£80,000 total fund.** £20k of REPF capital allocated to Sandy, Pottton, Ampthill and Shefford Town Councils for town centre investment projects. Examples from previous projects are: town centre benches, living pillars and toilet refurbs.
- **£30,000 total fund** £7,500 of UKSPF revenue each to Sandy, Pottton, Ampthill and Shefford Town Councils for community and heritage projects
- **£50,000** for Highways improvements, delivering small projects in CBC town centres, managed by CBC Highways
- **£154,988** for bringing vacant town centre units back into use, managed by CBC Assets

Community Grants

- **£150,000** (£75k from UKSPF and £75k REPF) has been allocated for Community Grants. Local groups, parishes, town council can apply for a grant from £3k - £25k, you can do this [here](#). Deadline for applications is 10am on Friday 25th July 2025.

Flood Alleviation £98.5k

- Flood mitigation and impact reduction measures made up of £40K UKSPF and £58.5K REPF capital.

Community Energy

- **£31,000** allocated to local Community Energy Groups focussed powering up and powering down projects and a group purchasing PV scheme (such as Solar Together)



2. Supporting Local Business - £330,000

Business innovation

- Businesses will receive innovation and technological support to improve productivity, and help in adopting new or improved products or services. Further information, including eligibility criteria is available at the [University of Bedfordshire](#).

Entrepreneurship and start-up

- To support those in the process of starting up, and for start-up businesses (including social enterprises). Delivery will help potential entrepreneurs to be business ready and understand what they need to know about self-employment. Further information, including eligibility criteria is available via [WENTA](#).

Export support

- To help businesses be export-ready and engaged in new markets, supporting businesses to expand their overseas trading, boosting local employment and help businesses develop their export strategy. Further information, including eligibility criteria is available at [Bedfordshire Chamber of Commerce](#)

Business de-carbonisation

- To provide advice, guidance, mentoring and training, which will result in new or improved de-carbonisation and/or net zero plans. Further information, including eligibility criteria is available via [Cranfield University](#).

Business growth

Supporting established businesses with growth potential through the development of business growth plans and the adoption of new or improved products or services. Further information, including eligibility criteria is available via [Cranfield University](#).

3. People and Skills - £380,000

- BESA with Be Positive and IAA continuation of Employment Support for Economically Inactive, Green Skills and Multiply programmes
- Green skills training for young people.
- More information [Bedfordshire Employment and Skills Academy | Central Bedfordshire Council](#)

Last updated: July 25



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www.centralbedfordshire.gov.uk/ukspf



