



Ref: Agenda/Council – 12<sup>th</sup> August 2025

7<sup>th</sup> August 2025

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the Council Meeting of Biggleswade Town Council that will take place on **Tuesday 12<sup>th</sup> August** at the **Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing at **7:00pm**, for the purpose of considering and recommending the business to be transacted as specified below.

Yours faithfully

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

Peter Tarrant  
Town Clerk & Chief Executive

Distribution: All Town Councillors  
Notice Boards  
The Press

### **AGENDA**

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

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

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

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

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

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

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

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

**3. TOWN MAYOR'S ANNOUNCEMENTS**

**4. PUBLIC OPEN SESSION**

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

Please register in advance for this webinar:

**[https://us06web.zoom.us/webinar/register/WN\\_yXRSxi2OQGGIYeDNCLhnww](https://us06web.zoom.us/webinar/register/WN_yXRSxi2OQGGIYeDNCLhnww)**

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

**5. INVITED SPEAKER**

- a. None.

**6. MEMBERS' QUESTIONS**

**7. MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive and consider the minutes of the Town Council Meeting held on **Tuesday 8<sup>th</sup> July 2025** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. For Members to note the minutes of the Town Centre Management Committee Meeting held on **Tuesday 15<sup>th</sup> July 2025** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

**8. MATTERS ARISING**

- a. Minutes of the Council Meeting held on **8<sup>th</sup> July 2025**.

**9. ITEMS FOR CONSIDERATION**

a. **Public Works Loan Board Draw Down**

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

b. **Complaints Code**

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

c. **CBC Licensing Policy Consultation**

For Members to receive and consider information regarding Central Bedfordshire Council's (CBC) Licensing Policy Consultation.

d. **Cabinet Office Consultation - Resilience Action Plan**

For Members to note a Cabinet Office Consultation to gather views on how to strengthen partnerships between Category 1 responders and voluntary, community, and faith-based organisations.

e. **Public Path Diversion Order Notice - Biggleswade: Part Of Footpath No. 24**

For Members to receive and consider a path diversion order received from CBC.

f. **Planning Appeal - The Plough House, 276 London Road, Biggleswade, SG18 9TB**

For Members to receive and consider a letter from CBC regarding a planning application appeal.

10. **PLANNING APPLICATIONS**

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

a. **CB/25/02202/FULL - 105 London Road, Biggleswade, SG18 8EE**

Erection of a two-storey rear extension, with Juliet balcony, and garage being retained as log store.

b. **CB/25/01267/FULL - 3 Sage Close, Biggleswade, SG18 8WH**

Erection of a rear part single, part two storey extensions, with roof light.

c. **CB/25/01864/FULL - The Yorkshire Grey, 140 London Road, Biggleswade, SG18 8EL**

Alteration and extension to external accessible ramp to rear patio area.

d. **CB/25/02328/FULL - 18 Bittern Drive, Biggleswade, SG18 8DU**

Single storey front extension with roof lights.

e. **CB/25/02376/FULL - 14 Walker Mead, Biggleswade, SG18 8GW**

Erection of a single storey rear extension, new windows and doors, and roof lights.

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

Erection of a self-build and custom build 1 bed dwelling.

g. **CB/25/01664/FULL - Dhillion Farm, Dunton Lane, Biggleswade, SG18 8SH**

Building of an agricultural steel framed barn, side extension to the west side elevation of an existing agricultural barn.

h. **CB/TCA/25/00304 - Bensons Court, Chapel Fields, Biggleswade, SG18 0FW**

Works to trees within a Conservation Area: Reduce 1 weeping willow by 4m in height and width. Reduce 1 sycamore by 3m in height and 1.5m in width. Cut back Plum/Cypress hedge width by 2.5m back to hedge line.

i. **CB/TCA/25/00285 - Car Park Adjacent To 5, St Andrews Street, Biggleswade**

Works to trees within a Conservation Area: Fell Sycamore (T316) tree down to a stump. Remove central leader and reshape crown on Norway Maple Tree (T322).

j. **CB/TCA/25/00331 - Elphick Court, Shortmead Street, Biggleswade, SG18 0AS**

Works to Trees within a Conservation Area: Fell Alder tree (T1 highlighted red) the roots are trip hazards, to be replaced by a smaller tree. Fell Tree of Heaven (T2 highlighted blue) due to its close proximity to the wall to prevent further damage.

k. **CB/TRE/25/00338 - Busy Bees (Formerly Toybox Day Nursery), The Saxon Centre, Kingsfield Road, Biggleswade, SG18 8AT**

Works to trees protected by a Tree Preservation Order: MB/02/00010/G1 (T2) Oak tree, sever ivy at the base removing a 30 cm strip, remove deadwood. (T3) Oak tree, sever ivy and brambles around base - tip reduced over the playground by up to 1m.

l. **CB/TRE/25/00308 - 21 Ivel Gardens, Biggleswade, SG18 0AN**

Works to a tree protected by a Tree Preservation Order (MB/09/00002-T8): Re-pollard a Lime tree back to previous pruning points by removing up to 3 metres of growth.

**11. PLANNING APPLICATION OUTCOMES**

- a. A report of the Planning Application Outcomes (by exception applications only) as of **6<sup>th</sup> August 2025**.

**12. ACCOUNTS**

a. **Financial Administration**

Position & Accounts for June 2025.

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

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

- i. Balance Sheet to 30/06/2025.
- ii. Detailed Income & Expenditure to 30/06/2025.
- iii. Payment Listing from 01/06/2025 to 30/06/2025.
- iv. Summary Income & Expenditure to 30/06/2025.

**13. ITEMS FOR INFORMATION**

a. **A1 Underpass Update**

For Members to receive and consider a verbal update from Cllr. M Russell.

b. **Fen Reeves Association Update**

For Members to receive and consider a verbal update from Cllr. M Russell.

In addition to the verbal update, Members will receive the following documentation: the minutes of the General Annual Meeting held on 2<sup>nd</sup> July 2025 (Appendix A), the financial statements for the year ended 31st March (Appendix B), and a copy of the updated Fen Reeves Constitution (Appendix C).

c. **Health Hub Update**

In keeping with the previous resolution of Council, the Town Clerk referred the matter to CBC who were unable to identify any commitment to support the development in relation to the discussed funds.

d. **Public Path Diversion Order Notice**

For Members to note a notice received from CBC confirming the diversion of part of Footpath No. 21 and part of Bridleway No. 22. The diversion orders came into force on 11th July 2025.

e. **Quarterly Bank Reconciliations**

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

14. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

Please register in advance for this webinar:

**[https://us06web.zoom.us/webinar/register/WN\\_yXRSxi2OQGGIYeDNCLhnww](https://us06web.zoom.us/webinar/register/WN_yXRSxi2OQGGIYeDNCLhnww)**

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

15. **EXEMPT ITEMS**

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

(Exempt minutes of the Town Council meeting 08<sup>th</sup> July 2025).

(Exempt minutes of the Finance and General Purposes Meeting 1<sup>st</sup> July 2025).

(Exempt minutes of the Town Centre Management Committee Meeting 15<sup>th</sup> July 2025).

(Community Governance Review).

(Drove Road Report).

(HR update).

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





**MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING**  
**HELD ON TUESDAY 08<sup>TH</sup> JULY 2025**  
**AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES**  
**THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL**

**PRESENT:**

Cllr. J Woodhead (Mayor)  
 Cllr. I Agnew  
 Cllr. P Guilcher  
 Cllr. J Jones  
 Cllr. M North  
 Cllr. M Russell  
 Cllr. S Sajid  
 Cllr. D Strachan  
 Cllr. C Thomas

Mr E Bour – Head of Finance & Deputy RFO  
 Mr I Campbell – Community Development Manager  
 Miss A Green – Committee Clerk

**IN ATTENDANCE ONLINE:**

Cllr. D Albone (Deputy Mayor)  
 Cllr. A Skilton

Members of the Public – 0

**Meeting Formalities:**

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

**1. APOLOGIES FOR ABSENCE**

**a. Apologies were received from the following Members:**

Cllr. G Barrett, Cllr. M Foster, Cllr. M Knight, Cllr. S Patel.

**b. The following Members were unable to attend in person but were in attendance remotely:**

Cllr. D Albone, Cllr. A Skilton.

**2. DECLARATIONS OF INTEREST**

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

None.

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

None.

**3. TOWN MAYOR'S ANNOUNCEMENTS**

- a. The Mayor provided Members with an update on his recent civic engagements. Since the last Town Council meeting, the Mayor has undertaken the following activities:

- Attended the St. Neots Armed Forces Day Civic Reception.
- Participated in the Bedfordshire Scouts Annual General Meeting.
- Spoken with the students at the Biggleswade Academy Pupil Forum.
- Officiated the opening of Pocket Park and Linear Wood.
- Attended and delivered an address at the Victory Day celebrations in Market Square.

The Mayor thanked the Public Realm Team, expressing his gratitude for their exceptional work in transforming the Pocket Park and Linear Wood area. Additionally, he noted that the bicycles previously displayed in the Market Square have now been relocated to the Pocket Park.

The Mayor praised the success of the BTC Victory Day Celebrations to commemorate the 80th Anniversary of VE/VJ Day, which took place last Saturday 05<sup>th</sup> July 2025 in the Market Square. He acknowledged the strong support from the community and highlighted the outstanding acts and entertainment provided on stage. He extended his thanks to the Council officers who contributed to the event's success.

Additionally, the Mayor presented to Members a commemorative book, gifted by Renate Tonecker-Bos, Chair of the Twinning Association in Erlensee and a member of the Erlensee Town Council. The book serves as a remarkable record of the long-standing twinning relationship between Biggleswade and Erlensee.

**4. PUBLIC OPEN SESSION**

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

**5. INVITED SPEAKER**

- a. There were no invited speakers.

**6. MEMBERS' QUESTIONS**

- a. Cllr. Agnew raised concerns regarding power boxes in the Town Centre and proposed preparing a motion for the Joint Committee.
- b. Cllr. Strachan on behalf of all Members formally thanked all staff for their involvement in making the recent Victory Day celebrations a success.
- c. Cllr. Russell requested that the following items be added to the agenda for the next Town Council meeting for information: an update on the Fen Reeves Association and an update on the A1 underpass, following a recent meeting with Northill.



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

- a. The minutes were **APPROVED** as an accurate record of the Town Council Meeting held on **Tuesday 3<sup>rd</sup> June 2025**.
- b. The minutes were **APPROVED** as an accurate record of the Town Council Meeting held on **Tuesday 10<sup>th</sup> June 2025**.

## 8. **MATTERS ARISING**

- a. Pg 4. Minutes of the Town Council Meeting Tuesday 10<sup>th</sup> June 2025 - Item 9a: Call for Sites Update

Members questioned whether Officers had an update on the question raised about the £15,000,000 of funding allocated towards the building of a health hub for Biggleswade at the last Town Council meeting.

The Head of Finance responded that no response has been given and this matter would be followed up by Officers with an update provided at the next meeting.

## 9. **ITEMS FOR CONSIDERATION**

- a. **PWLB Application**

A report was presented by the Head of Finance regarding a loan of £79,528 for the refurbishment of fourteen play areas.

Members thanked the Head of Finance for his report.

Members queried/raised concerns regarding the following:

- Survey response rates and lack of detail.
- Phasing of the loan drawdown.
- The idea of pre-emptively increasing residents' council tax to accommodate the repayment of the loan.
- A need for more detailed information on each play area.
- Whether it would be prudent to replace play area equipment, especially considering that not all play areas are currently in use.
- Whether it is more sensible to repurpose these areas for alternative uses that might better serve the community - e.g. a sheltered area for teenagers.

Members **RESOLVED** that Officers provide additional information outlining the specifics of each play area and defer the item to a future meeting.

- b. **CBC Highways Footpath Proposal**

Members **AGREED** to support but requested clarification on how the footpaths may change to accommodate future commercial development.

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

Members raised concerns regarding the applicant's lack of food handling experience and the number of existing ice cream vendors operating within Biggleswade.

Members had **NO OBJECTION** to this application, provided that CBC ensures there is no overprovision of similar businesses within Biggleswade and that the applicant holds the appropriate certifications for food hygiene and safeguarding.

10. **PLANNING APPLICATIONS**

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

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

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

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

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

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

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

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

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

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

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

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

11. **PLANNING APPLICATION OUTCOMES**

Members noted the report.

12. **ACCOUNTS**

**Financial Administration**

- a. The Head of Finance & Deputy RFO outlined the Financial Management Report for May 2025 to Members.

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

This will be kept under constant review.

Members **NOTED** the report.

**13. ITEMS FOR INFORMATION**

- a. There were no items for information.

**14. PUBLIC OPEN SESSION**

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

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

**15. EXEMPT**

- a. **Exempt minutes of the Town Council meeting 3<sup>rd</sup> June 2025**

The exempt minutes were **APPROVED** as an accurate record of the Town Council Meeting held on **Tuesday 3<sup>rd</sup> June 2025**.

- b. **Exempt minutes of the Town Council meeting 10th June 2025**

The exempt minutes were **APPROVED** as an accurate record of the Town Council Meeting held on **Tuesday 10<sup>th</sup> June 2025**.

- c. **Market Licence**

Members discussed the report by the Head of Governance & Strategic Partnerships and **AGREED** to defer the matter to a future meeting.

- d. **Community Governance Review**

Members **RESOLVED** to proceed with the recommendations outlined in the report and to bring the matter back to Council at the meeting on 8th August.

- e. **HR Report**

A HR report was considered by Members and the next steps were **AGREED**.

The Mayor closed the meeting at **7:44pm**.





**MINUTES OF THE BIGGLESWADE TOWN CENTRE MANAGEMENT COMMITTEE**  
**MEETING HELD ON TUESDAY 15<sup>TH</sup> JULY 2025 AT 7.00PM AT**  
**BIGGLESWADE TOWN COUNCIL OFFICES**  
**THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL**

**PRESENT:**

Cllr. S Patel (Chairman)  
 Cllr. G Barrett (Deputy Chairman)  
 Cllr. M Foster  
 Cllr. M Knight  
 Cllr. M North  
 Cllr. D Strachan  
 Cllr. C Thomas  
 Cllr. D Albone (Ex-officio Member)  
 Cllr. J Woodhead (Ex-officio Member)

Mr E Bour – Head of Finance & Deputy RFO  
 Ms F Gumush – Deputy HR & Administration Manager  
 Mr I Campbell – Community Development Manager  
 Miss A Green – Committee Clerk

**IN ATTENDANCE ONLINE:**

Cllr. A Skilton

Members of the Public – 0

**Meeting Formalities:**

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

**1. APOLOGIES FOR ABSENCE**

- a. No apologies were received for this meeting.
- b. **The following Members were unable to attend in person but were in attendance remotely:**

Cllr. A Skilton.

**2. DECLARATIONS OF INTEREST**

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

None.

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

None.

3. **CHAIRMAN'S ANNOUNCEMENTS**

Cllr. Patel opened the meeting by acknowledging that it was his first meeting serving as Chairman of TCM. He highlighted the success of the recent Victory Day event and expressed his appreciation to the staff for their efforts in making the celebrations a success.

4. **PUBLIC OPEN SESSION**

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

5. **INVITED SPEAKER**

- a. There were no invited speakers.

6. **MEMBERS' QUESTIONS**

- a. No questions were raised.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. The minutes were **APPROVED** as an accurate record of the Town Centre Management Committee meeting held on **Tuesday 15<sup>th</sup> April 2025**.

8. **MATTERS ARISING**

- a. Pg. 9 of the agenda – Pg. 3 of the minutes of the Town Centre Management Committee meeting held on Tuesday 15<sup>th</sup> April 2025.

Item 9b: Business Forum Event:

Cllr. Woodhead highlighted that the next Business Forum event is scheduled for Friday, 25th July 2025, and Members are looking forward to seeing how it unfolds.

- b. Pg. 10 of the agenda – Pg. 4 of the minutes of the Town Centre Management Committee meeting held on Tuesday 15th April 2025.

Item 9d: UKSPF Cultural Events Programme update - WadeFest

The Community Development Manager informed Members that planning for next year's WadeFest event had begun. Members of the events planning committee held their first inaugural meeting on Sunday the 6th of July. This year the event will not be funded by BTC, but Officers will continue to support the event and the organising committee to help ensure the success of the event.

Members sought clarification on whether the decision to support but not lead or fund the WadeFest event was made by the Members of the Council, the Committee or Officers.

Referring to the relevant section of the minutes, it was clarified that Members had agreed to support the event.

Additionally, the Community Development Manager confirmed that the course of action taken by the Officers was based on the direction of the Town Clerk and Chief Executive.

## **9. ITEMS FOR CONSIDERATION**

### **a. Parking Update**

The Community Development Manager outlined the report.

He acknowledged that the rollout of the parking machines has not been perfect and noted that stabilising the system with Flowbird has been challenging.

Reporting on the current state of the machines, he informed Members that the Dan Albone parking machines are completely off and covered, as they require an engineer's visit. The remaining machines at Rose Lane, Chestnut Avenue, and St Andrews are operational, but still have issues that Officers are working to resolve.

He stated that RingGo would offer significant benefits to the Council, describing it as a low-cost, largely fault-free system with reliability superior to the current offer and comparable operational costs.

Following the report Members raised the following:

- A key requirement when selecting a company to oversee parking provision was that the system must support cash payments, which remains Council policy. It appears Officers are suggesting that RingGo would become the primary method of use, which contradicts the Council's intentions.
- The parking machines represented a significant capital investment, and the Council should not abandon them without exploring all options.
- If Flowbird is unable to provide a reliable service, they should either resolve the issues or refund the Council and remove the machines.
- Flowbird's claim that poor signal strength is causing machine failures is incorrect and an excuse. Evidence suggests the issue lies with the hardware or configuration, not the network.
- Each machine failure results in lost revenue due to suspended enforcement. If the machines are out of order, enforcement would still need to be paused, as the car parks cannot operate solely with the app— as cash payment needs to remain an available option.
- Officers should create a log or tracker to record when machines go down, including the date and time of the downtime, the duration of the downtime, and the specific machine affected. This log will provide both Officers and Members with a quantifiable measure of machine unavailability, offering a clearer understanding of its financial impact.
- Will a pay by app system work with CBC's existing parking enforcement software.

Officers reassured Members that RingGo would be used in conjunction with the existing provision, and the introduction of an online or pay by app option would be to give residents more choice in how they pay for parking rather than an attempt to replace the existing offer.

In response to Members' concerns about lost revenue, the Head of Finance noted that Officers have already estimated the losses and raised the issue with Flowbird. Officers are currently trying to engage with Flowbird's Chief Executives but have received no response. Instead, they are frequently referred to the contract's terms and conditions. The maximum potential loss of revenue, based on the contract, is just under £300 over 12 months. Therefore, the only viable solution is for Flowbird to resolve the ongoing issues.

Members expressed strong reservations about the financial implications of the current contract with Flowbird. It was suggested that a detailed report should be brought before the TCM Committee to assess the financial consequences of the contract and to determine whether Flowbird had fulfilled its obligations.

Members emphasised the importance of protecting the interests of all users and ensuring that any system adopted does not disadvantage those who rely on cash payments.

While some Members viewed the RingGo proposal positively, acknowledging that it could offer convenience and flexibility for some users, they also recognised the validity of concerns raised by others. It was agreed that the Council cannot rely on a system that excludes certain demographics, particularly when the physical machines are not functioning. However, it was also felt that the idea should not be dismissed outright and that further exploration of its potential benefits was warranted.

Other Members took a firmer stance, advocating for the termination of the Flowbird contract. They highlighted that local authorities like Bedford Borough Council successfully operate parking enforcement systems. If BTC decides to end the contract, it was suggested that the Council engage with a local authority using a reliable system and consider adopting a similar model, rather than continuing to trial systems that may prove unsatisfactory.

Following the discussion, Members **RESOLVED** to reject the proposal as presented.

The amended resolution reads as follows:

Members **RESOLVED** that Officers are to prepare a revised proposal that would deliver a parking solution accessible to all demographics, including options for cash, card, and online payments. Additionally, the Council's retained legal advisors should be consulted to determine whether Flowbird may be in breach of contract.

b. **Run the Wade**

The Community Development Manager outlined the report.

Members praised the event's success and community engagement.

Concerns were raised about the feasibility of holding the event biannually, potential dilution of impact, and financial/staffing implications.

Members expressed that they would like to see evidence that hosting the event twice a year is viable. Emphasising that a change from an annual event to a bi-annual event is likely to have an impact on engagement and attendance.

Members also highlighted the financial implications of the event on the Town Council, BTC staff will need to claim overtime, which adds to the cost for the Council. If the organisers are making a profit, BTC should receive some compensation for staffing, administrative costs, and other associated expenses. Members requested to see a detailed breakdown of expenditure related to the event prior to any further action.



Noting the Community Development Manager's reference to a higher legislative burden if the event exceeded 499 people, Members inquired about the additional responsibilities and safeguards that would be necessary if the event's attendance were to increase in the future.

The Community Development Manager informed members that if more than 500 people were expected to attend, BTC would need to hire SIA-approved stewards to manage the event.

Members **RESOLVED** the following:

- Support the continuation and potential expansion of the event.
- Request a report on financial and legal implications, including staffing costs and safety requirements to be presented at the next TCM committee meeting.

c. **Twinning Update**

The Community Development Manager outlined the report.

Members praised the success of the twinning events and the spirit of international cooperation, noting the planting of a ginkgo tree in Kitelands Park to commemorate the visit. They expressed support for exploring formal twinning arrangements.

Members **RESOLVED** the following:

- To note the programme of events.
- Explore and develop formal twinning links with Bailly and Noisy-le-Roi.
- Enable Member and citizen participation in future twinning activities subject to available within the existing budget.

d. **Renaming the Town Centre Management Committee to the Town Management Committee**

A proposal to rename the Town Centre Management Committee was submitted by Cllr. Patel to better reflect the committee's broadening remit.

Members welcomed the suggestion and agreed with the justification for renaming the committee.

In addition to the alternative name "Town Management Committee" suggested by Cllr. Patel, several other names were proposed by other Councillors, including:

- Town Management Committee
- Community Services Committee
- Community and Business Development Committee

Members **RESOLVED** the following:

- Officers are to review the committee's remit and propose a list of suitable names, along with a draft version of updated terms of reference, for Members' approval at the next TCM meeting.
- Following approval by the TCM committee, a recommendation will be brought to the next Full Council.

## 10. **ITEMS FOR INFORMATION**

### a. **Business Forum Update**

Members were reminded of the upcoming Business Forum on 25 July 2025 at the Orchard Centre.

Suggestions were made to broaden the event's appeal and improve communication with local businesses and larger businesses.

Members emphasised that there were 10 days remaining until the event, and Officers should continue to push for attendance.

Members **NOTED** the report.

### b. **Events Update**

An update was provided by the Deputy Administration & HR Manager on recent and forthcoming events organised or supported by the Town Council.

The Easter Egg Hunt, held in April 2025, was reported to have been a great success. The event benefited from favourable weather conditions and was well-attended.

Victory Day celebrations were also highlighted as a particularly successful occasion. Members noted the strong turnout and the positive community spirit that was evident throughout the event.

Looking ahead, the Mayor's Charity Quiz Night has been scheduled for 18 September 2025. Members discussed the potential to increase engagement by encouraging local businesses to enter teams, particularly those attending the upcoming Business Forum. It was suggested that promotional materials, including flyers and sponsorship opportunities, be distributed at the forum to raise awareness and boost participation.

Officers are progressing arrangements for Remembrance Sunday and the annual Christmas Lights Switch-On.

Members discussed the importance of effective promotion and communication strategies to ensure strong attendance and community engagement.

It was agreed that efforts should be made to broaden outreach, particularly to local businesses, and to explore opportunities for sponsorship and collaboration. The Council's existing business contact database will be utilised to support these efforts.

A further report detailing proposed events for 2026, including financial breakdowns, will be brought to the Committee in October for consideration and approval.

Members **NOTED** the update.

### c. **Banking Provision Update**

Members **NOTED** the update.

d. **Biggleswade in Bloom – Best Garden Competition**

Members discussed the potential for a flower show or competition within Biggleswade.

Officers suggested expanding the competition into a larger event, similar to the Chelsea Flower Show, to include both residential and commercial aspects of the town. This would involve judging gardens for residents and decorative displays outside shops and public buildings for a business-focused engagement.

It was proposed that participants would apply formally to ensure fair judging and recognition.

The initiative was well received, with Members agreeing it could improve the town's environment, boost community spirit, and support local businesses.

A formal motion will be submitted at the next meeting, and Officers will be tasked with exploring logistics and potential categories.

Members **NOTED** the proposal.

11. **PUBLIC OPEN SESSION**

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

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

12. **EXEMPT**

a. **Exempt Minutes of the Town Centre Management Committee Meeting 15<sup>th</sup> April 2025**

The exempt minutes were **APPROVED** as an accurate record of the Town Centre Management Committee meeting held on Tuesday **15<sup>th</sup> April 2025**.

b. **Market Square Vision**

Members **RESOLVED** that an update on the Market Square Vision will be presented at the upcoming Biggleswade Joint Committee meeting.

The Chairman closed the meeting at **8:15pm**



**BIGGLESWADE TOWN COUNCIL**  
**Town Council Meeting 12<sup>th</sup> August 2025**  
**Item 9a: Public Works Loan Board Draw Down**

**Implications of Recommendations**

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

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

**Equality:** None.

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

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

In 2021, following public consultation, BTC began a five-year program to improve maintenance of its twenty-two play areas across town and to replace old and outdated play equipment. The Public Realm Team routinely inspects and maintains the play areas equipment and ensures it is fully Health and Safety compliant. Capital investment, which includes funds from partners, has resulted in the refurbishing of Franklins recreation ground, Brunel play area and Kitelands recreation ground. This has received positive public feedback.

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

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

**Bedfordshire Rural Communities Charity Support Statement**

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

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

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

**Project Summary**

The aim is that this project, once it has been resolved and confirmed, could have all the play equipment refurbished and the ground surfacing be implemented within circa four weeks.

All play areas could remain open throughout the improvement works with only the impacted play equipment being shut off to the public to maintain health and safety compliance.

Figure 1: The table below shows a summary of the play areas and the specific equipment to be replaced.

|                 |   |
|-----------------|---|
| Stratton Way:   | Little Beetle Spring rocker                 |
|                 | Farm Shop Panel                             |
|                 | Ground Anchor for Spring                    |
|                 | Black Playboard Posts                       |
|                 | Steel Seesaw                                |
|                 | Surfacing                                   |
|                 |   |
| Fairfield Road: | Beetle Quartet Spring rocker                |
|                 | Ground Anchor for Spring                    |
|                 | Surfacing                                   |
|                 |   |
| Berkeley Close: | Play unit Cloud Tunnel                      |
|                 | Texture Turtle play panel                   |
|                 | Flight of the Bumble bee                    |
|                 | Black Playboard Posts Ground Anchor for     |
|                 | Spring                                      |
|                 | Surfacing                                   |
|                 |   |
| Lilac Grove:    | Play unit Kamet                             |
|                 | Black Playboard Posts                       |
|                 | Add-on slides PH 60 cm Surfacing            |
|                 | Flower Explorer Play Panel                  |
|                 |   |
| Poppyfield:     | Play unit K2                                |
|                 | Black Playboard Posts Add-on Slide PH 95 cm |
|                 | Surfacing                                   |
|                 | Ball Maze play panel                        |
|                 |   |
| Watkin Walk:    | Play unit Jannu and Surfacing               |
|                 | Add-on Slide PH 95 cm                       |

In addition to this, the Public Realm Team has improved their skills and will maintain all play equipment during the lifetime of the new items. This PWLB loan would be anticipated to complete the play areas investment program. The supplier (Eibe) has confirmed that the quote and specifications for the project will be valid until 21<sup>st</sup> October 2025.

During the Town Council meeting on 21<sup>st</sup> January 2025, Members resolved to:

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

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

*“It was RESOLVED to seek the approval of the Secretary of State for Housing, Communities & Local Government to apply for borrowing approval for a loan of £79,528 over the borrowing term of 15 years for the essential upgrade of the remaining play areas.  
The annual loan repayments will come to around £7,839.*

*It is also intended to increase the Council tax precept for the purpose of the loan repayments by 0.48% which is the equivalent of an additional £0.99 a year. This will be subject to a precept increase consultation”.*

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

During the Town Council meeting on 8<sup>th</sup> July 2025 Members RESOLVED *“that Officers provide additional information outlining the specifics of each play area and defer the item to a future meeting”.*

### **Online Survey**

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

### **Confirmation from MHCLG**

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

### **Budget Confirmation**

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

### **Recommendation:**

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

Peter Tarrant  
Town Clerk & Chief Executive

Ernest Bour  
Head of Finance & Deputy RFO

### **Appendices:**

Appendix A: PWLB Loan Repayment Costs.

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

Appendix C: Quotation/Specification for Playground Equipment from Eibe.

Data Date: 18-Feb-2025 PWLB FIXED RATE LOAN ESTIMATED REPAYMENT COSTS

Amount of Advance: 79,528.00

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



## Appendix B: Current overall capital borrowing

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



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The focus is on people:  
their physical and mental  
health.



## 「Responsibility & Service」

The quality must be right  
– this applies to products,  
services and advice.

**Invoice and delivery address:**

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

Date: 27.09.2024  
Customer no.: 17379559  
Your sales consultant: Robyn Brookes  
Phone: 01483 813834  
E-Mail: rbrookes@eibe.co.uk

**Quote no.:** 60132794  
Q1 - CP  
Biggleswade Phase 1

| Pos. | Article no. | Description         | Quantity | Unit | Unit price £ | Total price £ |
|------|-------------|---------------------|----------|------|--------------|---------------|
| 1.00 | 7000318     | <b>Steel Seesaw</b> | 1.00     | pc   | 1,007.00     | 1,007.00      |



|      |         |                                    |      |    |        |        |
|------|---------|------------------------------------|------|----|--------|--------|
| 2.00 | 5598090 | <b>Little Beetle spring rocker</b> | 2.00 | pc | 446.00 | 892.00 |
|------|---------|------------------------------------|------|----|--------|--------|


**Little Beetle spring rocker**

Steel, PE

This Beetle's appearance enchants toddlers. A rear safety bar prevents children from falling out.

Material: Steel, PE

Play value: Balance Inclusion

Scope of delivery: 1x spring see-saw-body: powder-coated steel

1x seat: PE

1x spring: spring steel

Ground constitution: at least top soil

Recommended age group: from 2 years

Minimum space: Ø 2,80x2,40 m

Free falling height: 40 cm

Assembly: 1 person/1 h

Foundations: 1x 5591600 + 1x CF or

1x 5632100 + 1x CF

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Surrey GU8 6AD

Phone: +44 1483 813834  
[eibe@eibe.co.uk](mailto:eibe@eibe.co.uk)

Registered in England:  
No. 2642028

VAT ID no.: GB-561286144

**Payment Details:**




Barclays  
Sort Code: 20-35-35  
A/C: 60019704

IBAN: GB54 BARC 2035 3560 0197 04  
SWIFT (BIC): BARCGB22

Managing Director:  
Paul Redden




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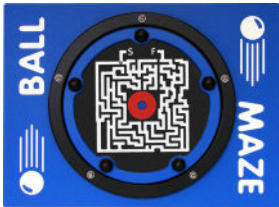


| Pos. | Article no. | Description  | Quantity | Unit | Unit price £ | Total price £ |
|------|-------------|--|----------|------|--------------|---------------|
| 3.00 | 5632100     | <b>Ground Anchor for Spring</b><br>Rockers 1<br>Steel, silver<br> Stable anchor with base plate made of corrosion-protected steel for fastening spring rockers. In case of heavily frequented eibe spring rockers, it should be surrounded with concrete.<br>Colour: silver<br>Material: Steel galv.,<br>Size: 51,6x40x45 cm<br>Scope of delivery: 1x ground anchor: galvanised steel<br>Minimum space: 0,52x0,40x0,45 m<br>GS/TÜV: TÜV product service  | 2.00     | pc   | 94.00        | 188.00        |
| 4.00 | 5552410     | <b>Beetle Quartet spring rocker</b><br>for four<br>Steel, HPL<br> Children have four times as much fun and loads of rocking enjoyment on this quadruple spring rocker.<br>Material: Steel, HPL<br>Play value: Balance Social skills Senses<br>Scope of delivery: 1x spring rocker body: powder-coated steel<br>4x seats: high-pressure laminate (HPL)<br>1x cover: high-pressure laminate (HPL)<br>1x spring: spring steel<br>Ground constitution: at least lawn<br>Recommended age group: from 3 years<br>Minimum space: Ø 3,20x2,29 m<br>Free falling height: 49 cm<br>Assembly: 2 persons/1 h<br>Foundations: 1x 5591600 + 1x CF or<br>1x 5632100 + 1x CF<br>GS/TÜV: TÜV product service | 1.00     | pc   | 1,421.00     | 1,421.00      |
| 4.10 | 5632100     | <b>Ground Anchor for Spring</b><br>Rockers 1<br>Steel, silver<br> Stable anchor with base plate made of corrosion-protected steel for fastening spring rockers. In case of heavily frequented eibe spring rockers, it should be surrounded with concrete.<br>Colour: silver<br>Material: Steel galv.,<br>Size: 51,6x40x45 cm<br>Scope of delivery: 1x ground anchor: galvanised steel<br>Minimum space: 0,52x0,40x0,45 m<br>GS/TÜV: TÜV product service  | 1.00     | pc   | 94.00        | 94.00         |

Quote no.: 60132794  
 Date of Quotation: 27.09.2024  
 Quote validity: 27.10.2024  
 Quote reference: Q1 - CP, Biggleswade Phase 1



| Pos. | Article no. | Description  | Quantity | Unit | Unit price £ | Total price £ |
|------|-------------|--|----------|------|--------------|---------------|
| 4.20 | 7001233     | <b>Farm Shop Panel</b><br>800x595  | 1.00     | pc   | 247.00       | 247.00        |
|      |             |    |          |      |              |               |
| 4.30 | 7001226     | <b>Texture Turtle play panel</b><br>800 x 600<br>FITURTEX6                         | 1.00     | pc   | 290.00       | 290.00        |
|      |             |   |          |      |              |               |
| 4.40 | 7001087     | <b>Flower Explorer Play Panel</b><br>800 x 595mm                                   | 1.00     | pc   | 327.00       | 327.00        |
|      |             |  |          |      |              |               |

Quote no.: 60132794  
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| Pos. | Article no. | Description   | Quantity | Unit | Unit price £ | Total price £ |
|------|-------------|---|----------|------|--------------|---------------|
| 4.50 | 7001121     | <b>Ball Maze play panel</b><br>800 x 600<br>FISPMAZE6NGP    | 1.00     | pc   | 333.00       | 333.00        |
| 4.60 | 7001118     | <b>Black Playboard Posts (1 PC)</b><br>Recycled Plastic<br>1750mm x 100mm x 100mm<br>FIRPSQ1750   | 8.00     | pc   | 64.00        | 512.00        |
| 5.00 | 55981501100 | <b>Play unit Cloud Tunnel</b><br>HPL, PP, green-orange, posts<br>nature  <p>               Material: HPL, PP<br/>               Play value: Fine motor skills Imagination<br/>               Scope of delivery: 1x crawling tube: PP<br/>               1x turning game: HPL<br/>               1x colour game: Plexiglas<br/>               1x touching and feeling game: PP<br/>               1x sliding game: HPL<br/>               post bases: galvanised steel<br/>               Ground constitution: at least top soil<br/>               Minimum space: 4,25x3,55x1,80 m<br/>               Assembly: 1 person/1 h<br/>               Foundations: 1x CF or 2x PFs + 2x PFr<br/>               GS/TÜV: TÜV product service             </p> | 1.00     | pc   | 983.00       | 983.00        |

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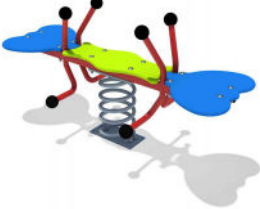

**Payment Details:**

Barclays  
 Sort Code: 20-35-35  
 A/C: 60019704

IBAN: GB54 BARC 2035 3560 0197 04  
 SWIFT (BIC): BARCGB22



Managing Director:  
 Paul Redden

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| Pos. | Article no. | Description   | Quantity | Unit | Unit price £ | Total price £ |
|------|-------------|---|----------|------|--------------|---------------|
| 6.00 | 5671120     | <b>Flight of the Bumble bee</b><br>double spring rocker<br>Steel, PE<br>Mutal rocking opposite one another offers children great enjoyment.<br>Material: Steel, PE<br>Play value: Balance Social skills<br>Scope of delivery: 1x spring rocker body: powder-coated steel<br>2x seats: PE<br>1x cover panel: PE<br>1x spring: spring steel<br>Ground constitution: at least lawn<br>Recommended age group: from 3 years<br>Minimum space: 3,30x2,50x2,20 m<br>Free falling height: 40 cm<br>Assembly: 2 persons/1 h<br>Foundations: 1x 5591600 + 1x CF or<br>1x 5632100 + 1x CF<br>GS/TÜV: TÜV product service | 1.00     | pc   | 703.00       | 703.00        |
|      |             |   |          |      |              |               |
| 7.00 | 5632100     | <b>Ground Anchor for Spring</b><br>Rockers 1<br>Steel, silver<br>Stable anchor with base plate made of corrosion-protected steel for fastening spring rockers. In case of heavily frequented eibe spring rockers, it should be surrounded with concrete.<br>Colour: silver<br>Material: Steel galv.,<br>Size: 51,6x40x45 cm<br>Scope of delivery: 1x ground anchor: galvanised steel<br>Minimum space: 0,52x0,40x0,45 m<br>GS/TÜV: TÜV product service  | 1.00     | pc   | 94.00        | 94.00         |
|      |             |   |          |      |              |               |



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| Pos. | Article no. | Description   | Quantity | Unit | Unit price £ | Total price £ |
|------|-------------|---|----------|------|--------------|---------------|
| 8.00 | 51151501100 | <b>Play unit Kamet</b><br>solo<br>SW pi, FL 1<br><br>Material: SW pi<br>Play value: Fitness Social skills Senses Speed Balance Living together<br>Scope of delivery: 5x adapter: softwood or steel<br>9x post construction: softwood or steel<br>4x platform construction: softwood<br>1x pent roof: softwood<br>1x ramp: high pressure laminate (HPL), glass fibre reinforced plastic (GFRP)<br>1x ramp: high pressure laminate (HPL), softwood<br>1x stairs: softwood, high pressure laminate (HPL)<br>3x parapet: softwood<br>3x slide entry board: high pressure laminate (HPL)<br>1x play parapet click wheel: high pressure laminate (HPL), stainless steel (V2A), plastics<br>1x play parapet gear wheel: high pressure laminate (HPL)<br>7x deco wood: softwood<br>2x grip set: aluminium, coated<br>1x square timber: softwood<br>1x slide straight element: glass fibre reinforced plastic (GFRP)<br>fittings: stainless steel (V2A)<br>Ground constitution: at least turf<br>Minimum space: 7,57x5,41x2,75 m<br>Free falling height: 58 cm<br>Assembly: 2 persons/4 h<br>Foundations: 13x CF or 13x PFs<br>GS/TÜV: Z2_010651_514_Rev00 | 1.00     | pc   | 6,565.00     | 6,565.00      |
|      |             |   |          |      |              |               |
| 9.00 | 54018610131 | <b>Add-on slides PH 60 cm</b><br>GFRP iguana, iguana<br><br>Colour: iguana<br>Material: GFRP iguana<br>Play value: Speed<br>Scope of delivery: 1x attachment slide PH 60 cm: GFRP<br>Ground constitution: at least top soil<br>Minimum space: 2,77x3,54x2,40 m<br>Free falling height: 60 cm<br>Assembly: 1 person/0.25 h<br>Foundations: 1x CF or 1x PFs<br>GS/TÜV: 1936-PS19-318-ZE   | 1.00     | pc   | 528.00       | 528.00        |
|      |             |   |          |      |              |               |

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| Pos.  | Article no. | Description   | Quantity | Unit | Unit price £ | Total price £ |
|-------|-------------|---|----------|------|--------------|---------------|
| 10.00 | 51151801100 | <b>Play unit K2</b><br>solo<br>SW,pi, FL1<br>standard<br><br>Material: SW pi<br>Play value: Fitness Fine motor skills Speed<br>Scope of delivery: 2x adapter: SW or steel<br>13x post structure: SW or steel<br>5x platform structure: SW<br>1x pitched roof: SW<br>1x climbing board: HPL, climbing grips<br>1x vertical ladder: stainless steel<br>1x ramp: HPL, SW<br>1x ramp: SW<br>1x stairs: SW<br>2x parapet: HPL<br>4x parapet: SW<br>1x slide entry plate: HPL<br>3x access restriction: HPL<br>1x play panel gearwheel: HPL<br>1x play panel abacus: HPL, ROB<br>8x decoration timber: SW<br>1x set of grips: aluminium, plastic-coated<br>fittings: stainless steel<br>Ground constitution: at least turf<br>Minimum space: 7,45x6,48x2,85 m<br>Free falling height: 95 cm<br>Assembly: 2 persons/10 h<br>Foundations: 15x CF or 13x PFs | 1.00     | pc   | 7,486.00     | 7,486.00      |
|       |             |   |          |      |              |               |
| 11.00 | 54018510131 | <b>Add-on Slide PH 95 cm</b><br>GFRP iguana<br><br>Colour: iguana<br>Material: GFRP iguana<br>Play value: Speed<br>Scope of delivery: 1x attachment slide PH 95 cm: GFRP<br>Ground constitution: at least top soil<br>Recommended age group: from 1 year<br>Minimum space: 3,29x3,54x2,75 m<br>Free falling height: 95 cm<br>Assembly: 1 person/0.25 h<br>Foundations: 1x CF or 1x PFs<br>GS/TÜV: 1936-PS19-318-ZE  | 1.00     | pc   | 647.00       | 647.00        |
|       |             |   |          |      |              |               |

**eibe play Ltd.**  
 eibe House, Home Farm  
 A3 By Pass Road, Hurtmore Godalming  
 Surrey GU8 6AD

Phone: +44 1483 813834  
[eibe@eibe.co.uk](mailto:eibe@eibe.co.uk)

Registered in England:  
 No. 2642028

VAT ID no.: GB-561286144



**Payment Details:**

Barclays  
 Sort Code: 20-35-35  
 A/C: 60019704

IBAN: GB54 BARC 2035 3560 0197 04  
 SWIFT (BIC): BARCGB22

Managing Director:  
 Paul Redden

[www.eibe.co.uk](http://www.eibe.co.uk)

| Pos.  | Article no. | Description  | Quantity | Unit | Unit price £ | Total price £ |
|-------|-------------|--|----------|------|--------------|---------------|
| 12.00 | 51151701100 | <b>Play unit Jannu</b><br>solo<br>SW, pi, FL1<br>standard<br><br>Material: SW pi<br>Play value: Fitness Fine motor skills Speed<br>Scope of delivery: 2x adapter: SW or steel<br>11x post structure: SW or steel<br>4x platform structure: SW<br>1x pent roof: SW<br>1x climbing board: HPL, climbing grips<br>1x sloped ladder: SW, stainless steel<br>1x vertical ladder: stainless steel<br>1x ramp: SW<br>1x stairs: SW<br>1x parapet: HPL<br>3x parapet: SW<br>1x walk-through protection: stainless steel<br>1x slide entry plate: HPL<br>2x access restriction: HPL<br>1x play panel gearwheel: HPL<br>6x decoration timber: SW<br>2x set of grips: aluminium, plastic-coated<br>1x filling timber: SW<br>fittings: stainless steel<br>Ground constitution: at least turf<br>Minimum space: 7,39x5,97x3,00 m<br>Free falling height: 95 cm<br>Assembly: 2 persons/8 h<br>Foundations: 13x CF or 11x PFs | 1.00     | pc   | 6,255.00     | 6,255.00      |
|       |             |   |          |      |              |               |
| 13.00 | 54018510131 | <b>Add-on Slide PH 95 cm</b><br>GFRP iguana<br><br>Colour: iguana<br>Material: GFRP iguana<br>Play value: Speed<br>Scope of delivery: 1x attachment slide PH 95 cm: GFRP<br>Ground constitution: at least top soil<br>Recommended age group: from 1 year<br>Minimum space: 3,29x3,54x2,75 m<br>Free falling height: 95 cm<br>Assembly: 1 person/0.25 h<br>Foundations: 1x CF or 1x PFs<br>GS/TÜV: 1936-PS19-318-ZE   | 1.00     | pc   | 647.00       | 647.00        |
|       |             |   |          |      |              |               |

Quote no.: 60132794  
 Date of Quotation: 27.09.2024  
 Quote validity: 27.10.2024  
 Quote reference: Q1 - CP, Biggleswade Phase 1



| Pos.  | Article no. | Description      | Quantity | Unit | Unit price £ | Total price £ |
|-------|-------------|------------------|----------|------|--------------|---------------|
| 14.00 | 7710002     | <b>Surfacing</b> | 1.00     | pc   | 19,471.43    | 19,471.43     |
|       |             | Wetpour          |          |      |              |               |

|       |         |                                   |       |    |       |        |
|-------|---------|-----------------------------------|-------|----|-------|--------|
| 14.10 | 7710484 | <b>Grass Grow Through Matting</b> | 10.00 | m2 | 32.00 | 320.00 |
|       |         | With Stabilising Mesh             |       |    |       |        |



|       |         |                               |      |    |          |          |
|-------|---------|-------------------------------|------|----|----------|----------|
| 15.00 | 7710101 | <b>Labour (Installation)</b>  | 6.00 | pc | 1,320.00 | 7,920.00 |
|       |         | All Installation of Equipment |      |    |          |          |



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| Pos.  | Article no. | Description                              | Quantity | Unit | Unit price £ | Total price £ |
|-------|-------------|--|----------|------|--------------|---------------|
| 16.00 | 7710723     | <b>Materials</b><br>Concrete Foundations | 10.00    | m3   | 180.00       | 1,800.00      |



|       |         |                      |      |    |        |        |
|-------|---------|----------------------|------|----|--------|--------|
| 17.00 | 7710007 | <b>Preliminaries</b> | 1.00 | pc | 713.01 | 713.01 |
|-------|---------|----------------------|------|----|--------|--------|



|       |         |                             |      |    |          |          |
|-------|---------|-----------------------------|------|----|----------|----------|
| 18.00 | 7710004 | <b>Plant Hire / Welfare</b> | 1.00 | pc | 7,130.98 | 7,130.98 |
|-------|---------|-----------------------------|------|----|----------|----------|



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| Pos.  | Article no. | Description                  | Quantity | Unit | Unit price £ | Total price £ |
|-------|-------------|------------------------------|----------|------|--------------|---------------|
| 19.00 | 7710101     | <b>Labour (Installation)</b> | 6.00     | pc   | 1,320.00     | 7,920.00      |

All Removals



|       |         |                                       |      |    |        |          |
|-------|---------|---------------------------------------|------|----|--------|----------|
| 20.00 | 7710647 | <b>Muck Away</b><br>Grab Lorry < 12m3 | 4.00 | pc | 650.00 | 2,600.00 |
|-------|---------|---------------------------------------|------|----|--------|----------|



|       |         |   |      |    |          |          |
|-------|---------|---|------|----|----------|----------|
| 21.00 | 7700001 | <b>Delivery / Handling</b><br>Delivery & Handling | 1.00 | pc | 2,433.90 | 2,433.90 |
|-------|---------|---|------|----|----------|----------|

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## Summary

|                              |                  |            |
|------------------------------|------------------|------------|
| Total amount (Net):          | 79,528.32        | GBP        |
| VAT (20.00 %):               | 15,905.66        | GBP        |
| <b>Total amount (Gross):</b> | <b>95,433.98</b> | <b>GBP</b> |

Equipment payment: 2 weeks after order unless agreed otherwise.

Installation payment: As per agreed payment schedule.

Lead time: 6 - 12 weeks

**This document must be signed and returned to the address below or your order may be delayed.**

|              |              |              |              |
|--------------|--------------|--------------|--------------|
| Name:        | Position:    | Signature:   | Date:        |
| <br><br><br> | <br><br><br> | <br><br><br> | <br><br><br> |

Please tick this box if you are NOT an end user, applicable to CIS registered companies only  
– for DRC 0.00 VAT purposes.

☐

This Order Acknowledgement is subject to the attached customer information. eibe terms and conditions are available on request.

If you are unable to comply with our payment terms please contact us and we will endeavour to come to an agreement.

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**BIGGLESWADE TOWN COUNCIL**  
**Town Council Meeting 12th August 2025**  
**Item 9b: Complaints Code Report**

**Implications of Recommendations**

**Corporate Strategy: VALUES:** Openness, responsiveness, innovation and constructive relationships to maximise effectiveness and the use of resources. Councillors committed to working collaboratively, supported by a high-quality team of staff.

**Finance:** Not applicable.

**Equality:** Not applicable.

**Environment:** Not applicable.

**Community Safety:** Not applicable.

**Background**

At the May 2025 Personnel Committee meeting, Members were presented with an updated Complaints Code and Vexatious Policy.

Following discussion, Members resolved that the following changes be made:

- The document be renamed 'Complaints Code'.
- The document clearly state how complaints can be submitted and how they will be recorded.
- The document align with the timescales outlined on the 'Contact Us' page of the Town Council website.
- All complaints be acknowledged upon receipt, with an indication of when a resolution or more detailed response can be expected.
- The Council's responses include clear reasoning for any decisions made, along with information on when any stated actions will be undertaken.

These alterations have since been made, and an updated Complaints Code can be viewed under Appendix A.

**Recommendations:**

For Members to approve of adopting the Complaints Code as set out in Appendix A.

Helen Calvert  
Administration & HR Manager

Appendices:

Appendix A: Complaints Code.

# Complaints Code



# 1. SUMMARY OF POLICY

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Biggleswade Town Council is committed to providing a quality service for those who live or work in the area or who visit the town. If you are dissatisfied with the standard of service you have received from the Council or are unhappy about an action or lack of action from the Council, this document sets out how you may complain to the Council and how we will resolve your complaint.

## 2. FURTHER POLICY INFORMATION

---

This Policy applies to complaints about Council administration and procedures. This Policy does not apply to:

- Complaints by one Council employee against another Council employee, or between a Council employee and the Council as employer. These matters are dealt with under the Council's Disciplinary and Grievance Procedures.
- Complaints about the conduct of Biggleswade Town Councillors. Complaints against Biggleswade Town Councillors are covered by the Code of Conduct for Members adopted by the Council.
- Alleged financial irregularity. Local electors have a statutory right to object to a Council's audit of accounts (s.16 Audit Commission Act) by contacting the Council's auditors.
- Alleged criminal activity. This should be reported to the police.
- Complaints about Council decisions. The appropriate time for influencing Council decision-making is by raising your concerns within the Public Open Session before the Council debates and votes on a matter.
- Anonymous complaints. These complaints will be recorded but not responded to.

## 3. PROCEDURE

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If you wish to make a complaint, you must do so in writing, either by letter and delivered to the Town Council Offices (4 Saffron Road, The Old Court House, Biggleswade, Bedfordshire, SG18 8DL), or by email to [enquiries@biggleswadetowncouncil.gov.uk](mailto:enquiries@biggleswadetowncouncil.gov.uk).

Depending on the source, and content, each complaint is passed to an appropriate Officer within the Town Council. Where a complaint is dispatched to multiple recipients, those recipients must swiftly decide amongst themselves who will be take responsibility for handling the complaint. It is that Officer's responsibility to acknowledge receipt of the complaint within three working days, including providing the complainant with an indication of when they can likely expect to receive a response to the complaint.

### Stage 1

The Responsible Officer will then establish further detail as required from all relevant sources, by all relevant means and report back findings as swiftly as possible to the complainant and seek the complainant's assurance that their complaint has been dealt with. If necessary, interim reports of progress and estimates of future timescales will be provided. The decision on how to resolve the complaint will be confirmed in writing to the complainant within ten working days. This will include details of any action to be taken and when, and the reasoning behind all decisions.

### Stage 2

If the complainant feels that the response from the Responsible Officer is unsatisfactory, they can inform the Town Clerk of this in writing. If the Responsible Officer is the Town Clerk, then the complainant should inform the Mayor. The Town Clerk/Mayor will have 10 days from the date the complainant has escalated the complaint for them to respond with how to resolve the complaint and any further action that needs to be taken.

## 4. RECORD KEEPING

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The complaint will be recorded in a Complaints Register held by the Administration & HR Manager. These records will help the Town Council to improve its performance and procedures in the future.

## 5. MANAGEMENT OF VEXATIOUS COMPLAINTS

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Biggleswade Town Council is committed to dealing with all complaints fairly and impartially. However, the Council recognises that sometimes complaints can become unreasonable because of their nature or frequency. The Council will be guided by the “Managing unreasonable actions by complainants: A guide for organisations” issued by the Local Government Ombudsman in determining whether complaints are unreasonable and what action to take.

Deceitful, abusive, offensive, threatening or other forms of unacceptable behaviour from complainants will not be tolerated. When it occurs, the Council will take proportionate action to protect the wellbeing of staff.



## **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: Available via SharePoint**

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 From Other Persons.







## Consultation on strengthening partnerships between general Category 1 responders and voluntary, community, and faith-based organisations

### Supporting information

#### Introduction

The tragedy at Grenfell Tower and other emergencies emphasise the vital role of voluntary, community and faith-based (VCF) organisations in providing support, coordination, and care for those affected. The Grenfell Tower Inquiry recommended amending Regulation 23 of the Civil Contingencies Act (CCA) (2004) (Contingency Planning) Regulations 2005,<sup>12</sup> to require general Category 1 emergency responders to establish partnerships with VCF organisations for emergency preparedness and response.

#### Definition of general Category 1 responders

Part 1 of the Civil Contingencies Act (2004) divides local responders into two categories. Category 1 responders are organisations at the core of the response to most emergencies (emergency services, local authorities, NHS bodies, and environmental agencies for example), who are required to undertake a range of duties in relation to emergency planning.

Another set of responders are called *Category 2 organisations* (the Health and Safety Executive, transport and utility companies, for example). These are 'co-operating bodies,' less likely to be involved in the heart of planning work, but heavily involved in incidents that affect their own sector. They are subject to fewer duties under the Civil Contingencies Act (2004) in relation to emergency planning.

The government, acknowledging the crucial role of VCF organisations in national resilience accepted this recommendation in principle, and committed to a consultation to assess the necessity and proportionality of a statutory duty to strengthen engagement. This consultation will inform the government's impact assessment for the suggested changes to existing legislative requirements; the challenges and opportunities for strengthened partnerships; and whether there are alternative ways to achieve improved partnership working.

The government committed to reporting on the findings and providing its recommendations for strengthened partnerships later this year. The consultation will open on Tuesday 08 July, and will close at 11:59pm on Tuesday 16 September.

#### Responding to the consultation

To respond to this call for evidence please use the online survey system. In exceptional circumstances only, where respondents are unable to use the online system, please contact [partnershipworking@cabinetoffice.gov.uk](mailto:partnershipworking@cabinetoffice.gov.uk) to request an MS Word version. All responses

<sup>1</sup> The Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005. Regulation 23: [\[https://www.legislation.gov.uk/uksi/2005/2042/regulation/23\]](https://www.legislation.gov.uk/uksi/2005/2042/regulation/23)

<sup>2</sup> Grenfell Tower Inquiry Government Progress Report. Recommendation 43. [\[https://www.gov.uk/government/publications/grenfell-tower-inquiry-government-progress-report/progress-report-response-and-recovery#recommendation-43\]](https://www.gov.uk/government/publications/grenfell-tower-inquiry-government-progress-report/progress-report-response-and-recovery#recommendation-43)

must be received by the department before the closing date, otherwise they will not be considered. Postal submissions will not be considered. We recommend that individual organisations provide a single consolidated response.

### **Geographic scope**

This consultation is led by the Cabinet Office in the UK government, in response to a recommendation from the Grenfell Tower Inquiry. Regulation 23 applies to general Category 1 responders. Most of these organisations are England-based, although some of these organisations operate UK-wide or in the other Parts of the UK. The UK government aims to collect a range of feedback. Therefore, responses are welcome from organisations across the entire UK, although any future changes to Regulation 23 of the Civil Contingencies Act (2004) (Contingency Planning) Regulations 2005 may be limited to England.

**Target audience for the consultation.** Responses are sought from:

- Category 1 and 2 responders (e.g. fire services, local authorities; utilities providers)
- Voluntary, community, and faith-based organisations (regardless of whether they are involved in emergency planning and response)

The consultation is publicly available and so any member of the public may respond, however the questions are designed to gather answers from organisations to understand how any changes to legislative requirements might affect them.

**Consultation structure.** The questionnaire is split into two sections:

- Section One aims to understand how things are now. Respondents are asked about their current experiences with partnership working, including the level of resource, personnel and time commitment needed to undertake engagement.
- Section Two explores the impact on organisational resources (time, personnel, capacity) if the regulation was amended. Respondents are asked to consider how the change might affect their organisation.

### **New Burdens Doctrine**

We recognise that any future proposed changes may give rise to new burdens on local authorities. The Cabinet Office is engaging the Ministry of Housing, Communities and Local Government and is committed to fully assessing any such burdens in line with the New Burdens Doctrine.

### **Conclusion**

The consultation is an opportunity to shape how Categorised responders and voluntary, community and faith-based organisations work together. Enhancing these partnerships is crucial for building resilient, prepared communities that can effectively respond to emergencies. Feedback from organisations will be used to directly inform future frameworks and collaborative strategies. Participation is encouraged to ensure that diverse perspectives help guide policy discussions.



## **PUBLIC NOTICE**

Highways Act 1980  
Central Bedfordshire Council  
Notice of Making of Public Path Order



### **CENTRAL BEDFORDSHIRE COUNCIL (BIGGLESWADE: PART OF FOOTPATH NO. 24) PUBLIC PATH DIVERSION ORDER 2025**

The above Order made on 25 July 2025 under Section 119 of the Highways Act 1980 will divert part of Footpath No. 24, Biggleswade from points A-B to points C-D-E-B as shown on the Order map.

The length of part of Footpath No. 24, Biggleswade to be stopped up extends from its junction with Saxon Drive at Ordnance Survey Grid Reference (OS GR) TL 2035 4425 (Order map – point A) in an east-north-easterly direction for approximately 214 metres to terminate at its junction with an unaffected part of Footpath No. 24, Biggleswade at OS GR TL 2055 4433 (Order map – point B).

The footpath is stopped up across its full width.

The length of part of Footpath No. 24, Biggleswade to be created extends from its junction with Saxon Drive at Ordnance Survey Grid Reference (OS GR) TL 2035 4425 (Order map – point C) in a generally east-north-easterly direction for approximately 37 metres to OS GR TL 2038 4426 (Order map – point D) then continues in a generally east-north-easterly direction for approximately 97 metres through a kissing gate at OS GR TL 2047 4430 (Order map – point E) then continues in a generally east-north-easterly direction for approximately 85 metres to terminate at its junction with an unaffected part of Footpath No. 24, Biggleswade at OS GR TL 2055 4433 (Order map – point B).

The new route of the footpath has a width of 2 metres.

A copy of the Order and the Order map have been placed and may be seen free of charge at the offices of Central Bedfordshire Council Highways, Priory House, Monks Walk, Chicksands, Shefford. Any inspection will be by appointment only, please contact [definitivemap@centralbedfordshire.gov.uk](mailto:definitivemap@centralbedfordshire.gov.uk) or 0300 300 6530 to arrange an appointment. A copy of the Order, the Order map and an explanatory statement are available to view and download for free at [https://www.centralbedfordshire.gov.uk/info/82/countryside/424/definitive\\_map/2](https://www.centralbedfordshire.gov.uk/info/82/countryside/424/definitive_map/2). Paper copies of the Order and map may be bought at a charge of £4.00.

Any representations about or objections to the Order may be sent in writing to the Highway Assets Intelligence Team Leader, Central Bedfordshire Council Highways, Priory House, Monks Walk, Chicksands, Shefford, SG17 5QT or [definitivemap@centralbedfordshire.gov.uk](mailto:definitivemap@centralbedfordshire.gov.uk) not later than 5 September 2025. Please state the grounds on which they are made. Representations and objections must include either a postal or e-mail address. Any representations or objections made will be in the public domain and will be available for viewing/copying by members of the public.

If no such representations or objections are duly made, or if any so made are withdrawn, the Central Bedfordshire Council may confirm the Order as an unopposed Order. If the Order is sent to the Secretary of State for the Environment, Food and Rural Affairs for confirmation any representations and objections which have not been withdrawn will be sent with the Order and will be made publicly available by either the Council or the Planning Inspectorate.

Dated 1 August 2025

Priory House, Monks Walk  
Chicksands, Shefford  
Beds SG17 5QT

Gary Powell  
Service Director, Highways

## **PUBLIC PATH ORDER SUPPORTING STATEMENT**

### **INTRODUCTION**

The Definitive Map and Statement records the existence and route of any rights of way that exist over a parcel of land. The Map and Statement provides conclusive evidence of the existence of public rights of way and are very important for the landowner and users as a record of where the public has a right to walk, ride horses and drive vehicles.

### **HIGHWAYS ACT 1980 ORDERS**

The power for the Council to make an order for the diversion of a footpath or bridleway is contained in Section 119 of the Highways Act 1980. Before making an order the Council must be satisfied that it is expedient to do so in the interests of the owner or lessee of the land crossed by the footpath or in the interests of the public and that such an order would not alter any point of termination of the path, other than to another point on the same path, or another highway connected with it, and which is substantially as convenient to the public.

### **DIVERSION ORDER**

This diversion has been made by Central Bedfordshire Council in the interests of Taylor Wimpey (South Midlands) to facilitate the development and also to resolve two local path anomalies by moving the footpath onto the routes walked by the public.

### **OBJECTING TO THE ORDER**

Objections or representations relating to the order must be made in writing by the date stated in the Public Notice to: **Asset Intelligence Team Leader, Highways, Central Bedfordshire Council, Priory House, Chicksands, Shefford, SG17 5QT.**

This Council is willing to discuss the concerns of anyone considering objecting or making representations relating to the order. Please telephone number 0300 300 5122 or e-mail [clare.wild@centralbedfordshire.gov.uk](mailto:clare.wild@centralbedfordshire.gov.uk)

### **WHAT WILL HAPPEN NEXT**

If there are no objections to the order, or if all objections are withdrawn, this Council will confirm the order and certify any required works at which point the Order will come into operation.

If objections are made and these are not withdrawn, this Council will forward the order to the Secretary of State for the Environment, Food and Rural Affairs, who will appoint an independent Inspector to consider the evidence and hear the objections, normally by means of an exchange of written representations or by holding a local hearing or public inquiry. Objectors to the order will be given the chance to put their case at an inquiry or hearing and will be able to cross-examine any witnesses produced by this Council. The inspector may then decide to confirm the order, with or without modifications, or may decide that they should not be confirmed.

**THIS ORDER HAS NO EFFECT UNTIL AND UNLESS CONFIRMED.**

Corresponding Appendices:

Appendix A: Sealed order for Biggleswade part of Public Footpath No. 24.

PUBLIC PATH DIVERSION ORDER  
HIGHWAYS ACT 1980  
CENTRAL BEDFORDSHIRE COUNCIL

CENTRAL BEDFORDSHIRE COUNCIL (BIGGLESWADE: PART OF FOOTPATH NO. 24)  
PUBLIC PATH DIVERSION ORDER 2025

This Order is made by Central Bedfordshire Council ("the authority") under Section 119 of the Highways Act 1980 ("the 1980 Act") because it appears to the authority that in the interests of the owners of the land crossed by the footpath described in paragraph 1 of this Order it is expedient that the line of the footpath should be diverted.

Taylor Wimpey (South Midlands) has agreed to defray any compensation which becomes payable in consequence of the coming into force of this order and any expenses which are incurred in bringing the new site of the footpath into a fit condition for use by the public.

Biggleswade Town Council has been consulted as required by Section 120(2) of the 1980 Act.

BY THIS ORDER

1. The public right of way over the land situated in the town of Biggleswade and shown by a bold continuous line between points A-B on the map contained in this Order and described in Part 1 of the Schedule to this Order shall be stopped up on the date on which Central Bedfordshire Council has certified that the footpath described in paragraph 2 has been set out to their satisfaction.
2. There shall at the end of 30 days from the date of confirmation of this Order be a public footpath over the land situated in the town of Biggleswade as described in Part 2 of the Schedule and shown by a bold broken line between points C-D-E-B on the map contained in this Order.



In witness whereof  
THE COMMON SEAL OF  
CENTRAL BEDFORDSHIRE COUNCIL  
was hereunto affixed this  
25<sup>th</sup> day of July 2025  
in the presence of:



Signed

  
.....

Authorised Signatory

R. HILLS



## **SCHEDULE**

### **PART 1**

#### **Description of Site of Existing Path or Way**

The length of part of Footpath No. 24, Biggleswade to be stopped up extends from its junction with Saxon Drive at Ordnance Survey Grid Reference (OS GR) TL 2035 4425 (Order map – point A) in an east-north-easterly direction for approximately 214 metres to terminate at its junction with an unaffected part of Footpath No. 24, Biggleswade at OS GR TL 2055 4433 (Order map – point B).

The footpath is stopped up across its full width.

## **SCHEDULE**

### **PART 2**

#### **Description of Site of New Path or Way**

The length of part of Footpath No. 24, Biggleswade to be created extends from its junction with Saxon Drive at Ordnance Survey Grid Reference (OS GR) TL 2035 4425 (Order map – point C) in a generally east-north-easterly direction for approximately 37 metres to OS GR TL 2038 4426 (Order map – point D) then continues in a generally east-north-easterly direction for approximately 97 metres through a kissing gate at OS GR TL 2047 4430 (Order map – point E) then continues in a generally east-north-easterly direction for approximately 85 metres to terminate at its junction with an unaffected part of Footpath No. 24, Biggleswade at OS GR TL 2055 4433 (Order map – point B).

The new route of the footpath has a width of 2 metres.









# Development Management

## Central Bedfordshire Council

Priory House, Monks Walk  
Chicksands, Shefford  
Bedfordshire SG17 5TQ  
www.centralbedfordshire.gov.uk



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

**Contact** Planning Appeals  
**Email** [planning.appeals@centralbedfordshire.gov.uk](mailto:planning.appeals@centralbedfordshire.gov.uk)  
**Date** 21 July 2025

Dear Mr Tarrant,

### TOWN AND COUNTRY PLANNING ACT 1990 APPEAL UNDER SECTION 78

**Site address:** The Plough House, 276 London Road, Biggleswade, SG18 9TB  
**Description of development:** Demolition of 2 existing buildings and removal of pre-existing mobile home. Erection of a acoustic sound barrier fence, change of use of land for the creation of 4 Gypsy/Traveller Pitches, comprising the siting of 4 static caravans and 4 touring caravans alongside the erection of 1 combined dayroom for use by family members (Part Retrospective)  
**Appellant's name:** Mr A Connors  
**Appeal reference:** APP/P0240/W/25/3368820  
**Application reference:** CB/25/00305/FULL

A planning application Ref No: CB/25/00305/FULL received on 18 February 2025, for Demolition of 2 existing buildings and removal of pre-existing mobile home. Erection of a acoustic sound barrier fence, change of use of land for the creation of 4 Gypsy/Traveller Pitches, comprising the siting of 4 static caravans and 4 touring caravans alongside the erection of 1 combined dayroom for use by family members (Part Retrospective) at The Plough House, 276 London Road, Biggleswade, SG18 9TB was submitted on behalf of Mr A Connors.

The appeal will be determined on the basis of a **Hearing**. The procedure to be followed is set out in the Town and Country Planning (England) Rules 2000.

At the present time I do not know the date or venue for this **Hearing**. Once this has been decided upon I will write to you again. You may attend the **Hearing** and as a person who may be interested in or affected by the appeal you may, at the Secretary of State's Inspector's discretion, make your views known.

I have forwarded all the representations made to us on the application to The Planning Inspectorate and the appellant. These will be considered by the Inspector when determining the appeal.

If you wish to make comments, or modify/withdraw your previous representation, you can do so on the Planning Inspectorate website at <https://acp.planninginspectorate.gov.uk>  
If you do not have access to the internet you can send **three** copies to The Planning Inspectorate, Room 3B Eagle Wing, Temple Quay House, 2 The Square, Bristol, BS1 6PN quoting their reference, which is **APP/P0240/W/25/3368820**. The Planning Inspectorate does not acknowledge representations. **Do not write to me.**

All representations must be received by **22 August 2025**. Any representations submitted after the

deadline will not usually be considered and will be returned. The Planning Inspectorate does not acknowledge representations.

Please note that any representations you submit to the Planning inspectorate will be copied to the appellant and this local planning authority and will be considered by the Inspector when determining the appeal.

You can get a copy of one of the Planning Inspectorate's "Guide to taking part in an appeal" booklets free of charge from GOV.UK at

<https://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal>

Appeal documents are available on our website following receipt of the Appeal start letter from the Planning Inspectorate.

<http://www.centralbedfordshire.gov.uk/planning-register>

enter the application reference **CB/25/00305/FULL** into the application quick search box, click on the Case Reference to show more details – click on View Documents / Legal folder.

You can find out appeal deadlines and details of the decision on the Planning Inspectorate's website

<https://acp.planninginspectorate.gov.uk>.

Yours sincerely,



**Andrew Davie MRTPI**  
**Service Director Development & Economy**



| Outcome of CBC Planning Applications |                  |  |   |   |                                      |   |
|--------------------------------------|------------------|--|---|---|--------------------------------------|---|
| Date                                 | Application No.  | Location   | Description   | BTC Objection   | Outcome from CB                      | Notes   |
| 09/07/2024                           | CB/24/01812/REG3 | Lawnside Lower School, Lawnside, Biggleswade, SG18 0LX   | Erection of an extension to provide 6 new classrooms, a Multi-Use Games Area, (MUGA), a new staff car park accessed from The Avenue, 7 additional vehicle parking spaces accessed from Lawnside, cycle provision, widening of the existing western footpath to the school, improved footpath along The Avenue, landscaping and associated works.            | The Town Council strongly objects to the above application for the reasons as stated above – overdevelopment of the site, severe access problems and unacceptable disruption during the construction phase.   | Regulation 3 - Granted June 2025     | Target Date for Decision: 26/09/2024  |
| 12/11/2024                           | CB/24/03022/FULL | Biggleswade Academy, Mead End, Biggleswade, SG18 8JU     | Creation of new pedestrian drop off/pick up point for parents, enhanced pedestrian access within the site, provision of two disabled car parking bays, new fencing, vehicular access gate and associated ancillary works.   | The Town Council OBJECTS to this application on the basis of highways safety concerns.  | Full Application - Granted June 2025 | (Mead End Entrance)<br>Target Date for Decision: 19/12/2024   |
| 11/03/2025                           | CB/25/00305/FULL | The Plough House, 276 London Road, Biggleswade, SG18 9TB | Demolition of 2 existing buildings and removal of pre-existing mobile home. Erection of a acoustic sound barrier fence, change of use of land for the creation of 4 Gypsy/Traveller Pitches, comprising the siting of 4 static caravans and 4 touring caravans alongside the erection of 1 combined dayroom for use by family members (Part Retrospective). | The Town Council renews their OBJECTION to this application, on the basis of highways safety concerns.  | Full Application - Refused           | The applicant has appealed the decision regarding application CB/25/00305/FULL. The date for the appeal hearing is still to be determined.  |
| 11/03/2025                           | CB/25/00421/REG3 | Land to the North and South of Dunton Lane, Biggleswade  | Erection of a battery energy storage system (BESS) with associated access, landscaping and ancillary works.   | The Town Council has STRONGLY OBJECTS to this application based on reports by Landscape Officers on the lack of vegetation and landscaping and the Archaeology Officers who have indicated to the documented multi-period archaeological landscape. | Awaiting Outcome                     | Target Date for Decision: 13 / 05 / 2025<br><br>11/05/25 - The Town Council rejected the application again based on reports by Landscape Officers on the lack of vegetation and landscaping and the Archaeology Officers who have indicated to the documented multi-period archaeological landscape.<br><br>Earliest Decision Date (Consultation Period Expires):14 / 07 / 2025 |
| 10/06/2025                           | CB/25/01306/ADV  | 19 High Street, Biggleswade, SG18 0JE                    | Advertisement: Display of 1 front internally illuminated fascia sign, 1no front internally illuminated projecting sign and 2 graphic vinyl signs within the front windows.  | The Town Council OBJECTS to this application on the grounds that Members are opposed to internally illuminated signage within conservation areas.   | Advertisement - Granted              | Target Date for Decision: 23 / 06 / 2025<br><br>Comment from Planning Officer - The application has been determined and approved today ~(18/07/2025), however, following the Town Council's objection, the illumination was reviewed and amended to a trough light to match other external illuminations in proximity to the site and the level of illumination also reduced.   |

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





**BIGGLESWADE TOWN COUNCIL**  
**Town Council Meeting 12<sup>th</sup> August 2025**  
**Item 12a: Financial Management Report for June 2025**

**Implications of Recommendations**

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

**Finance:** Improve Financial reporting with commentary for additional context.

**Equality:** Not applicable.

**Environment:** Not applicable.

**Community Safety:** Not applicable.

**Background**

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

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

The projected outturn after month three suggests a deficit of £10,000 at the end of the financial year 2025-26. Some of the reasons why Officers have projected a deficit in the financial year includes:

- Emergency tree maintenance after the recent tree survey.
- Supplier of CCTV cabling increasing cost by 100%.
- The local football team decided not to proceed with renting the Lakes pitch on a long-term basis after internal reorganisation.

The deficit will be zeroed by the general reserves if it is not covered by underspent within the existing agreed budget at year end.

This will be kept under constant review.

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

**Recommendation:**

Members consider and approve the June 2025 Financial Management report.

Ernest Bour

Head of Finance and Deputy RFO

**Appendices:**

Appendix A: Financial Management report for June 2025.

| Biggleswade Town Council                                 |             | Management Accounts Finance Report 30/06/2025 |          |           |           |                   |             | APPENDIX A  |
|--|-------------|---|----------|-----------|-----------|-------------------|-------------|---|
|  |             | Actual  | Actual   | Budget    | Variance  | Projected Outturn | Committed   | COMMENTARY  |
|  |             | FY24/25                                       | FY 25/26 | FY 25/26  | FY 25/26  | FY 25/26          | Expenditure |   |
| ALLOTMENTS   | Income      | 10740   | (20)     | 12400     | (12420)   | 12400             |             | All plot holders will be invoiced by the end of August 25.  |
|  | Expenditure | 2387  | 841      | 7200      | 6359      | 7200              | 0           |   |
| Movement to/(from) Gen Reserve                           |             | 8353  | (861)    | 5200      | (18779)   | 5200              |             |   |
| BURIAL GROUNDS   | Income      | 80045   | 14755    | 75018     | (60263)   | 71500             |             | The actual expenditure is high in the first quarter because the annual business rates invoices for the two cemeteries have been processed and this will be paid by monthly direct debit. The Council paid for the annual cemetery software in the first quarter. There are enough funds to cover all the costs within the budget.         |
|  | Expenditure | 8433  | 5796     | 9900      | (5462)    | 9426              | 1358        |   |
| Movement to/(from) Gen Reserve                           |             | 71612   | 8959     | 65118     | (54801)   | 62074             |             |   |
| CAR PARKS  | Income      | 40698   | 10987    | 50500     | (39513)   | 50500             |             | The total actual income for the car park is lower compared to budgeted income for the first quarter because of the software issues with the new car parking machines. Officers are working with Flowbird to resolve the issue permanently.  |
|  | Expenditure | 78937   | 36884    | 87701     | 44297     | 85772             | 6520        | The actual expenditure was high in the first quarter because the Council processed the annual business rates invoices for all the car parks. The invoices will be paid monthly by direct debit. There are enough funds within the existing budget to cover the annual business rates.   |
| Movement to/(from) Gen Reserve                           |             | (38,239)                                      | (25897)  | (37201)   | (83810)   | (35272)           |             |   |
| MARKET   | Income      | 20985   | 5385     | 23500     | (18115)   | 23500             |             |   |
|  | Expenditure | 4545  | 1499     | 4850      | 3351      | 4796              | 0           |   |
| Movement to/(from) Gen Reserve                           |             | 16440   | 3886     | 18650     | (21466)   | 18704             |             |   |
| TOWN CENTRE GENERAL                                      | Income      | 79879   | 1000     | 3500      | (2500)    | 3500              |             | Excess actual expenditure over budget relates to UKSPF grant expenses. CCTV cabling contract by 100% by the supplier.   |
|  | Expenditure | 83436   | 77619    | 65050     | (30174)   | 71007             | 17605       |   |
| Movement to/(from) Gen Reserve                           |             | (3557)  | (76619)  | (61550)   | 27674     | (67507)           |             |   |
| CAPITAL EXPENDITURE                                      | Income      | 84416   | 0        | 0         | 0         | 0                 |             |   |
|  | Expenditure | 212282  | 14143    | 94000     | 71585     | 94000             | 8272        |   |
| Movement to/(from) Gen Reserve                           |             | (127866)                                      | (14143)  | (94000)   | (71585)   | (94000)           |             |   |
| PUBLIC CONVENIENCES                                      | Expenditure | 17697   | 2277     | 16380     | 14103     | 16380             | 0           | The Council has received the first half of the precept for this financial year.   |
| CORPORATE MANAGEMENT                                     | Income      | 1662390                                       | 928966   | 1862460   | (933494)  | 1868670           |             |   |
|  | Expenditure | 3700  | (2660)   | 4000      | (6660)    | 4000              | 0           |   |
| Movement to/(from) Gen Reserve                           |             | 1658690                                       | 929349   | 1842080   | (940937)  | 1848290           |             |   |
| DEMOCRATIC REP'N & MGM'T                                 | Expenditure | 9010  | 3507     | 12900     | 9393      | 12900             | 0           | This income represents funds for Mayors Charity. The projected expenditure has been increased to cover related expenditure for recent visit by delegates from Germany and France.   |
| CIVIC ACTIVITIES & EXPENSES                              | Income      | 1713  | 43       | 0         | 43        | 0                 |             |   |
|  | Expenditure | 3622  | 837      | 3250      | 1053      | 4250              | 1360        |   |
| Movement to/(from) Gen Reserve                           |             | (1,909)                                       | (4301)   | (16150)   | (10403)   | (17150)           |             |   |
| ORCHARD COMMUNITY CENTRE                                 | Income      | 55055   | 17907    | 62000     | (44093)   | 62000             |             |   |
|  | Expenditure | 23903   | 7065     | 40580     | 32245     | 39944             | 1270        |   |
| Movement to/(from) Gen Reserve                           |             | 31152   | 10842    | 21420     | (76338)   | 22056             |             |   |
| RECREATION GROUNDS                                       | Income      | 13190   | 7182     | 21500     | (14318)   | 13501             |             | The projected income has been reduced because the local football team decided not to proceed with renting the Lakes pitch on a long-term basis after internal reorganisation.   |
|  | Expenditure | 74705   | 27219    | 83730     | 50864     | 84872             | 5647        |   |
| Movement to/(from) Gen Reserve                           |             | (61,514)                                      | (20037)  | (62230)   | (65182)   | (71371)           |             |   |
| CENTRAL SERVICES (includes Magistrates Court and Grants) | Income      | 810   | 0        | 340       | (340)     | 340               |             |   |
|  | Expenditure | 1300576                                       | 368879   | 1474669   | 1089086   | 1473836           | 16704       |   |
| Movement to/(from) Gen Reserve                           |             | (1,299,766)                                   | (368879) | (1474329) | (1089426) | (1473496)         |             |   |
| PUBLIC REALM (includes Depot and Repairs & Maintenance)  | Income      | 7350  | 4930     | 18600     | (13670)   | 18600             |             | The actual expenditure was high in the first quarter compared to the budgeted expenditure for the same period because the Council had processed an annual business rates invoice for the new depot. The invoice will be paid monthly by direct debit. The annual business rates for the new depot are covered within the existing budget. |
|  | Expenditure | 188264  | 84834    | 225608    | 133898    | 226128            | 6876        |   |
| Movement to/(from) Gen Reserve                           |             | (180,914)                                     | (79904)  | (207008)  | (147568)  | (207528)          |             |   |
| GRAND TOTALS   |             |   |          |           |           |                   |             |   |
|  | Income      | 2057271                                       | 991135   | 2129818   | (1138683) | 2124511           |             |   |
|  | Expenditure | 2011497                                       | 628740   | 2129818   | 1501078   | 2134511           | 65612       |   |
| Movement to/(from) Gen Reserve                           |             | 45774   | 362395   | 0         |           | (10000)           |             |   |



**St Neots Office**

The Fairways  
Wyboston Lakes  
Great North Road  
Wyboston  
Bedfordshire  
MK44 3AL

**E** stneots@brown-co.com  
**T** 01480 213811  
**W** brown-co.com

Our ref: HS/AP39934

Your ref:

16<sup>th</sup> July 2025

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

Dear Sirs

**Biggleswade Common – Minutes of Annual General Meeting  
Common Right Numbers – 25 & 47**

Please find enclosed the minutes from the Annual General Meeting held on 2<sup>nd</sup> July 2025.

The Dividend due to you will be paid via your nominated method (BACS or Cheque) shortly.

A copy of the Final Accounts for the year ending 31<sup>st</sup> March 2025 are also enclosed. The only change to the draft final accounts circulated with the agenda is that these are also signed by the independent examiner.

I also enclose a copy of the updated Constitution, reflecting the changes agreed at the AGM for your retention and safekeeping.

As ever, if you have any queries, please contact me.

Kind regards

Yours sincerely



**Hannah Skingley – Acting Reeve, BSc (Hons) MRICS FAAV  
Land Agent, Divisional Partner**

For and on behalf of Brown & Co Property and Business Consultants LLP

**E:** [hannah.skingley@brown-co.com](mailto:hannah.skingley@brown-co.com)

Encs Minutes  
Financial Accounts  
Constitution

## THE FEN REEVES OF BIGGLESWADE COMMON

Minutes of the Common Right Holders AGM held 2<sup>nd</sup> July 2025  
at 5.30pm at Old Warden Village Hall, Old Warden, Bedfordshire

**PRESENT:** Mr A B Porter (Head Reeve), Mr D J Sills (Deputy Head Reeve), Miss H E Skingley (Acting Reeve), Mr R Hale, Mrs A S Pearce, Mr T M Sills, Mr C Dilley, Mr M Dilley, Mr J Infield, Mr R Infield, Mrs E Saunders, Mrs J Allen and Mrs M Russell

**IN ATTENDANCE:** Mr P Motley (Steward of the Manor), Mrs C Benjamin (Woodfines Solicitors), Mr P Allen

**1. To confirm meeting quorate (holders of at least 36 Common Rights)**

The Acting Reeve confirmed the meeting quorate with more than three Common Right Holders in attendance holding in excess of 36 Common Rights (10 Common Right Holders with 50 Common Rights).

**2. a) Apologies for Absence**

Apologies had been received from Mr H Fowler, Mr N W Day, Mr J E Scott, Mr M Scott, Mrs P Moore, Mrs P Porter, Mr R Porter, Mrs R Chambers, Mrs S Ormond, Rev E Oglesby-Elong and Mr C Airey.

**b) Acknowledgement of Proxies and Appointees**

Two Proxies (Head Reeve for Mr H Fowler and Acting Reeve for Mr N W Day).

**3. a) Minutes of the meeting held on 26<sup>th</sup> June 2024**

The Minutes of the AGM held on 26<sup>th</sup> June 2024 had been circulated. Proposed by Mr J Infield, seconded by Mr R Hale, unanimously agreed and signed by the Head Reeve.

**b) Matters arising**

There were no matters arising.

**4. Management Report for 2024 season**

The Management Report for the 2024 grazing season had been circulated. Proposed by Mr D J Sills, seconded by Mrs A S Pearce and unanimously agreed.

**5. Accounts for the Financial Year ended 31<sup>st</sup> March 2025**

The Accounts for the Financial Year ended 31<sup>st</sup> March 2025 had been circulated. The Head Reeve provided a verbal summary of the key matters. No questions were raised. Proposed by Mr D J Sills, seconded by Mr T E Sills and unanimously agreed.

## 6. Dividend

Proposed by Mr D J Sills, seconded by Mr R Hale and then unanimously agreed that the dividend be confirmed at £210 per owned Common Right for the year ending 31<sup>st</sup> March 2025.

## 7. Appointment of the Independent Examiner

Proposed by Mr A B Porter, seconded by Mrs A S Pearce and unanimously agreed that George Hay Partnership LLP be appointed Independent Examiner for the ensuing year.

## 8. Elections

### a) To elect Fen Reeves in accordance with paragraph 4.5 of the Constitution

Mr T M Sills and Mr J E Scott having resigned as Fen Reeves offered themselves for re-election. Proposed by Mr R Hale, seconded by Mr J Infield and unanimously agreed that they be re-elected.

Mr D J Sills then stood in to chair the election of Head Reeve:

### b) To elect the Head Reeve

Proposed by Mr D J Sills, seconded by Mrs A S Pearce and unanimously agreed that Mr A B Porter be elected Head Reeve for the ensuing year.

Mr T M Sills thanked Mr A B Porter on behalf of the Common Right Holders for everything he does.

Mr A B Porter resumed the Chair.

## 9. Any Other Business

- a) Prior notice of a proposed amendment to the Constitution to allow for nine Fen Reeves in total and a change to correct a spelling mistake in Clause 9.2 was proposed by Mr J Infield, seconded by Mr R Hale and unanimously agreed.

There being no further business the meeting closed at 6.00pm.

Circulation:

All Fen Reeves

All Common Right Holders

Steward of the Manor – Mr Paul Motley

Woodfines Solicitors – Mrs Charlotte Benjamin

George Hay Partnership – Mr C Airey

**Financial Statements for the Year Ended 31 March 2025**  
**for**  
**The Fen Reeves of Biggleswade Common**

George Hay Partnership LLP  
Chartered Accountants  
Brigham House  
High Street  
Biggleswade  
Bedfordshire  
SG18 0LD

**Contents of the Financial Statements  
for the Year Ended 31 March 2025**

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**The Fen Reeves of Biggleswade Common**

**Information  
for the Year Ended 31 March 2025**

**HEAD REEVE:** Mr A B Porter

**ACTING REEVE:** Ms H Skingley

**OFFICE ADDRESS:** Brown & Co  
The Fairways  
Wyboston Lakes  
Great North Road  
MK44 3AL

**ACCOUNTANTS:** George Hay Partnership LLP  
Chartered Accountants  
Brigham House  
High Street  
Biggleswade  
Bedfordshire  
SG18 0LD

**THE FEN REEVES OF BIGGLESWADE COMMON**

**INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2025**

|   | 2025         |                   | 2024         |                      |
|---|--------------|-------------------|--------------|----------------------|
|   | £            | £                 | £            | £                    |
| <b>Income</b>   |              |                   |              |                      |
| Basic Farm Payment  |              | 14,165            |              | 18,380               |
| Environmental Stewardship   |              | 16,785            |              | 16,785               |
| Grazing   |              | 6,100             |              | 5,200                |
| Other Rents   |              | 4,038             |              | 4,032                |
| Bank Interest Receivable  |              | 4,859             |              | 4,074                |
| Other Income  |              | -                 |              | -                    |
|   |              | <u>45,947</u>     |              | <u>48,471</u>        |
| <b>Expenditure</b>  |              |                   |              |                      |
| Wages and Salaries  | 1,300        |                   | 1,300        |                      |
| Officers' Expenses  | 4,000        |                   | 3,825        |                      |
| Management Charges  | 7,500        |                   | 6,000        |                      |
| Rent, Rates and Insurance   | 1,504        |                   | 1,500        |                      |
| Maintenance   | 24,511       |                   | 16,904       |                      |
| Independent Examiner's Fees   | 2,340        |                   | 2,280        |                      |
| Bank Charges  | 4            |                   |              |                      |
| Sundry Expenses   | <u>3,101</u> |                   | <u>2,122</u> |                      |
|   |              | 44,260            |              | 33,931               |
| <b>(Deficit)/Surplus of Income over Expenditure before Taxation</b> |              | <u>1,687</u>      |              | <u>14,540</u>        |
| Less: Corporation Tax   |              | 923               |              | 789                  |
| <b>(Deficit)/Surplus of Income over Expenditure after Taxation</b>  |              | <u><u>764</u></u> |              | <u><u>13,751</u></u> |

**THE FEN REEVES OF BIGGLESWADE COMMON**

**BALANCE SHEET AS AT 31 MARCH 2025**

|   | 2025           |                       | 2024           |                       |
|---|----------------|-----------------------|----------------|-----------------------|
|   | £              | £                     | £              | £                     |
| <b>CURRENT ASSETS</b>   |                |                       |                |                       |
| Debtors and prepayments   | 35,417         |                       | 39,701         |                       |
| Cash at Bank  | <u>240,904</u> | 276,321               | <u>259,267</u> | 298,968               |
| <b>CURRENT LIABILITIES</b>  |                |                       |                |                       |
| Creditors and accruals  | <u>3,448</u>   | 3,448                 | <u>4,719</u>   | 4,719                 |
| <b>NET CURRENT ASSETS</b>   |                | <u><u>272,873</u></u> |                | <u><u>294,249</u></u> |
| <b>Representing:</b>  |                |                       |                |                       |
| <b>Income and Expenditure Account</b>   |                |                       |                |                       |
| Balance at start of year  |                | 294,249               |                | 302,638               |
| {Deficit} / Surplus for year  |                | <u>764</u>            |                | <u>13,751</u>         |
|   |                | 295,013               |                | 316,389               |
| Payments to Common Right Holders<br>for Rights not exercised during the year to 31 March 2024 |                | 22,140                |                | 22,140                |
| Balance at end of year  |                | <u><u>272,873</u></u> |                | <u><u>294,249</u></u> |

Signed on behalf of the Fen Reeves on 5th June 2025 by:

***Mr A B Porter***

Head Reeve

***Ms H Skingley***

Fen Reeve

## The Fen Reeves of Biggleswade Common

### Notes to the Financial Statements for the Year Ended 31 March 2025

#### ACCOUNTING POLICIES

##### Basis of preparing the financial statements

The financial statements have been prepared under the accruals basis and as such revenues are recognised when they are earned and expenses are recognised in the period in which the related revenue is recognised.

##### Turnover

Turnover represents cash received in the period and cash which is reasonable to assume will be received in relation to work completed in the period.

Most notable is the Basic Farm Payment scheme, the monies are in relation to the current year and any known adjustments to prior year payments.

##### Taxation

The tax charge is calculated on the total interest received in the period.

|                    | 31.3.25<br>£ | 31.3.24<br>£ |
|--------------------|--------------|--------------|
| Current Tax:       |              |              |
| UK Corporation Tax | <u>923</u>   | <u>789</u>   |

## **Independent Examiner's Report to The Fen Reeves of Biggleswade Common**

### **Independent examiner's report to The Fen Reeves of Biggleswade Common**

I report to the Fen Reeves on my examination of the accounts of The Fen Reeves of Biggleswade Common (the Fen Reeves) for the year ended 31 March 2025.

### **Responsibilities and basis of report**

As Fen Reeves you are responsible for the preparation of the accounts in accordance with the requirements of the Constitution.

I report in respect of my examination of the Fen Reeves' accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Fen Reeves as required by the Constitution; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Constitution other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

### ***Colin Airey FCCA***

George Hay Partnership LLP  
Chartered Accountants  
Brigham House  
High Street  
Biggleswade  
Bedfordshire  
SG18 0LD

Date: 12<sup>th</sup> June 2025

## **The Fen Reeves of Biggleswade Common**

The definitions and rules of interpretation set out below apply to this constitution.

### **DEFINITIONS**

'Acting Reeve' means the person so appointed by the Fen Reeves in accordance with clause 4.6.

'Annual General Meeting' means a meeting of Common Right Holders held annually.

'Association' means all holders for the time being of Common Rights in respect of Biggleswade Common.

'Common' means Biggleswade Common and any other land owned or managed by the Fen Reeves on behalf of the Association.

'Common Rights' means rights enjoyed by the holders thereof in relation to the Common.

'Common Right Holder' means the holder(s) of one or more Common Rights in relation to Biggleswade Common who has/have registered their rights of common with the local authority for the time being holding the register of Common Rights in respect of the Common.

'Constitution' means the Constitution adopted by the Fen Reeves as previously constituted.

'Fen Reeves' means the executive committee of the Association.

'General Meeting' means a meeting of the Association held after notice is given by the Fen Reeves.

'Head Reeve' means the person so elected at the Initial General Meeting or at any subsequent Annual General Meeting to act as the Chairman of the Association and of the Fen Reeves.

'Initial General Meeting' means the first meeting of the Association for the purpose of endorsing this constitution.

'Lord of the Manor' means the person or persons for the time being holding the Lordship of the Manor of Biggleswade Foreign.

'Presentments' shall include the appointment of other appropriate personnel in connection with the administration of the Common

'Register' means the list of names and addresses of the Common Right Holders held by the Fen Reeves from time to time

'Working Day' means any day from Monday to Friday (inclusive) which is not Christmas Day, Good Friday or a statutory Bank Holiday.

### **INTERPRETATION**

A reference to laws in general is to all local, national and directly applicable supranational laws in force for the time being, taking account of any amendment, extension, application

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or re-enactment and includes any subordinate laws for the time being in force made under them and all orders, notices, codes of practice and guidance under them.

Words importing one gender include all other genders and words importing the singular include the plural and vice versa.

## **1. Name**

The name of the Association is The Fen Reeves of Biggleswade Common.

## **2. Objects**

2.1 It shall be the object of the Association in relation to the Common to take such steps as appear to it to be necessary and practicable for

2.1.1 continuing the exercise of common rights, the maintenance of the Common and the promotion of proper livestock husbandry on it; and in discharging this duty the Association shall promote the conservation and enhancement of the natural beauty of the Common and lawful access to it by persons for the purpose of quiet enjoyment in accordance with all statutory requirements and respecting and reflecting where possible the traditions and customs of the Common and its management.

2.1.2 the promotion and protection of any other rights and assets of the Association.

2.1.3 making such arrangements with the Lord of the Manor as may be required by and shall be consistent with these Objects.

2.2 In furtherance of the Objects the Association shall have the following powers and responsibilities:

2.2.1 To organise the co-operative efforts of its members in putting into effect an approved management scheme;

2.2.2 To regulate the turning out of and/or removal of animals on or from the Common;

2.2.3 To appoint and remunerate officials and agents to carry out the activities and responsibilities of the Association and to remove them when appropriate;

2.2.4 To raise revenue by means of lettings, licences and any other hirings in order to generate income for and to defray the administrative costs of the Association and the costs of activities otherwise consonant with its purposes;

2.2.5 To act so as to secure compliance with byelaws regulating the conduct of the public on the Common;

2.2.6 To comply with environmental management or other schemes and any statutory requirements relating to the Common;

2.2.7 To buy sell and to lease land and other interests in land and to grant or obtain easements over or for such land as shall belong to or be managed by the Association from time to time;

2.2.8 To maintain a Register by registration of change of ownership and any addition to existing holdings to the intent that the voting rights of Common Right Holders from time to time shall be readily ascertainable;

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2.2.9 To undertake such other actions as may from time to time be deemed necessary in the interests of the Association.

### **3. Registration**

3.1 Every person who is on the register as a Common Right Holder shall be entitled to attend a General Meeting and vote.

3.2 A Common Right Holder must request that the Acting Reeve place them on the Register and upon any acquisition of additional Common Rights the person so acquiring shall forthwith register the same with the Acting Reeve and with the local authority which shall from time to time administer the Register of Common Land and in either case must provide the Acting Reeve with evidence of their identity and evidence of their title as to the Common Rights held by them from time to time.

3.3 A limited liability company and limited liability partnership or other corporate or unincorporated body ("Organisation") being a Common Right Holder may be represented at a General Meeting or a meeting of the Fen Reeves by one of its directors, company secretary or other duly authorized officer or nominated representative as the case may be and whose appointment has been confirmed by a written notification to the Head Reeve or the Acting Reeve. The person so authorized or nominated shall be deemed to be a Common Right Holder holding the number of Common Rights registered to the name of the Organisation which he represents and shall be able to act in all respects as if he were a Common Right Holder.

3.4 Registration shall be terminated automatically when a person ceases to be a Common Right Holder and any disposition of a Common Right shall be forthwith notified to the Acting Reeve.

### **4. The Fen Reeves**

#### **Composition Powers and Duties**

4.1 The Fen Reeves shall be composed of the Head Reeve and not more than eight other Common Right Holders.

4.2 The Association delegates to the Fen Reeves all necessary powers and responsibilities of the Association set out in clause 2.2 to enable them to manage the Common and deal with the rents and profits arising therefrom in accordance with the objects of the Association and may pay such reasonable remuneration and expenses properly incurred by the Fen Reeves in carrying out their duties in that connection.

4.3 The Fen Reeves are therefore the executive body responsible for managing the Association. Subject only to a resolution of a General Meeting, they are to perform all the duties and exercise all the powers of the Association for that purpose. In particular the Fen Reeves shall have the duty to see that proper books of account are kept and that annual accounts are prepared and independently examined by a qualified person. Such independently examined accounts shall be presented by the Fen Reeves at the Annual General Meeting.

#### **4.4 Trustees**

4.4.1 The Fen Reeves shall as part of their general duties appoint trustees who shall hold the property of the Association except cash which must be under the control of the Acting Reeve.



4.4.2 The said trustees shall hold office until death or resignation unless removed from office by a resolution of the Fen Reeves and may be indemnified against risk and expense out of the property of the Association except in the event of fraud.

4.4.3 The number of the trustees must not be more than four (4) nor less than two (2).

4.4.4 If it is necessary for the Fen Reeves to appoint a new trustee or trustees by reason of death, resignation or removal by resolution of the Fen Reeves or if they deem it expedient to appoint an additional trustee or trustees the Fen Reeves shall by resolution make such appointment.

4.4.5 To give effect to such an appointment the Head Reeve is designated as the person to appoint new trustees within the meaning of the Trustee Act 1925 Section 36 and must by deed appoint the person or persons nominated by the Fen Reeves.

4.4.6 The trustees must deal with the property of the Association as directed by a resolution of the Fen Reeves and an entry in the minute book of the Fen Reeves meetings shall be conclusive evidence of such resolution.

4.4.7 The provisions of the Trustee Act 1925 apply to any appointment and any statement of fact in a deed of appointment of new trustees in favour of a person dealing bona fide and for value with the Association or the Fen Reeves is conclusive evidence of the fact so stated.

#### 4.5 Appointment and Retirement of Fen Reeves

4.5.1 The first Fen Reeves under this Constitution shall be elected at the Initial General Meeting. The members so elected will remain in office for no longer than 3 years without offering themselves for re-election at an Annual General Meeting.

4.5.2 Thereafter at each Annual General Meeting at least two (2) of the Fen Reeves must retire, but shall be eligible for re-election. The Fen Reeves to retire by rotation shall be those who have been longest in office since their last appointment or reappointment, but as between persons who became or were last reappointed as Fen Reeves on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.

4.5.3 If the Association at the meeting at which a Fen Reeve retires by rotation, does not fill the vacancy the retiring Fen Reeve shall, if willing to act, be deemed to have been reappointed unless at the meeting it is resolved not to fill the vacancy or unless a resolution for the reappointment of the Fen Reeve is put to the meeting and lost.

4.5.4 No persons other than a Fen Reeve retiring by rotation shall be appointed or reappointed a Fen Reeve at any general meeting unless:

1. he is recommended by the Fen Reeves or
2. not less than seven (7) nor more than fourteen (14) clear days before the date appointed for the meeting, notice executed by a Common Right Holder qualified to vote at the meeting has been given to the Fen Reeve or Head Reeve of the intention to propose that person for appointment or reappointment, together with notice executed by that person of his willingness to be appointed or reappointed.

4.5.6 Every Common Right Holder is entitled, but not obliged, to vote for as many candidates as there are vacancies to be filled and no more.

4.5.7 Up to the number of vacancies, the candidates who receive most votes must be declared elected, and in the case of two or more candidates receiving an equal number of votes, the chairman of the meeting has a second or casting vote or may determine the matter by lot.

4.5.8 Vacancies occurring between one Annual General Meeting and the next one may be filled by co-option of another Common Right Holder by the remaining Fen Reeves so as to ensure a continuation of representation. Any Common Right Holder so appointed must retire at the next Annual General Meeting but may be elected as a Fen Reeve at that meeting.

4.5.9 A person shall cease to be a Fen Reeve if he ceases to hold a Common Right.

#### **4.6 The Acting Reeve**

4.6.1 A person shall be appointed by the Fen Reeves to deal with the day to day management of the Common and shall be known as "the Acting Reeve" but shall only have a right to vote as a Fen Reeve provided he holds one or more Common Rights and is appointed as a Fen Reeve.

4.6.2 The Acting Reeve is to take minutes of all Fen Reeves meetings and record them in a minute book.

4.7 The Fen Reeves may delegate any of their powers to any one or more of their number. The Fen Reeves have no power to delegate irrevocably.

#### **4.8 Fen Reeves Meetings**

4.8.1 The Fen Reeves shall meet as and when they deem necessary. The quorum at a Fen Reeves meeting is three.

4.8.2 The Fen Reeves shall decide issues for determination by majority vote. In the case of an equality of votes the Head Reeve or in his absence the Chairman of the meeting has a second casting vote.

### **5. General Meetings**

5.1.1 All Common Right Holders are entitled to attend and vote at General Meetings.

5.1.2 If invited by the Fen Reeves the Lord of the Manor or his duly nominated or appointed representative shall be entitled to attend any General Meetings as an observer only.

5.2.1 A General Meeting is called by the Acting Reeve giving at least 21 days' notice in writing to all those entitled to attend. The notice must state the time and place of the meeting, the text of any resolution to be proposed and the nature of the business to be transacted.

5.2.2 The notice must also state that a Common Right Holder has the right to appoint a proxy (who must be another Common Right Holder) to attend and vote at the meeting on his behalf.

5.2.3 The proxy must be appointed by a signed written notice to the Head Reeve or the Acting Reeve delivered to one or other of them at least 3 working days before the meeting at which the proxy is to attend.

5.3 If there is a need for urgency then upon the request of a majority of the Fen Reeves a General Meeting may be called on less than 21 days' notice.

5.4 The Initial General Meeting shall by resolution set the policy of the Association by endorsing the Constitution and shall in addition elect the Fen Reeves including the Head Reeve who shall act as Chairman of the Fen Reeves. It will also by resolution appoint auditors for the Association.

5.5 An Annual General Meeting is to be held each year and within 15 months of the previous one.

5.6 Notice of an Annual General Meeting must name it as such, and be accompanied by a copy of the audited accounts.

5.7 At each Annual General Meeting:-

5.7.1 The accounts for the previous financial year as adopted by the Fen Reeves shall be presented for approval by the Association.

5.7.2 Any dividend proposed to be paid shall be approved.

5.7.3 Auditors shall be appointed for the following year.

5.7.4 Elections will be held for the appointment of

1. up to nine Fen Reeves in accordance with clause 4.5 hereof.
2. the Head Reeve

5.7.5 The meeting shall deal with the making and adoption of the Presentments.

5.8 Other General Meetings are to be called whenever required by the Fen Reeves or by at least three (3) Common Right Holders who together hold not less than 15% of the Common Rights.

5.9 For the avoidance of doubt no persons other than those permitted under the terms of this Constitution shall attend any meeting called in accordance herewith unless specifically agreed by the Fen Reeves in attendance at that meeting.

## **6. Procedure at Annual General Meetings**

6.1 No decisions are to be made at any General Meeting unless a quorum is present and represent the Holders of at least 36 of the Common Rights.

6.2 If no quorum is present within 30 minutes of the time stated in the notice for the start of the meeting, it is to be abandoned.

6.3 A General Meeting is chaired by:

6.3.1 The Head Reeve if he is present

6.3.2 In his absence, a member of the Fen Reeves selected by the members present;

6.3.3 If there is none, a Common Right Holder selected by the Common Rights Holders present.

6.4 No business may be transacted at any General Meeting unless it was specified in the notice of the meeting or is of an urgent or of a trivial nature and the chairman of the meeting agrees.

6.5 The chairman of any meeting may, with the consent of the meeting, adjourn it from time to time and place to place. If any adjournment is for longer than 14 days, at least 7 days' notice of the time and place at which it is to be resumed must be given to all those entitled to notice of the meeting.

6.6 The Acting Reeve or in his absence a person appointed by the members present at the meeting is to take minutes of all General Meetings and record them in a minute book.

## **7. Votes**

7.1 Voting at a General Meeting shall be by show of hands or if requested by any Common Right Holder present voting shall be by the number of Common Rights held and if the chairman of the Meeting so decides voting shall take place by way of a secret ballot.

7.2 In the case of equality of votes the Head Reeve or other appointed chairman of the meeting has a second casting vote.

## **8. Minutes**

8.1 Minutes are to be taken at every General Meeting and every meeting of the Fen Reeves in accordance with this Constitution.

8.2 The minutes are to be approved and signed by the Head Reeve (or other appointed chairman of a meeting in the absence of the Head Reeve) at the following General Meeting or meeting of the Fen Reeves as the case may be.

8.3 A Common Right Holder is entitled to inspect the minutes of General Meetings and of meetings of the Fen Reeves and the accounting records of the Association.

## **9. Notice**

A Notice given under these rules:

9.1 To the Association, is to be signed by the Common Right Holder and either handed personally to the Acting Reeve or Head Reeve or sent by post or delivered to the Acting Reeve or Head Reeve at his postal address or sent by email to the Acting Reeve at its last known email address;

9.2 To a Common Right Holder, is to be signed by or on behalf of the Association or the Fen Reeves and either handed to him personally, or sent by post to the address recorded on the Register or, if an email address has been notified to the Association, sent by email to the last known email address;

9.3 To any other person, is to be signed by or on behalf of the Association or Fen Reeves and either sent by post or delivered to the last address of the recipient known to the Association or, if an email address has been notified to the Association, sent by email to the last known email address;

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9.4 Any notice served in accordance with this clause shall be deemed to have been received;

(a) If delivered personally at the time of delivery provided that if delivery occurs after 5pm on a Working Day or at any time on a day that is not a Working Day the notice will be deemed to have been received at 9am on the next Working Day;

(b) In the case of pre-paid first class or recorded delivery post at 9am on the second Working Day after posting.

(c) In the case of an email at the time of transmission of the email if on a Working Day or, if not, on the next Working Day following transmission save where a Message Delivery Notification is received:

#### **10. Indemnity**

The members of the Fen Reeves shall not be liable for any loss suffered by the Association as a result of the discharge of their duties on its behalf except such loss as arises from their respective fraud or wilful default, and they shall be entitled to an indemnity out of the assets of the Association for all reasonable and proper expenses and other liabilities incurred by them in discharge of their duties.



## **PUBLIC NOTICE**

Highways Act 1980  
Central Bedfordshire Council  
Notice of Confirmation of Public Path Order



### **CENTRAL BEDFORDSHIRE COUNCIL (BIGGLESWADE: PART OF FOOTPATH NO. 21) PUBLIC PATH DIVERSION ORDER 2025**

On the 4 July 2025 Central Bedfordshire Council confirmed the above Order made under Section 119 of the Highways Act 1980.

The effect of the Order as confirmed is to divert the following lengths of part of Public Footpath No. 21, as shown on the Order map.

The first length of part of Footpath No. 21, Biggleswade to be stopped up extends from its junction with Hill Lane at Ordnance Survey Grid Reference (OS GR) TL 1864 4522 (Order Map – point A) in a generally southerly direction for approximately 680 metres along the bank of the River Ivel to terminate at its junction with an unaffected part of Footpath No. 21, Biggleswade at OS GR TL 1867 4457 (Order Map - point B).

The footpath is stopped up across its full width.

The second length of part of Footpath No. 21, Biggleswade to be stopped up extends from its junction with an unaffected part of Footpath No. 21, Biggleswade at OS GR TL 1873 4450 (Order Map – point C) in a generally south-south-easterly direction for approximately 107 metres along the bank of the River Ivel to terminate at its junction with an unaffected part of Footpath No. 21, Biggleswade at OS GR TL 1878 4440 (Order Map - point D).

The footpath is stopped up across its full width.

The first length of part of Footpath No. 21, Biggleswade to be created extends from its junction with Hill Lane at Ordnance Survey Grid Reference (OS GR) TL 1864 4522 (Order Map – point A) in a south-south-westerly direction for approximately 10 metres to OS GR TL 1864 4521 (Order Map - point L) then continues in a southerly direction for approximately 241 metres to OS GR TL 1862 4497 (Order Map - point F) then continues in a generally south-south-westerly direction for approximately 164 metres to OS GR TL 1858 4481 (Order Map - point G) then continues in a generally south-south-easterly direction for approximately 126 metres along the bank of the River Ivel to OS GR TL 1860 4469 (Order Map - point H) then continues in a south-easterly direction for approximately 26 metres to a footbridge at OS GR TL 1862 4468 (Order Map - point J) then continues in a south-south-easterly direction for approximately 112 metres to its junction with an unaffected part of Footpath No. 21, Biggleswade at OS GR TL 1867 4457 (Order Map - point B).

A spur of Footpath No. 21, Biggleswade extends from OS GR TL 1864 4521 (Order Map - point L) in a northerly direction for approximately 11 metres to its junction with Hill Lane at OS GR TL 1863 4522 (Order Map - point M).

The new route of the footpath, including the spur, has a width of 2.5 metres, except for a width of 5 metres at OS GR TL 1858 4481 (Order Map - point G).

The second length of part of Footpath No. 21, Biggleswade to be created extends from its junction with an unaffected part of Footpath No. 21, Biggleswade at OS GR TL 1873 4450 (Order Map - point C) in a south-south-easterly direction for approximately 70 metres to OS GR TL 1877 4444 (Order Map - point K) then continues in a south-south-easterly direction for approximately 38 metres to its junction with an unaffected part of Footpath No. 21, Biggleswade and Mill Lane at OS GR TL 1878 4440 (Order Map - point D).

The new length of footpath has a width of 1.5 metres.

A copy of the Order and the Order map have been placed and may be seen free of charge at the offices of Central Bedfordshire Council Highways, Priory House, Monks Walk, Chicksands, Shefford. Any inspection will be by appointment only, please contact [definitivemap@centralbedfordshire.gov.uk](mailto:definitivemap@centralbedfordshire.gov.uk) or 0300 300 6530 to arrange an appointment. A copy of the Order and the Order map are available to view and download for free at [https://www.centralbedfordshire.gov.uk/info/82/countryside/424/definitive\\_map/2](https://www.centralbedfordshire.gov.uk/info/82/countryside/424/definitive_map/2). Paper copies of the Order and map may be bought at a charge of £4.00.

The Order comes into force on 11 July 2025 but if a person aggrieved by the Order wants to question its validity, or that of any provision contained in it, on the grounds that it is not within the powers of the Highways Act 1980, as amended, or of any regulation made under the Act has not been complied with in relation to the Order, he or she may, under paragraph 2 of Schedule 2 to the Act as applied by paragraph 5 of Schedule 6 to the Act, within 6 weeks from 11 July 2025 make an application to the High Court.

Dated 11 July 2025

Priory House, Monks Walk  
Chicksands, Shefford  
SG17 5QT

Gary Powell  
Service Director, Highways

**Corresponding Appendices:**

Appendix A: Central Bedfordshire Council (Biggleswade: Part Of Footpath No. 21)  
Public Path Diversion Order 2025.



PUBLIC PATH DIVERSION ORDER

HIGHWAYS ACT 1980

CENTRAL BEDFORDSHIRE COUNCIL

CENTRAL BEDFORDSHIRE COUNCIL (BIGGLESWADE: PART OF FOOTPATH NO. 21) PUBLIC PATH DIVERSION ORDER 2025

This Order is made by Central Bedfordshire Council ("the authority") under Section 119 of the Highways Act 1980 ("the 1980 Act") because it appears to the authority that in the interests of the public it is expedient that the line of the footpath should be diverted.

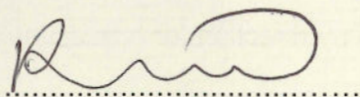
Biggleswade Town Council has been consulted as required by Section 120(2) of the 1980 Act.

BY THIS ORDER

1. The public right of way over the land situated in the parish of Biggleswade and shown by a bold continuous line between points A-B and C-D on the map contained in this Order and described in Part 1 of the Schedule to this Order shall be stopped up after 7 days from the date of confirmation of this order.
2. There shall at the end of 7 days from the date of confirmation of this Order be a public footpath over the land situated in the parish of Biggleswade as described in Part 2 of the Schedule and shown by a bold broken line between points A-L-F-G-H-J-B and L-M and C-K-D on the map contained in this Order.

In witness whereof  
THE COMMON SEAL OF  
CENTRAL BEDFORDSHIRE COUNCIL  
was hereunto affixed this  
28<sup>th</sup> day of March 2025  
in the presence of:

Signed



Authorised Signatory



## **SCHEDULE**

### **PART 1**

#### **Description of Site of Existing Path or Way**

The first length of part of Footpath No. 21, Biggleswade to be stopped up extends from its junction with Hill Lane at Ordnance Survey Grid Reference (OS GR) TL 1864 4522 (Order Map – point A) in a generally southerly direction for approximately 680 metres along the bank of the River Ivel to terminate at its junction with an unaffected part of Footpath No. 21, Biggleswade at OS GR TL 1867 4457 (Order Map - point B).

The footpath is stopped up across its full width.

The second length of part of Footpath No. 21, Biggleswade to be stopped up extends from its junction with an unaffected part of Footpath No. 21, Biggleswade at OS GR TL 1873 4450 (Order Map – point C) in a generally south-south-easterly direction for approximately 107 metres along the bank of the River Ivel to terminate at its junction with an unaffected part of Footpath No. 21, Biggleswade at OS GR TL 1878 4440 (Order Map - point D).

The footpath is stopped up across its full width.

## **SCHEDULE**

### **PART 2**

#### **Description of Site of New Path or Way**

The first length of part of Footpath No. 21, Biggleswade to be created extends from its junction with Hill Lane at Ordnance Survey Grid Reference (OS GR) TL 1864 4522 (Order Map – point A) in a south-south-westerly direction for approximately 10 metres to OS GR TL 1864 4521 (Order Map - point L) then continues in a southerly direction for approximately 241 metres to OS GR TL 1862 4497 (Order Map - point F) then continues in a generally south-south-westerly direction for approximately 164 metres to OS GR TL 1858 4481 (Order Map - point G) then continues in a generally south-south-easterly direction for approximately 126 metres along the bank of the River Ivel to OS GR TL 1860 4469 (Order Map - point H) then continues in a south-easterly direction for approximately 26 metres to a footbridge at OS GR TL 1862 4468 (Order Map - point J) then continues in a south-south-easterly direction for approximately

112 metres to its junction with an unaffected part of Footpath No. 21, Biggleswade at OS GR TL 1867 4457 (Order Map - point B).

A spur of Footpath No. 21, Biggleswade extends from OS GR TL 1864 4521 (Order Map - point L) in a northerly direction for approximately 11 metres to its junction with Hill Lane at OS GR TL 1863 4522 (Order Map - point M).

The new route of the footpath, including the spur, has a width of 2.5 metres, except for a width of 5 metres at OS GR TL 1858 4481 (Order Map - point G).

The second length of part of Footpath No. 21, Biggleswade to be created extends from its junction with an unaffected part of Footpath No. 21, Biggleswade at OS GR TL 1873 4450 (Order Map - point C) in a south-south-easterly direction for approximately 70 metres to OS GR TL 1877 4444 (Order Map - point K) then continues in a south-south-easterly direction for approximately 38 metres to its junction with an unaffected part of Footpath No. 21, Biggleswade and Mill Lane at OS GR TL 1878 4440 (Order Map - point D).

The new length of footpath has a width of 1.5 metres.



In witness whereof  
THE COMMON SEAL OF  
CENTRAL BEDFORDSHIRE COUNCIL

Confirmed as an Unopposed )  
Order this 4th day of )  
July 2025 )

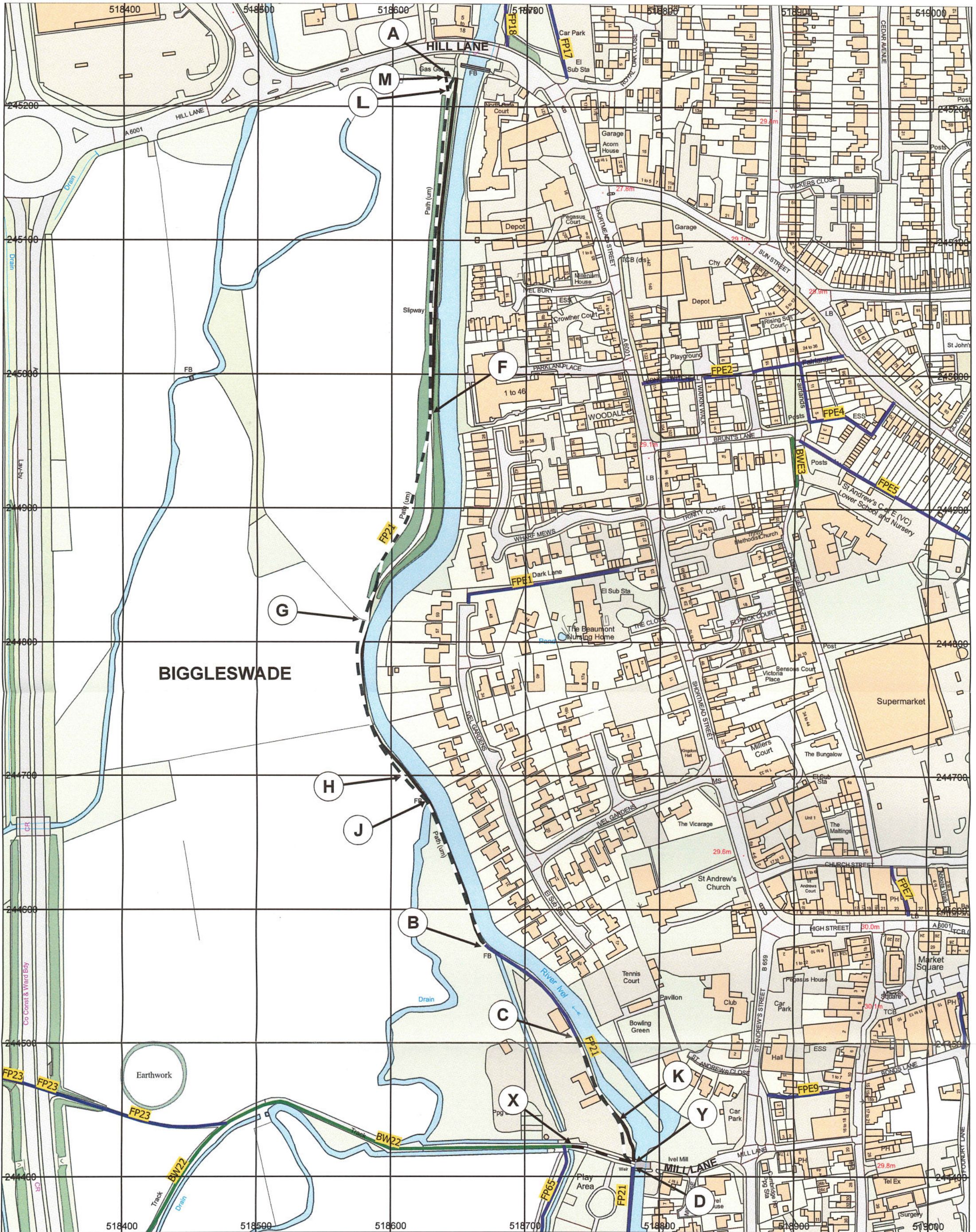


Signed

A handwritten signature in blue ink, consisting of a large 'S' followed by a cursive 'e' and a horizontal line.

Authorised Signatory





HIGHWAYS ACT 1980

### The Proposed Diversion of Parts of Biggleswade Footpath No. 21 and Creation of Part of Biggleswade Bridleway No. 22

|                           |  |                           |
|---------------------------|--|---------------------------|
| Footpath to be stopped up |  | A-B, C-D                  |
| Footpath to be created    |  | A-L-F-G-H-J-B, L-M, C-K-D |
| Bridleway to be created   |  | X-Y                       |
| Unaffected footpath       |  |                           |
| Unaffected bridleway      |  |                           |

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Scale 1:2,500@A3  
Date: 19 February 2025  
Ref: DED-BIG76-CW-2  
Rev: 3.4 CW

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*R. HILLS*



## **PUBLIC NOTICE**

Highways Act 1980  
Central Bedfordshire Council  
Notice of Confirmation of Public Path Order



### **CENTRAL BEDFORDSHIRE (BIGGLESWADE: PART OF BRIDLEWAY NO. 22) PUBLIC PATH CREATION ORDER 2025**

On the 4 July 2025 Central Bedfordshire Council confirmed the above Order made under Section 26 of the Highways Act 1980.

The effect of the Order as confirmed is to create the following length of part of Public Bridleway No. 22, as shown on the Order map.

The length of Bridleway No. 22, Biggleswade to be created extends from its junction with Mill Lane at Ordnance Survey Grid Reference (OS GR) TL 1878 4441 (Order Map – point Y) in a west-north-westerly direction for approximately 49 metres to terminate at its junction with an unaffected part of Bridleway No. 22, Biggleswade at OS GR TL 1873 4442 (Order Map – point X).

The new length of bridleway has a width of 4 metres.

A copy of the Order and the Order map have been placed and may be seen free of charge at the offices of Central Bedfordshire Council Highways, Priory House, Monks Walk, Chicksands, Shefford. Any inspection will be by appointment only, please contact [definitivemap@centralbedfordshire.gov.uk](mailto:definitivemap@centralbedfordshire.gov.uk) or 0300 300 6530 to arrange an appointment. A copy of the Order, the Order map and an explanatory statement are available to view and download for free at [https://www.centralbedfordshire.gov.uk/info/82/countryside/424/definitive\\_map/2](https://www.centralbedfordshire.gov.uk/info/82/countryside/424/definitive_map/2). Paper copies of the Order and map may be bought at a charge of £4.00.

The Order comes into force on 11 July 2025 but if a person aggrieved by the Order wants to question its validity, or that of any provision contained in it, on the grounds that it is not within the powers of the Highways Act 1980, as amended, or of any regulation made under the Act has not been complied with in relation to the Order, he or she may, under paragraph 2 of Schedule 2 to the Act as applied by paragraph 5 of Schedule 6 to the Act, within 6 weeks from 11 July 2025 make an application to the High Court.

Dated 11 July 2025

Priory House, Monks Walk  
Chicksands, Shefford  
SG17 5QT

Gary Powell  
Service Director, Highways

### **Corresponding Appendices:**

Appendix A: Central Bedfordshire Council (Biggleswade: Part Of Bridleway No. 22) Public Path Diversion Order 2025.

PUBLIC PATH CREATION ORDER  
HIGHWAYS ACT 1980  
CENTRAL BEDFORDSHIRE COUNCIL

CENTRAL BEDFORDSHIRE COUNCIL (BIGGLESWADE: PART OF BRIDLEWAY NO. 22)  
PUBLIC PATH CREATION ORDER 2025

This Order is made by Central Bedfordshire Council ("the authority") under Section 26 of the Highways Act 1980 ("the 1980 Act") because it appears to the authority that, having regard to the matters set out in Section 26(1), there is a need for a public bridleway over the land to which this Order relates, and that it is expedient that the bridleway should be created.

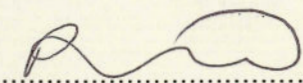
Biggleswade Town Council has been consulted as required by Section 120(2) of the 1980 Act.

BY THIS ORDER:

1. There shall be at the expiration of 7 days from the date of confirmation of this Order a public bridleway over the land in the parish described in Part 1 of the Schedule to this Order and shown by a bold broken line between points X-Y on the map attached to this Order.

In witness whereof  
THE COMMON SEAL OF  
CENTRAL BEDFORDSHIRE COUNCIL  
was hereunto affixed this  
28<sup>th</sup> day of March 2025  
in the presence of:

Signed

  
.....

Authorised Signatory



## **SCHEDULE**

### **PART 1**

#### **Description of land**

The length of Bridleway No. 22, Biggleswade to be created extends from its junction with Mill Lane at Ordnance Survey Grid Reference (OS GR) TL 1878 4441 (Order Map – point Y) in a west-north-westerly direction for approximately 49 metres to terminate at its junction with an unaffected part of Bridleway No. 22, Biggleswade at OS GR TL 1873 4442 (Order Map – point X).

The new length of bridleway has a width of 4 metres.

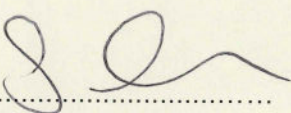


In witness whereof  
THE COMMON SEAL OF  
CENTRAL BEDFORDSHIRE COUNCIL

Confirmed as an Unopposed )  
Order this 4th day of )  
July 2025 )

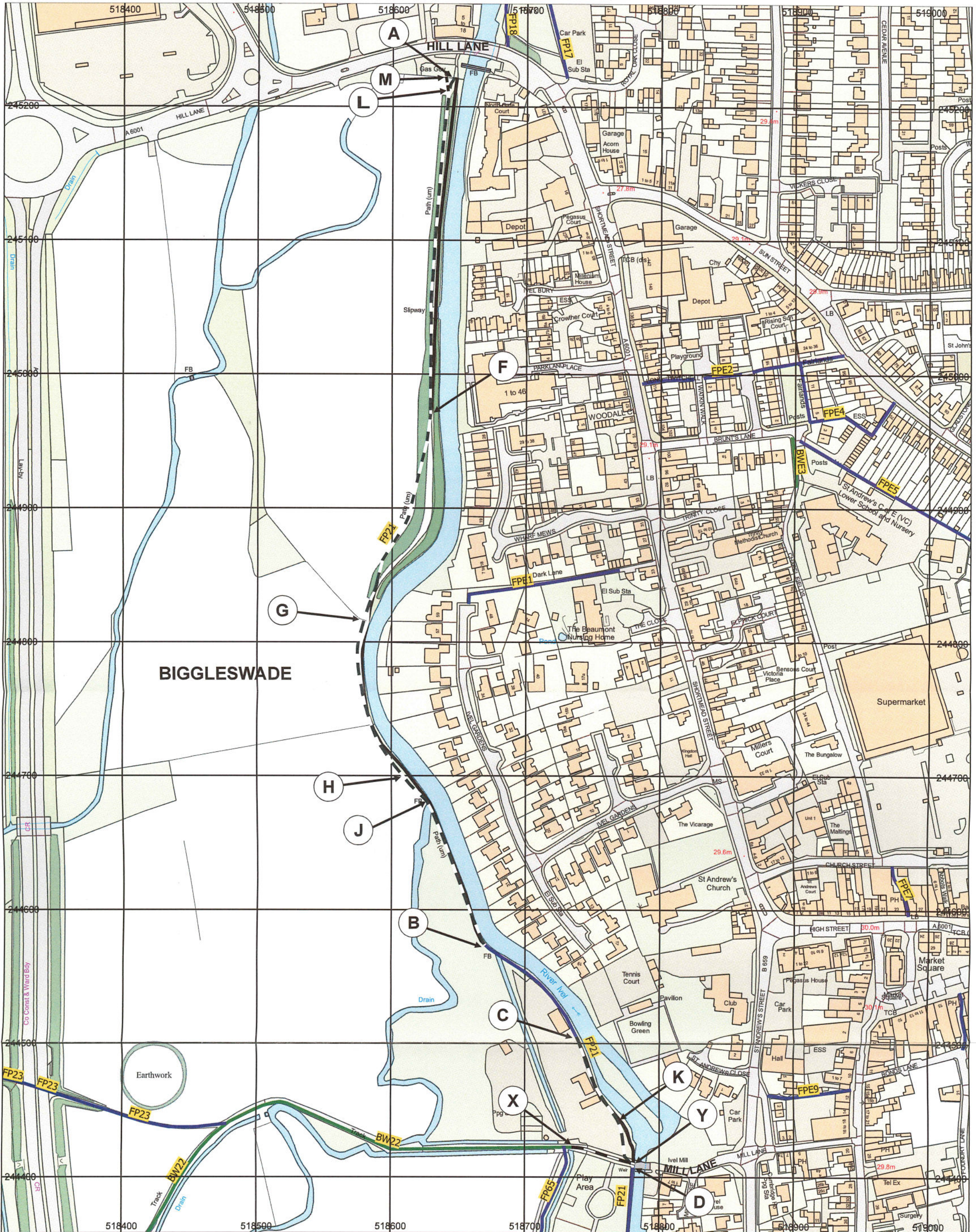


Signed

.....

Authorised Signatory





HIGHWAYS ACT 1980

### The Proposed Diversion of Parts of Biggleswade Footpath No. 21 and Creation of Part of Biggleswade Bridleway No. 22

|                           |   |                           |
|---------------------------|---|---------------------------|
| Footpath to be stopped up | — | A-B, C-D                  |
| Footpath to be created    | — | A-L-F-G-H-J-B, L-M, C-K-D |
| Bridleway to be created   | — | X-Y                       |
| Unaffected footpath       | — |                           |
| Unaffected bridleway      | — |                           |

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Ref: DED-BIG76-CW-2  
Rev: 3.4 CW

*R. HILLS*  
1639

Central Bedfordshire

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**BIGGLESWADE TOWN COUNCIL**  
**Council Meeting 12<sup>th</sup> August 2025**  
**Item 13e: Quarterly Bank Reconciliations**

**Implications of Recommendations**

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

**Finance:** Compliance with Financial Regulations.

**Equality:** Not applicable.

**Environment:** Not applicable.

**Community Safety:** Not applicable.

**Background**

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

The bank statements and reconciliations for the quarter ending 30th June 2025 were shared with Councillor Barrett on 15<sup>th</sup> July 2025 and were signed in accordance with the Financial Regulations. All documents have also been signed by the Responsible Finance Officer.

**Recommendation:**

That Members note this report.

Ernest Bour  
Head of Finance and Deputy RFO

**Appendices:**

Appendix A: Unity Trust main current account – Rialtas reconciliation and Unity Trust bank statements (Available via SharePoint).

Appendix B: Unity Trust salary current account – Rialtas reconciliation and Unity Trust bank statements (Available via SharePoint).

Appendix C: Unity Trust Instant Access Account – Rialtas reconciliation and Unity Trust Bank Statement (Available via SharePoint).

Appendix D: CCLA account number one and two – Rialtas Accounts statement and CCLA bank statements (Available via SharePoint).

