



Ref: Agenda/Council – 09/09/2025

4<sup>th</sup> September 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 **9<sup>th</sup> September 2025** at the **Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing at **7:00pm**, for the purpose of considering and recommending the business to be transacted as specified below.

Yours faithfully

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\\_avlYN8LrThy0cXMpnUDN9g](https://us06web.zoom.us/webinar/register/WN_avlYN8LrThy0cXMpnUDN9g)**

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 12<sup>th</sup> August 2025** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

For Members to note the minutes of the Finance and General Purposes Committee Meeting held on **Tuesday 1<sup>st</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 **Tuesday 12<sup>th</sup> August 2025**.

**9. ITEMS FOR CONSIDERATION**

- a. **Complaints Policy**

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

- b. **Change to Council Meeting Schedule**

Representatives from Central Bedfordshire Council (CBC) have requested a change to the scheduled date of the upcoming Biggleswade Joint Committee (BJC). This change would allow CBC Highways sufficient time to complete a draft capital programme, which they intend to present to Members at the next meeting of the Joint Committee. The current BJC meeting is planned to take place on the **Thursday 23<sup>rd</sup> October 2025 at 7pm**.

Officers are proposing that the meeting be rescheduled to **Tuesday 18<sup>th</sup> November 2025 at 7pm**.

c. **Specialist Resource Provision at Sandy Secondary School**

For Members to receive and consider information regarding the CBC consultation on plans to establish a new Additional Resource Provision (ARP) at Sandy Secondary School.

d. **Public Path Creation Order**

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

**10. PLANNING APPLICATIONS**

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

a. **CB/25/02436/FULL - 1 The Close, Biggleswade, SG18 0AT**

Loft conversion, erection of flat roof dormer, new windows.

b. **CB/25/02239/FULL - 6 Windmill View, Biggleswade, SG18 8WP**

Single storey side and rear extensions, roof lights and internal alterations.

c. **CB/25/02421/FULL - 5 Windermere Drive, Biggleswade, SG18 8LR**

Garage conversion, including insertion of new window to front elevation. Relocation of entrance door from side elevation to front elevation. Insertion of window to side elevation and associated works.

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

*This planning application was previously considered by Members at the 12<sup>th</sup> August 2025 Town Council Meeting, with no objections raised.*

*Some alterations have since been made to the application, and as a result, a re-consultation has been triggered by CBC to allow for further comments. Members have also been provided with additional supporting information (Available via SharePoint) to assist in their review of the updated application.*

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

e. **CB/25/02707/FULL - 162 London Road, Biggleswade, SG18 8EH**

Single storey rear extension with raised decking and extension to the roof with front and rear dormers.

**11. PLANNING APPLICATION OUTCOMES**

- a. A report of the Planning Application Outcomes (by exception applications only) as of **3<sup>rd</sup> September 2025**.

## 12. **ACCOUNTS**

### a. **Financial Administration**

Position & Accounts for July 2025.

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

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

- i. Balance Sheet to 31/07/2025.
- ii. Detailed Income & Expenditure to 31/07/2025.
- iii. Payment Listing from 01/07/2025 to 31/07/2025.
- iv. Summary Income & Expenditure to 31/07/2025.

## 13. **ITEMS FOR INFORMATION**

- a. None.

## 14. **PUBLIC OPEN SESSION**

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

Please register in advance for this webinar:

**[https://us06web.zoom.us/webinar/register/WN\\_avlYN8LrThy0cXMpnUDN9g](https://us06web.zoom.us/webinar/register/WN_avlYN8LrThy0cXMpnUDN9g)**

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 12th August 2025).

(Exempt minutes of the Finance and General Purposes Committee Meeting 1st July 2025).

(2026/2027 Planning Cycle).

(Policing Update).

(Sports Provision Update).

(Benchmarking Report).

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





**MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING**  
**HELD ON TUESDAY 12<sup>TH</sup> AUGUST 2025**  
**AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES**  
**THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL**

**PRESENT:**

Cllr. J Woodhead (Mayor)  
 Cllr. D Albone (Deputy Mayor)  
 Cllr. I Agnew  
 Cllr. G Barrett  
 Cllr. M Foster  
 Cllr. M Knight  
 Cllr. M North  
 Cllr. M Russell  
 Cllr. A Skilton  
 Cllr. D Strachan  
 Cllr. C Thomas

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

**IN ATTENDANCE ONLINE:**

Cllr. P Guilcher  
 Cllr. S Sajid

Members of the Public – 0

**Meeting Formalities:**

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

**1. APOLOGIES FOR ABSENCE**

- a. Cllr. J Jones, Cllr. S Sajid.
- b. **The following Members were unable to attend in person but were in attendance remotely:**

Cllr. P Guilcher, Cllr. S Sajid.

**2. DECLARATIONS OF INTEREST**

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

None.

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

Cllr. M Russell declared a non-pecuniary interest in Item 10l.

Cllr. M Knight declared a non-pecuniary interest in Item 10f.

3. **TOWN MAYOR'S ANNOUNCEMENTS**

a. The Mayor provided Members with an update on his recent civic activities.

This summer has been a particularly busy period, with the Mayor attending a wide range of civic events. Since the last Town Council meeting, he has undertaken the following engagements:

- Attended the St Andrews Summer Assembly.
- Visited the Hear2Listen CIC studio on the High Street.
- Toured the Anglian Water Biggleswade Water Recycling Centre alongside MP Richard Fuller, other Town and Parish Councillors and Northill residents.
- Judged the balcony decoration competition at Mantle's Court Care Home.
- Attended and spoke at the Biggleswade Air Cadet Squadron Annual Dinner.
- Attended and participated in the Biggleswade Town Council Business Forum Event.
- Visited the Magpas Air Ambulance Headquarters — one of the Mayor's chosen charities for this civic year.

Cllr. Woodhead was pleased to inform Members that Magpas Air Ambulance will be providing support and assistance at several mayoral events throughout the remainder of the civic year. Additionally, he reminded Members of the forthcoming VJ Day 80th Anniversary Service, which is scheduled to take place on 15 August at the War Memorial in the Market Square.

4. **PUBLIC OPEN SESSION**

a. **Cllr. G Fage, Ward Councillor for Biggleswade East**

Cllr. Fage addressed Members, commenting on several agenda items.

Councillor Fage raised concerns regarding Item 10a: Planning Application CB/25/02202/FULL (105 London Road, Biggleswade), informing Members that he had submitted an objection in his capacity as Ward Councillor. He specified that his objection was based on policies HQ1 and BPD3 outlined within the Local Plan. He explained that he had requested Central Bedfordshire Council (CBC) refer the application to the Development Management Committee (DMC), citing issues related to potential obstruction of natural light. Councillor Fage asked Members to consider submitting a formal objection on the same grounds and to support his efforts to ensure the application undergoes further scrutiny.

In relation to Item 9c – CBC Licensing Policy Consultation, Cllr. Fage noted that this matter had also been discussed at the Biggleswade Joint Committee (BJC) meeting. He highlighted that Members of BJC had expressed the need for mechanisms to review licenses once granted.

Cllr. Fage concluded his remarks with a comment on Item 9a – Public Works Loan Board Drawdown. He observed that some of the play areas listed in the report may not currently require reinvestment, as they appear to be underutilised by the community. He

suggested that the Town Council may wish to reconsider investing in these specific play areas.

**5. INVITED SPEAKER**

- a. None.

**6. MEMBERS' QUESTIONS**

- a. Cllr Skilton informed Members of increasing concerns raised by residents, both in person and via social media, regarding anti-social behaviour and attempted burglaries in the town. He highlighted a growing sense of apathy among residents, driven by a perception that unless there is clear evidence, such as Ring/CCTV footage or photographs, reports to police are unlikely to result in action.

To address these concerns, Cllr Skilton proposed writing to the Police and Crime Commissioner (PCC) and Chief Constable to convey the community's perception and request improved communication regarding the importance and benefits of reporting incidents.

In response, the Mayor advised that he is scheduled to meet with the PCC in September and would raise the issue personally. He also agreed that a formal written enquiry would be appropriate.

The Town Clerk noted the Council's strong working relationship with Chief Inspector Goldsmith, who oversees community policing, and recommended engaging with him directly before escalating the matter further.

Members emphasised the importance of reporting all crimes to ensure a unique reference number (URN) is generated, allowing incidents to be properly logged and reflected in local crime statistics. Accurate data could support the case for increased policing in Biggleswade, an area historically under-resourced due to underfunding of policing in Bedfordshire.

Members **AGREED** to engage with Chief Inspector Goldsmith to:

- Communicate residents' concerns.
  - Request guidance or wording to help the Town Council promote the importance and benefits of crime reporting to the public.
- b. Cllr. Strachan informed Members that the Tour of Britain cycle race is scheduled to pass through Bedfordshire on 4th September.

He questioned whether there had been any consultation with Officers, expressing his disappointment that given Biggleswade's status as a major town in East Beds and its historic association with cycling pioneer Dan Albone, the planned cycle route bypasses Biggleswade.

The Town Clerk advised that he had received minimal prior notice of the event, having only been informed by the Chief Executive of Central Bedfordshire Council (CBC) two weeks ago. As such, BTC had no input into the event.

Members emphasised they felt this represented a missed opportunity to showcase the town and its cycling heritage.



- c. Cllr. Strachan proposed that meetings be arranged with local medical practices and the Integrated Care Board (ICB) to discuss matters relating to healthcare provision.

Councillor Russell informed Members that a representative from the ICB is expected to attend the next meeting of the Joint Committee.

Members **REQUESTED** that, in addition to the scheduled update to the Biggleswade Joint Committee in October, the ICB be invited to deliver a general presentation to Full Council at a future meeting.

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

- a. The Minutes were **APPROVED** as an accurate record of the Town Council Meeting held on 8<sup>th</sup> July 2025.
- b. Members **NOTED** the minutes of the Town Centre Management Committee Meeting held on the 15<sup>th</sup> July 2025.

## **8. MATTERS ARISING**

- a. There were no matters arising.

## **9. ITEMS FOR CONSIDERATION**

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

The Town Clerk outlined the report to Members.

The Town Clerk informed Members that a total of nine separate reports had been presented to the Finance & General Purposes Committee (F&GP), the Public Land & Open Spaces Committee (PLOS), and Full Council in relation to this matter.

In 2021, the Town Council undertook discussions regarding all BTC-owned play areas to assess the financial requirements needed to bring them up to an improved standard. Since then, the Public Realm Team has made notable progress in enhancing several sites, including Franklins Recreation Ground, Brunel Play Area, and Kitelands Recreation Ground. These improvements have received positive feedback from the public.

The Clerk explained the rationale behind the proposed loan drawdown, noting that although the play equipment carries a 25-year warranty, previous Council discussions had suggested a 15-year repayment period might be more appropriate.

To consult the community on the loan application, Officers conducted two online surveys, which received 143 responses. While the survey was widely promoted and the majority of respondents expressed support, it was acknowledged that the sample was not fully representative of Biggleswade's adult population of approximately 17,000.

The Town Clerk noted that the survey had been undertaken twice due to a request from Department for Communities and Local Government (DCLG), to revise the wording of the consultation to align with updated procedural requirements.

The financials associated with the proposed borrowing have been incorporated into the Town Council's budget for the current financial year. Should Members choose to proceed with the drawdown, Officers are prepared to implement it.

Members expressed caution, emphasising the need to ensure public funds are used responsibly. It was suggested that priority should be given to play areas with high footfall and frequent use, such as Stratton Way, Fairfield, and Watkin Walk. While acknowledging the importance of maintaining all play areas, it was questioned whether sites such as Lilac Road and Poppy Field warranted immediate servicing.

Concerns were raised regarding the proposed drawdown, with several Councillors cautioning against proceeding before full alignment across Council and a clear plan for all sites is in place. It was noted that Members felt not all funding options had been fully explored.

Prioritisation based on usage was discussed, with Stratton Way, Fairfield, and Watkin Walk identified as high-footfall sites warranting immediate investment. In contrast, sites such as Lilac Grove and Poppyfield were considered underutilised, with some Members suggesting that future repurposing be explored. Although these sites were delivered under Section 106 agreements, their current usage was viewed as insufficient to justify immediate expenditure.

While Members acknowledged the challenges of quantifying footfall, it was noted that delays in refurbishment could further reduce usage, and timely investment was considered important to maintain community relations and the reputation of BTC.

Another Member reiterated that this issue has been thoroughly discussed and is already reflected in the current year's budget. They further explained that the rationale behind the precept increase was to shift away from a reactive "fix-it-when-it-breaks" approach and instead adopt a more holistic and proactive maintenance strategy. In this context, the proposed investment is a natural progression of the Council's broader asset management vision.

The primary objective of the PWLB loan was reaffirmed by several Members as being to benefit of residents, particularly children and young people.

While concerns were acknowledged, one Member cautioned that continued debate could delay tangible progress.

Some Members questioned the need for a loan, noting that sufficient funds appear to be available. Concerns were raised over the lack of a comprehensive list detailing what equipment is being removed or could be repaired. It was felt that more information is required before proceeding. Additionally, the public response to consultation was described as subdued, with no clear enthusiasm for immediate replacement of the proposed play equipment.

The Town Clerk reminded Members that, as far back as 2021, the Council had expressed an intention to repair, replace, and refurbish play areas where necessary. At one stage, a Public Works Loan Board (PWLB) loan of £200,000 had been considered for this purpose. Through the efforts of the Public Realm Team, the overall projected cost has since been significantly reduced.

The Clerk clarified that no scientific assessment had been undertaken; rather, the proposals were based on the age and visual condition of the equipment. Officers have identified items in need of replacement, and if some sites are excluded from the current plans, these outstanding needs will still require addressing. Discussions have taken place with Central Bedfordshire Council (CBC) regarding potential changes to the use of some sites. It was noted that Biggleswade may have too many small play areas and not enough larger, destination-style ones.

Members emphasised that if refurbishment works were deemed necessary for safety reasons, expenditure would be approved without hesitation.

It was suggested that Members have the opportunity to visit the sites listed to assess the condition of the equipment themselves and then a decision could be reached.

Another councillor noted that the list of sites was compiled based on the age and condition of equipment and cautioned that altering the approach at this stage would be equivalent to "moving the goalposts." They also questioned whether councillors were best placed to make technical assessments based on visual inspection alone.

In conclusion, a Member queried how long the current PWLB approval would remain valid.

The Town Clerk responded that this would need to be confirmed, and it may be the case that resubmission is required should the current approval lapse.

Members **RESOLVED** the following:

- No loan drawdown shall take place at this stage;
- Members are to conduct site visits to all relevant play areas prior to the October meeting of the PLOS Committee;
- Instructs Officers to explore the potential reclassification or alternative use of underutilised play areas;
- Following an update to the PLOS committee the matter be brought back to Full Council for decision in November;
- Should there be an external deadline for drawdown, the PLOS Committee will convene an Extraordinary Meeting to enable earlier consideration by Council if necessary.

b. **Complaints Code**

The Administration & HR Manager presented the revised Complaints Code and Vexatious Policy, incorporating amendments requested at the May 2025 meeting.

Members queried Section 4 (Record Keeping), specifically regarding retention periods and ownership. The Administration & HR Manager confirmed complaints are retained for approximately seven years and that she oversees the process.

Concerns were raised about the escalation process for unresolved complaints. The Town Clerk acknowledged the need for a formal escalation route, suggesting involvement of the Mayor or Deputy Mayor, and consideration of external advice where appropriate.

Members questioned whether Town and Parish Councils fall under the jurisdiction of the Ombudsman. It was proposed that unresolved complaints, if not resolved by officers or the Mayor, be referred to the Appeals Committee.

The Town Clerk responded that Appeals Committee is primarily focused on HR-related matters. It was acknowledged, however, that the Terms of Reference for the committee could be amended should Members be minded to broadening the Committee's remit.

Members noted that they would like complaints to be considered by appeals in future.

Members **RESOLVED** the following

- To rename the documents calling it a policy and not a code
- Officers address the issues raised by Members
- Defer the item to the next Town Council with a further report

c. **CBC Licensing Policy Consultation**

Members **NOTED** the information.

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

Members **NOTED** the information.

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

Members **NOTED** the information.

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

Members **NOTED** the information.

10. **PLANNING APPLICATIONS**

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

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

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

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

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

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

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

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

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

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

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

The Town Council **STRONGLY OBJECTS** to this application on the grounds that the proposed development constitutes significant overdevelopment of the site. It is the Council's view that the scheme would result in inadequate private amenity space for the two affected dwellings, and that the submitted plans fail to demonstrate satisfactory access arrangements.

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

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

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

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

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

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

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

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

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

The Town Council **NOTED** this planning application and raised **NO OBJECTION**.

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

The Town Council **NOTED** this planning application and raised **NO OBJECTION**.

**11. PLANNING APPLICATION OUTCOMES**

This report was **NOTED**.

**12. ACCOUNTS**

**Financial Administration**

**a. Position & Accounts for June 2025.**

The Town Clerk summarised the Position & Accounts for June 2025 to Members.

The projected outturn after month three suggests a deficit of £10,000 at the end of the financial year 2025-26. The projected a deficit in the financial year was explained to Members based on the following expenditure:

- 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.

Members queried the 100% increase in CCTV cabling costs. Officers stated they would provide further explanation to Members in due course.

Members commended the quality of financial reporting.

Members **NOTED** the report.

### **13. ITEMS FOR INFORMATION**

#### **a. A1 Underpass Update**

Cllr Russell provided Members with update on efforts to secure an underpass.

The Town Clerk notified Members that Central Bedfordshire Council has not responded to Officers correspondence regarding the underpass.

Members asked Officers to continue chasing CBC.

Members **NOTED** the update.

#### **b. Fen Reeves Association Update**

Members **NOTED** the update.

#### **c. Health Hub Update**

Members **NOTED** the update.

Members **AGREE** that the Town Clerk write to CBC providing evidence of CBC's previous commitment and ask that they provide further updates.

#### **d. Quarterly Bank Reconciliation**

Members **NOTED** the report.

### **14. PUBLIC OPEN SESSION**

#### **Cllr. G Fage, Ward Councillor for Biggleswade East**

Cllr. Fage suggested that the Joint Committee be used as a forum for discussions requiring Central Bedfordshire Council (CBC) officer input. This would allow for senior CBC officers to be formally summoned, reducing the time Town Council officers spend reporting back and forth and producing documentation that may not receive timely responses.

Cllr. Fage requested the Town Council provide its priorities in terms of which CBC officers it would like to hear from at future Joint Committee meetings.

He requested that the Town Council compile any examples where attempts to secure Section 106 funding have been unsuccessful, particularly where pushback has been received from CBC officers. These examples would help inform and guide the upcoming discussions.

Cllr. Fage expressed the view that a more strategic and structured approach to the usage of BJC is important.

The Town Clerk responded, highlighting that, as part of the ongoing engagement process, a recent meeting took place with the Chief Executive of CBC. One of the topics discussed was how the Joint Committee could be made more effective. It was noted that the Chief Executive appeared open to reviewing the Committee's terms of reference, with a view to enhancing its effectiveness, potentially including consideration of budgetary powers.

Members **NOTED** this as positive progress.

15. **EXEMPT**

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

Subject to Members amendments the exempt minutes were **APPROVED** as an accurate record of the Town Council Meeting held on 8<sup>th</sup> July 2025.

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

Members **NOTED** the minutes.

c. **Community Governance Review**

Members **APPROVED** the recommendations as laid out in the report.

d. **Drove Road Report**

Members **RESOLVED** that Officers would present an updated report to the F&GP Committee in September.

e. **HR update**

Members received an update on HR related matters.

The Mayor closed the meeting at **8:34 pm**







**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING ON  
TUESDAY 01<sup>st</sup> JULY 2025 AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL,  
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE COMMENCING AT  
7.00PM**

**PRESENT:**

Cllr. D Strachan (Chairman)  
Cllr. I Agnew (Deputy Chairman)  
Cllr. M Foster  
Cllr. M North  
Cllr. D Albone (Ex-officio Member)

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

Members of the Public – 0

**Meeting Formalities:**

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

**1. APOLOGIES FOR ABSENCE**

- a. Cllr. M Knight, Cllr. C Thomas, Cllr. J Woodhead, Cllr. M Russell.

**2. DECLARATIONS OF INTEREST**

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

None.

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

None.

**3. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman had no announcements.

**4. PUBLIC OPEN SESSION**

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

**5. INVITED SPEAKER**

There were no invited speakers.

6. **MEMBERS' QUESTIONS**

- a. None.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

No amendments were made to the minutes.

The Minutes were **APPROVED** as an accurate record of the Finance & General Purposes Committee held on Tuesday 18<sup>th</sup> March 2025.

8. **MATTERS ARISING**

There were no matters arising from the minutes of the previous meeting.

9. **ITEMS FOR CONSIDERATION**

a. **Risk Management Policy**

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

The Head of Finance informed Members that Officers had reviewed the policy and concluded that no changes were necessary.

Risk registers by theme and work area containing live register profiles and mitigations are available on SharePoint and can be viewed by Members.

The Town Clerk & Chief Executive added that internal and external auditors had also reviewed and signed off the Council's risk management policy.

Members **RESOLVED** to authorise Officers to publish the Risk Management Policy on the Town Council website, with a review of the policy to be undertaken by Officers in July 2026.

10. **ITEMS FOR INFORMATION**

a. **Financial Regulations Review**

The Head of Finance & Deputy RFO presented the report to Members.

It was explained that the 2025 version of the Town Council's Financial Regulations would closely follow the NALC template, with appropriate local amendments incorporated.

The draft document has been uploaded to SharePoint for Members to review and provide feedback over a one-month period.

The final version of the document will be presented at the Finance & General Purposes (F&GP) meeting on Tuesday, 16<sup>th</sup> September 2025, with a recommendation to Full Council in October 2025.

Members thanked Officers for the report.

Members **RESOLVED** to note the report and agreed that the co-produced document, (Suggested New Financial Regulation), be shared with the Finance and General Purposes Committee at its meeting on 16th September 2025, for the Committee to recommend its adoption by the Town Council on 14<sup>th</sup> October 2025.

b. **Annual Governance and Accountability Return (AGAR) 2024/25**

Members **NOTED** the update.

c. **Bank Reconciliation**

Members **NOTED** the update.

d. **Bank Signatory Update**

The Head of Finance and Deputy RFO updated Members on the progress of adding the new bank signatories.

He explained that one member has full access; the second is pending.

Members **NOTED** the update and requested Officers remind the outstanding Member to complete the process promptly.

11. **PUBLIC OPEN SESSION**

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

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

12. **EXEMPT**

a. **Exempt minutes of the Finance & General Purposes Committee Meeting held on Tuesday 18<sup>th</sup> March 2025**

Subject to Members amendments, the minutes were **APPROVED** as an accurate record of the Finance & General Purposes Committee Meeting held on Tuesday 18<sup>th</sup> March 2025.

b. **Assets Overview Report**

Members discussed the report by the Head of Governance & Strategic Partnerships and **AGREED** that updated reports to go to future F&GP committee meetings until all land registrations have been completed.

The Chairman closed the meeting at **7:15pm**



**BIGGLESWADE TOWN COUNCIL**  
**Town Council Meeting 9<sup>th</sup> September 2025**  
**Item 9a: Complaints Policy**

**Implications of Recommendations**

**Corporate Strategy: VALUES:** Openness, responsiveness, innovation and constructive relationships to maximise effectiveness and the use of resources.

**Finance:** Not applicable.

**Equality:** Not applicable.

**Environment:** Not applicable.

**Community Safety:** Not applicable.

**Background**

The Town Council should adopt a Complaints Policy to support transparency, accountability, and good governance.

A draft Complaints Policy has been put together and can be viewed under Appendix A. This draft policy has been reviewed and approved by the Council's external HR advisor.

It is recognised that normal practice is to share policies with Members one month prior to them being presented at a Council or Committee meeting for approval. However, Members are asked to make an exception and review and approve this policy.

**Recommendations:**

For Members to review and approve the draft Complaints Policy as shown under Appendix A.

Helen Calvert  
Administration & HR Manager

Appendices:

Appendix A: Complaints Policy

# Complaints Policy



# 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

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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.

### **Stage 3**

If the complainant remains dissatisfied after Stage 2, they may request a final review of their complaint. This review will be conducted by a Final Review Panel, which will aim to provide a fair and proportionate resolution.

### **Panel Composition**

The panel will consist of:

- The Town Clerk (unless previously involved, in which case a senior officer will be appointed)
- One Councillor (not previously involved in the complaint)
- The Mayor (or Deputy Mayor if the Mayor was involved at Stage 2)

### **Complainant Involvement**

The complainant will not be a member of the panel but will be invited to submit a written statement outlining why they remain dissatisfied.

If appropriate, the complainant may be invited to attend a brief meeting (in person or virtually) to clarify their concerns. This will be at the discretion of the panel and based on the nature of the complaint.

### **Timing**

The complainant must request a Stage 3 review within 10 working days of receiving the Stage 2 response.

The panel will convene and issue a final written response within 15 working days of receiving the Stage 3 request.

The response will include:

- A summary of the complaint and previous responses
- The panel's findings
- Any further action to be taken (if applicable)
- Confirmation that this represents the final stage of the Council's internal complaints process
- Information on if the complainant remains dissatisfied after Stage 3 that they may seek independent advice or escalate the matter to an external body.

## **4. RECORD KEEPING**

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The complaint will be recorded in a Complaints Register, maintained by the Administration & HR Manager. These records will support the Town Council in improving its performance and procedures. Complaints will be retained for seven years from the date of resolution.

## **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.



**Proposal to Create a New Additional Resource Provision (ARP) for Students with recognised Cognitive and Learning difficulties at Sandy Secondary Foundation School.**



Notice is hereby given for related proposals in accordance with

Section 19 (1) of the Education and Inspections Act 2006 and the statutory guidance for proposers and decision makers 'Making significant changes ('prescribed alterations') to maintained schools, March 2025' that Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford, Beds SG17 5TQ intends to make a prescribed alteration to Sandy Secondary School, Engayne Avenue, Sandy, Bedfordshire, SG19 1BL from October 2025.

This Statutory Consultation invites interested parties to respond to the (outlined in section 6) making significant changes ('prescribed alterations to maintained schools') to the proposed establishment of a new additional resource Provision creating 24 places for students with recognised cognitive and learning difficulties at Sandy Secondary School. These changes are due to be implemented from the October 2025.

<b>Notice date:</b>	Tuesday 26 August 2025
<b>School:</b>	Sandy Secondary School, Engayne Avenue, Sandy, Bedfordshire, SG19 1BL
<b>Proposer:</b>	School Organisation, Admissions & Capital Planning, Central Bedfordshire Council, Priory House, Chicksands, Shefford, Beds, SG17 5TQ

**Description of proposed alteration**

In January 2024, the Executive considered the future of specialist school place provision. Executive recognised the need for more places following feedback from parents and updated forecasts. It was agreed to continue work on the delivery of the short to medium-term need for additional places within Central Bedfordshire, whilst working on the strategic specialist place plan to meet longer term needs.

Central Bedfordshire Council (CBC) proposes to create a new Additional Resource Provision (ARP) for 24 places at Sandy Secondary School. The provision will support pupils with recognised cognitive learning difficulties.

The decision to establish this provision is to enable Central Bedfordshire Council to meet the increasing demand for SEN places within the area.

In order to establish an additional resource provision at Sandy Secondary, the Department for Education requires Central Bedfordshire Council to publish a proposal to make a prescribed alterations as set out in the guidance ([Making significant changes \('prescribed alterations'\) to maintained schools](#)).

## **Additional Resource Provisions (ARP) for Students with recognised Cognitive and Learning difficulties Proposal at Sandy Secondary School**

Sandy Secondary School is an 8-form entry foundation secondary school that has several new builds and purpose-built units to enable the school to expand and deliver a bespoke new ARP provision for students with cognitive and learning difficulties.

The school have three fully trained SENCO's, one of which will manage the Cognitive and Learning Provision and design the curriculum, with the support of their remaining SENCO team. They have a large team of highly qualified and experienced Learning Support Assistants that work across the school and have had regular training on specific learning difficulties, as well as bespoke training for individual children, where needed.

ARPs are provisions attached to mainstream schools across Central Bedfordshire. Pupils attending the ARPs have access to a mainstream curriculum and a safe space to be in where their needs are met. This school is a mainstream school that will have an additional resource provision offering up to 24 pupil places.

The school receives place funding for each funded place within the ARP as well as 'top up' funding from the local authority who maintains the EHCP of each child within the ARP.

This is a new provision in partnership with the school and is part of the Specialist School Place Plan 2022 – 2030.

### **SEND policy**

1. The proposal set out in this report align to Central Bedfordshire Council commitment to the principles approved by Executive on the 9 January 2024 **Table 1**

<b>Principles</b>	
1	Promote inclusion in mainstream settings to support pupils identified with SEND Support and those with EHCPs where those pupils can access the curriculum and their other needs can be met through reasonable adjustments.
2	Agree a strategic approach to ARPs and their number/designation/location/ size / entry and exit strategies.
3	Develop robust collaborative working with ARPs to ensure that there are clear accountability processes linked to appropriate revenue funding.
4	Increase places available in special schools and address accommodation shortfall / suitability so that they can meet the needs of our children and young people with the most complex needs; and
5	Embed culture / processes that share and develop expertise, capacity and resilience across our schools, including strong leadership, secure safeguarding, quality assurance, and appropriate levels of staffing with identified development.

On 21 April 2025, Sandy Secondary School launched a preliminary consultation, on the establishment of a new ARP for students with cognitive and learning difficulties.

The proposals set out to meet a key priority of Central Bedfordshire Council's SEND Strategy 2022-25.

## SEND Strategy Plan

### Ensuring suitable educational provision

We want children, where possible to attend school as close to where they live as possible. If a child or young person requires specialist provision, we want to be able to identify this quickly and secure places that allow for them to move quickly into this provision. We will work closely with our special schools to continue to provide high quality provision.

- Increased specialist educational places in the local area so that children can stay in their local community when appropriate.
- Inclusive mainstream education with the right resources and training to support children at the point at which needs are identified.
- Regular and high-quality reviews of plans for children and young people to ensure educational provision is based on their needs and aspirations as they change over time.

Central Bedfordshire Council has a statutory duty to provide school places for all children, including those who have special educational needs and/or a disability. There is a duty to ensure that a school place is in place to meet this demand within the Special Educational Needs and Disability (SEND) sector.

Central Bedfordshire Council is committed to ensuring that all children can access high-quality education, as near to their family and local community as possible. This is outlined in the co-produced (Council and NHS) [Specialist Place Plan 2023](#).

1. The Specialist School Place Plan 2022 – 2030 was reviewed by Overview and Scrutiny in October 2023 and has been revised to take account of a growing need for specialist provision as well as the prevalence of different types of need. Autism continues to be the main area of special educational need of children and young people with SEND in Central Bedfordshire with Social, Emotional and Mental Health (SEMH) needs coming second.

### Objectives - including how the proposal would increase educational standards and parental choice

The objective of the proposal is to ensure that Central Bedfordshire Council can continue to fulfil its statutory duty to provide sufficient school places for children with special educational needs in Central Bedfordshire.

Central Bedfordshire Council and the Governing Body of Sandy Secondary School have carefully considered the expansion of the school's capacity to establish the cognitive and learning provision, which will provide the additional 24 places and believe that it would bring potential benefits to the school and the local community including –

- Ensuring that local children with special educational needs can attend their local school.
- The expanded school would continue to have the same values, ethos and links with the town that currently exist.
- An increase would build upon an Ofsted 'good' school which is already very much part of the community providing the opportunity for the wider and expanding community to benefit.
- An opportunity to continue to raise standards of attainment, building on existing best practice and extending it to more children.
- Facilitate more school-based SEND (Special Educational Needs and Disability) provision.

The proposed change would not adversely affect parental choice within the town. This is due to parents being unable to express a choice for SEN provisions via school admissions. Placements are allocated by the local authority, and parents express a preference for their child with an EHC Plan, to be considered for a space at the school via the SEND Team at CBC. The offer of placement is determined based on if the school would be:

- suitable for the age, ability, aptitude or SEN of the child or young person, or
- the attendance of the child or young person there would be incompatible with the efficient education of others, or the efficient use of resources.

### **The effect on other educational institutions within the area**

There would be no adverse effect on other similar provisions within the area.

### **Project costs and indication of how these would be met**

The establishment of a new additional resource provision for students with cognitive and learning difficulties at Sandy Secondary School to create a 24 place ARP, Will not require a feasibility study to understand the accommodation and infrastructure required due to the space being already available within the site.

Capital for the ARP is set within the Medium Term Financial Plan (MTFP) and approved in February 2025. Therefore, CBC have agreed to fund the additional places from September 2025.

### **Education standards and diversity of provision**

Sandy Secondary School is an Ofsted 'good' school. Central Bedfordshire Council supports school expansions where schools are rated Good and above.

The development of the ARP at Sandy Secondary school would enhance the offer of special educational provision within the local area for children for which the ARP is intended to cater (students with cognitive and learning difficulties). This will not affect the education for other children as these spaces are additional to the mainstream spaces the school already offers to local children.

### **School size**

The school is an 8-form entry foundation secondary school situated on Engayne Avenue, admitting pupils aged between 11-19 with a PAN of 240. As of autumn 2024, there are 1210 on roll.

### **Proposed admission arrangements**

The admission arrangements for the school will not change. Central Bedfordshire Council special educational needs and disabilities team will continue to be the admitting authority for the ARP provision for the school.

## National curriculum

Sandy Secondary School will continue to provide the age-appropriate National Curriculum for all children attending this school, including the children who attend the ARP. However, these children may require reasonable adjustments to be made, to enable them to access the curriculum offer.

## Equal opportunity issues

Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. To consider local needs and implications, an Equality Impact Assessment will be carried out in respect of the proposal.

Central Bedfordshire Council has a statutory duty to ensure there are sufficient special school places for children that need them. Age and disability are key considerations in respect of this duty and for the Special School Places strategy.

There are no planned changes - there would be a continuation of the school's current policies and procedures to ensure there is no discrimination and to promote equal opportunities and foster good relations.

## Community cohesion

The establishment of the cognitive and learning provision at Sandy secondary school will enable more children with cognitive and learning difficulties to receive their education locally and not have to travel further in Central Bedfordshire or outside the local authority to access educational provision.

## Travel and accessibility

The proposed increase in numbers would affect the number of staff employed at the school and is likely to add to the numbers of vehicles needing access to the school.

## School premises and playing fields

The additional numbers have no adverse effects on the school premises or playing fields.

## Proposed stages for implementation

### Timeline for decision making

2. As the school is a maintained school, Central Bedfordshire Council is the responsible body in terms of leading on any statutory processes. The Department for Education's (DfE) Statutory guidance for proposers and decision makers: ['Making significant changes \('prescribed alterations\) to maintained schools'](#) outlines the process.

The statutory process for making prescribed alterations to schools is set out in **Table 2**

Stage	Description
Stage 1	Publication (statutory proposal/notice)
Stage 2	Representation (formal consultation)
Stage 3	Decision
Stage 4	Implementation

Although there is no longer a statutory 'pre-publication' consultation period for prescribed alteration changes, there is a strong expectation from the DfE that the local authority will consult interested parties in developing their proposal prior to publication.

**Table 3** outlines the programme for the decision-making process if the proposal is supported to launch a statutory consultation.

Committee/ action	Date
Executive 1: under delegated authority Seek approval to launch a statutory consultation for new special school places and ARP provision at Sandy Secondary School following a preliminary consultation	July 2025
Statutory Consultation	August - September
Executive 2: Determination - Report to Executive to consider all responses and determine proposal.	October

If the change is approved by Central Bedfordshire Council, it is anticipated that it would be implemented for the new term for the start of the new academic year 2025/26.

### How to respond to this formal consultation

This formal consultation commences on 26 August 2025 and will run for 4 full weeks.

You can **have your say via the online form** which is available on the council's website here – <http://www.centralbedfordshire.gov.uk/council/public-statutory/notices.aspx>

Or you can complete the response form on page 8 and return it to the FREEPOST address provided at the end of the form.

Both online responses and completed forms to confirm your support, raise any objections and submit any comments should be returned by the **23 September 2025**.

Following the close of the consultation, the Council's Executive will be asked to consider the responses received and determine the proposal at the meeting to be held on 7 October 2025.





## **PUBLIC NOTICE**

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



### **CENTRAL BEDFORDSHIRE COUNCIL (BIGGLESWADE: BRIDLEWAY NOS. 87 AND 88 AND LANGFORD: BRIDLEWAY NO. 20) PUBLIC PATH CREATION ORDER 2025**

The above Order made on 1 August 2025 under Section 26 of the Highways Act 1980 will create public bridleways between points A-B, B-C and B-D-E-F-G-H-I-J as shown on the Order map.

The length of Bridleway No. 20, Langford to be created extends from its junction with Bridleway No. 8, Langford at Ordnance Survey Grid Reference (OS GR) TL 2040 4028 (Order map – point A) in an easterly direction for approximately 464 metres to terminate at its junction with Bridleway Nos. 87 and 88, Biggleswade at OS GR TL 2087 4024 (Order map – point B).

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

The length of Bridleway No. 87, Biggleswade to be created extends from its junction with Bridleway No. 20, Langford and Bridleway No. 88, Biggleswade at OS GR TL 2087 4024 (Order map – point B) in a generally northerly direction for approximately 1464 metres to terminate at its junction with Bridleway No. 52, Biggleswade at OS GR TL 2088 4163 (Order map – point C).

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

The length of Bridleway No. 88, Biggleswade to be created extends from its junction with Bridleway No. 20, Langford and Bridleway No. 87, Biggleswade at OS GR TL 2087 4024 (Order map – point B) in a south-south-easterly direction for approximately 201 metres to OS GR TL 2091 4004 (Order map – point D) then continues in a generally east-north-easterly direction for approximately 322 metres to OS GR TL 2123 4012 (Order map – point E) then continues in a generally east-north-easterly direction for approximately 193 metres to OS GR TL 2140 4019 (Order map – point F) then continues in a north-north-westerly direction for approximately 121 metres to OS GR TL 2136 4030 (Order map – point G) then continues in an east-north-easterly direction for approximately 148 metres to OS GR TL 2150 4036 (Order map – point H) then continues in a south-south-easterly direction for approximately 108 metres to OS GR TL 2154 4026 (Order map – point I) and then continues in an easterly direction for approximately 33 metres to terminate at its junction with road C184 at OS GR TL 2157 4027 (Order map – point J).

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.

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 12 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 8 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 creation of a public footpath or bridleway is contained in Section 26 of the Highways Act 1980. Before making an order the Council must be satisfied that it is expedient to do so having regard to the extent that the path or way would add to the convenience or enjoyment of a substantial section of the public or to the convenience of persons resident in the area. The Council must also have regard to the effect the creation of the path or way would have on the rights of persons interested in the land.

### CREATION ORDER

This creation order has been made by Central Bedfordshire Council because it will enable members of the public to lawfully use the three tracks laid out on the ground as part of the planning gain from the creation of the Biggleswade Wind Farm on foot, horseback and by bicycle and will make available a greater length of vehicle-free pathway for public use.

### 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 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 Confirmation Order.

Appendix B: Maps Detailing Plans for Pathway Creation.



PUBLIC PATH CREATION ORDER  
HIGHWAYS ACT 1980  
CENTRAL BEDFORDSHIRE COUNCIL

CENTRAL BEDFORDSHIRE COUNCIL (BIGGLESWADE: BRIDLEWAY NOS. 87 AND 88  
AND LANGFORD: BRIDLEWAY NO. 20) 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 public bridleways over the land to which this Order relates, and that it is expedient that the bridleways should be created.

Biggleswade Town Council and Langford Parish Council have been consulted as required by Section 26(3) of the 1980 Act.

BY THIS ORDER:

1. There shall at the expiration of 7 days from the date of confirmation of this Order be public bridleways over the land in the parishes described in (Part 1 of) the Schedule to this Order and shown by a bold broken line between points A-B, B-C and B-D-E-F-G-H-I-J on the map attached to this Order.

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



Signed

A handwritten signature in black ink, written over a dotted line.

Authorised Signatory

## SCHEDULE

### PART 1

#### Description of land

##### Bridleway No. 20, Langford

The length of Bridleway No. 20, Langford to be created extends from its junction with Bridleway No. 8, Langford at Ordnance Survey Grid Reference (OS GR) TL 2040 4028 (Order map – point A) in an easterly direction for approximately 464 metres to terminate at its junction with Bridleway Nos. 87 and 88, Biggleswade at OS GR TL 2087 4024 (Order map – point B).

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

##### Bridleway No. 87, Biggleswade

The length of Bridleway No. 87, Biggleswade to be created extends from its junction with Bridleway No. 20, Langford and Bridleway No. 88, Biggleswade at OS GR TL 2087 4024 (Order map – point B) in a generally northerly direction for approximately 1464 metres to terminate at its junction with Bridleway No. 52, Biggleswade at OS GR TL 2088 4163 (Order map – point C).

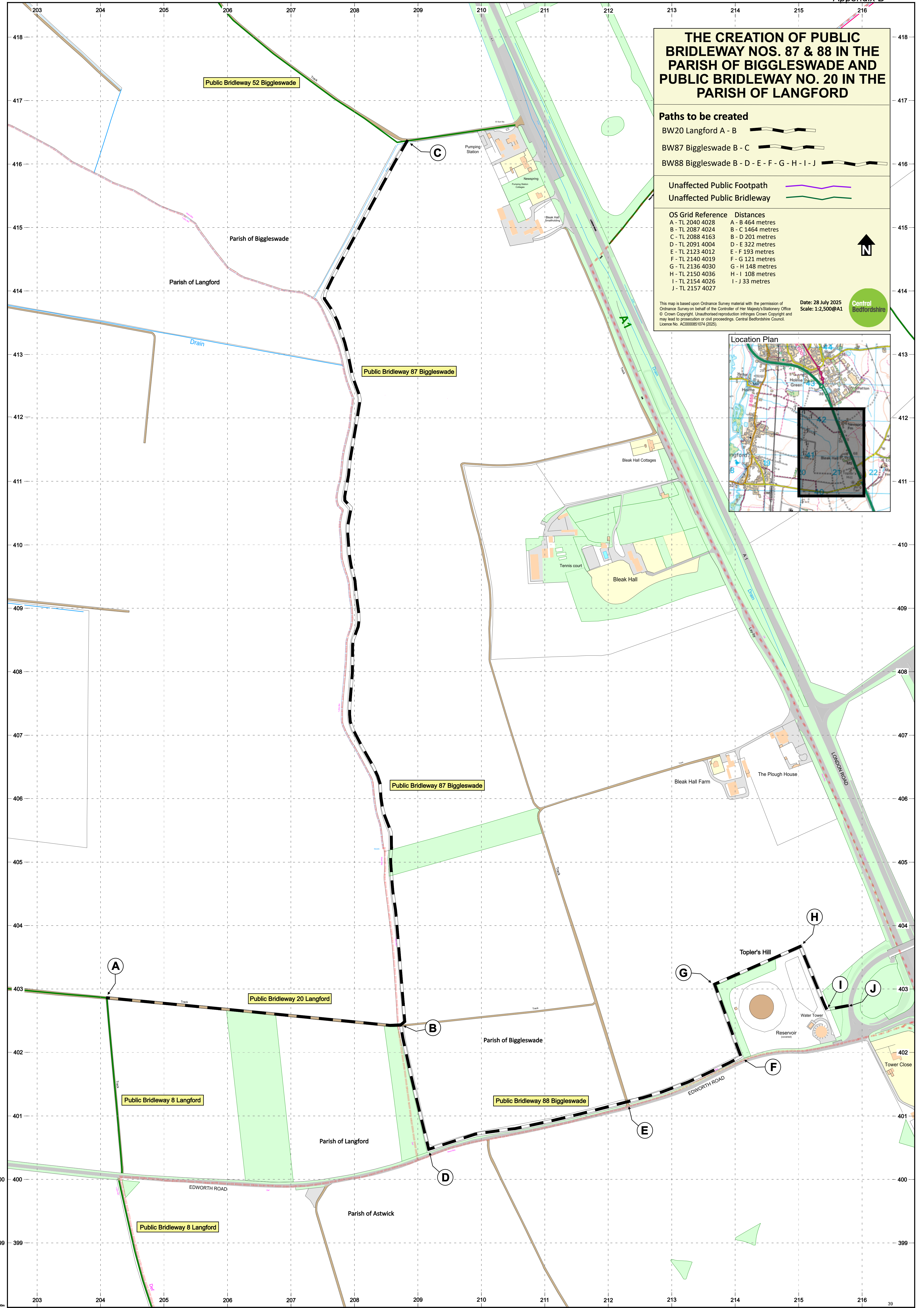
The new length of bridleway has a width of 4 metres.

##### Bridleway No. 88, Biggleswade**Error! Bookmark not defined.**

The length of Bridleway No. 88, Biggleswade to be created extends from its junction with Bridleway No. 20, Langford and Bridleway No. 87, Biggleswade at OS GR TL 2087 4024 (Order map – point B) in a south-south-easterly direction for approximately 201 metres to OS GR TL 2091 4004 (Order map – point D) then continues in a generally east-north-easterly direction for approximately 322 metres to OS GR TL 2123 4012 (Order map – point E) then continues in a generally east-north-easterly direction for approximately 193 metres to OS GR TL 2140 4019 (Order map – point F) then continues in a north-north-westerly direction for approximately 121 metres to OS GR TL 2136 4030 (Order map – point G) then continues in an east-north-easterly direction for approximately 148 metres to OS GR TL 2150 4036 (Order map – point H) then continues in a south-south-easterly direction for approximately 108 metres to OS GR TL 2154 4026 (Order map – point I) and then continues in an easterly direction for approximately 33 metres to terminate at its junction with road C184 at OS GR TL 2157 4027 (Order map – point J).

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





### THE CREATION OF PUBLIC BRIDLEWAY NOS. 87 & 88 IN THE PARISH OF BIGGLESWADE AND PUBLIC BRIDLEWAY NO. 20 IN THE PARISH OF LANGFORD

**Paths to be created**

BW20 Langford A - B

BW87 Biggleswade B - C

BW88 Biggleswade B - D - E - F - G - H - I - J

**Unaffected Public Footpath**

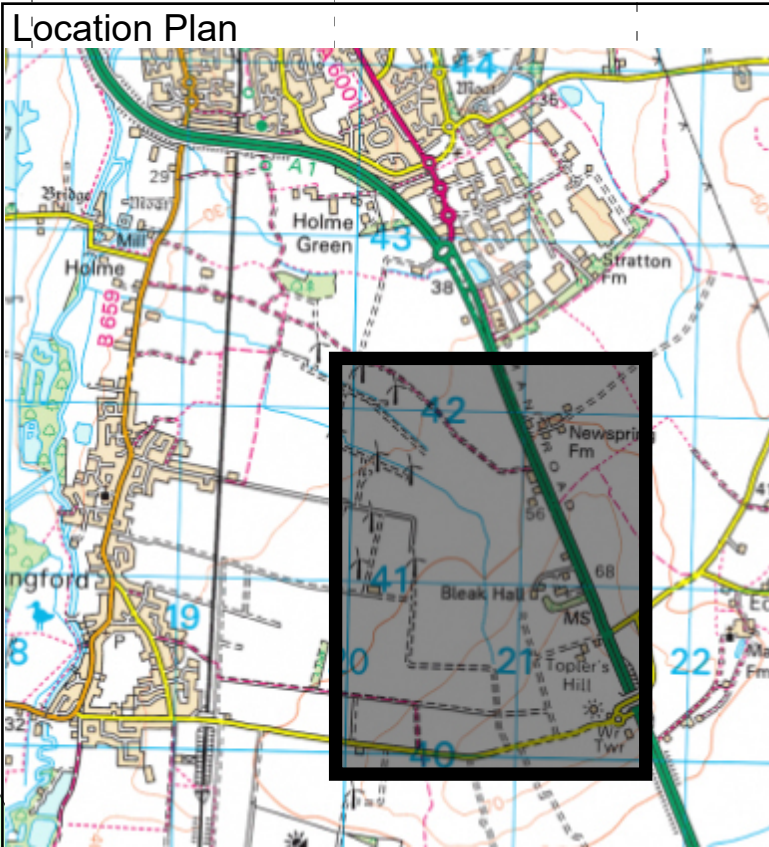
**Unaffected Public Bridleway**

OS Grid Reference	Distances
A - TL 2040 4028	A - B 464 metres
B - TL 2087 4024	B - C 1464 metres
C - TL 2088 4163	B - D 201 metres
D - TL 2091 4004	D - E 322 metres
E - TL 2123 4012	E - F 193 metres
F - TL 2140 4019	F - G 121 metres
G - TL 2136 4030	G - H 148 metres
H - TL 2150 4036	H - I 108 metres
I - TL 2154 4026	I - J 33 metres
J - TL 2157 4027	

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**Date: 28 July 2025**  
**Scale: 1:2,500@A1**

Central Bedfordshire







Outcome of CBC Planning Applications						
Date	Application No.	Location	Description	BTC Objection	Outcome from CB	Notes
11/03/2025	CB/25/00421/REG3	Land to the North and South of Dunton Lane, Biggleswade	Erection of a battery energy storage system (BESS) with associated access, landscaping and ancillary works.	The Town Council has STRONGLY OBJECTS to this application based on reports by Landscape Officers on the lack of vegetation and landscaping and the Archaeology Officers who have indicated to the documented multi-period archaeological landscape.	Awaiting Outcome	Target Date for Decision: 13 / 05 / 2025  11/05/25 - The Town Council rejected the application again based on reports by Landscape Officers on the lack of vegetation and landscaping and the Archaeology Officers who have indicated to the documented multi-period archaeological landscape.  Earliest Decision Date (Consultation Period Expires): 14 / 07 / 2025
12/08/2025	CB/25/01576/FULL	Land to the rear of No.2 St Andrews Close and No.8 St Andrews Street, Biggleswade, SG18 8BB		The Town Council STRONGLY OBJECTS to this application on the grounds that the proposed development constitutes significant overdevelopment of the site. It is the Council's view that the scheme would result in inadequate private amenity space for the two affected dwellings, and that the submitted plans fail to demonstrate satisfactory access arrangements.	Decided - Application Withdrawn	No additional information was provided.

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



**BIGGLESWADE TOWN COUNCIL**  
**Town Council Meeting 9<sup>th</sup> September 2025**  
**Item 12a: Financial Management Report for July 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 July 2025 reports is:

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

The projected outturn after month four suggests a deficit of £11,339 at the end of the financial year 2025-26.

The deficit will be zeroed by the general reserves if it is not covered by underspend within the existing agreed budget at year end and increase other income like sponsorship, long-term letting and advertising.

This will be kept under constant review.

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

**Recommendation:**

Members consider and approve the July 2025 Financial Management report.

Ernest Bour  
Head of Finance and Deputy RFO

**Appendices:**

Appendix A: Financial Management report for July 2025.

Biggleswade Town Council		Management Accounts Finance Report 31/07/2025						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	10051	12400	(2349)	12400		The majority of the allotment invoices have been sent, still awaiting responses from some tenants.
	Expenditure	2387	841	7200	5053	7200	1306	
Movement to/(from) Gen Reserve		8353	9210	5200	(7402)	5200		
BURIAL GROUNDS	Income	80045	18319	75018	(56699)	64600		The actual expenditure is high in period four 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	6430	9900	(4340)	9426	870	
Movement to/(from) Gen Reserve		71612	11889	65118	(52359)	55174		
CAR PARKS	Income	40698	20967	50500	(29533)	46838		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.  The actual expenditure was high in period four 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.
	Expenditure	78937	41633	87701	37825	85772	8243	
Movement to/(from) Gen Reserve		(38,239)	(20666)	(37201)	(67358)	(38934)		
MARKET	Income	20985	7220	23500	(16280)	21500		
	Expenditure	4545	1702	4850	3148	4796	0	
Movement to/(from) Gen Reserve		16440	5518	18650	(19428)	16704		
TOWN CENTRE GENERAL	Income	79879	1333	3500	(2167)	3500		Excess actual expenditure over budget relates to UKSPF grant expenses. CCTV cabling contract increased by 100% by the supplier.
	Expenditure	83436	94322	65050	(43822)	71407	14550	
Movement to/(from) Gen Reserve		(3557)	(92989)	(61550)	41655	(67907)		
CAPITAL EXPENDITURE	Income	84416	0	0	0	0		
	Expenditure	212282	14143	94000	74007	94000	5850	
Movement to/(from) Gen Reserve		(127866)	(14143)	(94000)	(74007)	(94000)		
PUBLIC CONVENIENCES	Expenditure	17697	4404	16380	11790	16380	186	The Council has received the first half of the precept for this financial year.
CORPORATE MANAGEMENT	Income	1662390	932520	1862460	(929940)	1874460		
	Expenditure	3700	(2660)	4000	(6660)	4000	0	
Movement to/(from) Gen Reserve		1658690	930776	1842080	(935070)	1854080		
DEMOCRATIC REP'N & MGM'T	Expenditure	9010	5121	12900	7779	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	413	0	413	413		
	Expenditure	3622	1470	3250	1237	4663	543	
Movement to/(from) Gen Reserve		(1,909)	(6178)	(16150)	(8603)	(17150)		
ORCHARD COMMUNITY CENTRE	Income	55055	22593	62000	(39407)	60791		
	Expenditure	23903	10721	40580	28829	40735	1030	
Movement to/(from) Gen Reserve		31152	11872	21420	(68236)	20056		
RECREATION GROUNDS	Income	13190	7483	21500	(14017)	12501		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. Negotiations are taking place with another tenant to rent the pitches.
	Expenditure	74705	35369	83730	42716	80872	5645	
Movement to/(from) Gen Reserve		(61,514)	(27886)	(62230)	(56733)	(68371)		
CENTRAL SERVICES (includes Magistrates Court and Grants)	Income	810	420	340	80	420		
	Expenditure	1300576	484258	1474669	975401	1467083	15010	
Movement to/(from) Gen Reserve		(1,299,766)	(483838)	(1474329)	(975321)	(1466663)		
PUBLIC REALM (includes Depot and Repairs & Maintenance)	Income	7350	12930	18600	(5670)	18600		The actual expenditure was high in period four 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	108561	225608	104060	228128	12987	
Movement to/(from) Gen Reserve		(180,914)	(95631)	(207008)	(109730)	(209528)		
GRAND TOTALS								
	Income	2057271	1034249	2129818	(1095569)	2116023		44
	Expenditure	2011497	806315	2129818	1323503	2127362	66220	
Movement to/(from) Gen Reserve		45774	227934	0		(11339)		

