



Ref: Agenda/Council – 11/11/2025

6th November 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 **11th November 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_IGEv2b74RBSctvL9UPQ9Q

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. Jonathan Dawes, Head of Planning & Jake Howard, Associate Development Director, Tritax Big Box Developments Ltd.

6. MEMBERS' QUESTIONS

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. For Members to receive the minutes of the Town Council Meeting held on **Tuesday 14th October 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 14th October 2025**.

9. ITEMS FOR CONSIDERATION

a. **External Audit Report**

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

b. **Corporate Aspirations 2025-2031**

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

c. **General Reserves Policy**

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

d. **CBC Community Governance Review 2025 – Stage 2**

For Members to note that CBC has now begun phase two of its Community Governance review process. CBC are inviting residents to take part in the second stage of our Community Governance Review, which looks at how local communities are represented through town and parish councils.

The following documents are included within the agenda papers:

Appendix A – Central Bedfordshire Council’s recommendation on the CGR.
Appendix B – Stage 1 Consultation Report.

All other supporting documentation (including Appendix A & B) is available to view on the Central Bedfordshire Council website via the hyperlink below.

[Community Governance Review 2025 – stage 2 | Central Bedfordshire Council](#)

The consultation is open until 26th January 2026.

e. **CBC Consultation: School Admission Arrangements For 2027 To 2028**

For Members to receive and consider information from Central Bedfordshire Council (CBC) regarding proposed changes to the admissions arrangements for three schools in Central Bedfordshire: Shillington Lower School, Edward Peake Church of England Voluntary Controlled School, and St Andrew’s Church of England Voluntary Controlled Primary School, for the 2027–2028 academic year.

CBC currently applies a standard admissions policy for all community and voluntary controlled schools within the authority. Where the number of applications exceeds the number of available places, the existing oversubscription criteria are applied. The consultation is open until 3rd December 2025.

The following documents are included within the agenda papers:

Appendix A – Council Admission Arrangements for the academic year 2027-2028.
Appendix B – Council Admission Arrangements Report for the academic year 2027-2028.

All other supporting documentation (including Appendix A & B) is available to view on the CBC website via the hyperlink below, or on SharePoint for Members:

[Consultation On School Admission Arrangements For 2027 To 2028](#)

f. **CBC Consultation: Proposed changes to Ivel Valley School**

For Members to receive and consider information from Central Bedfordshire Council (CBC) regarding the future of Ivel Valley School in Biggleswade.

Central Bedfordshire Council has launched a public consultation on the future of Ivel Valley School, which is currently at full capacity and in need of major improvements. The Council is seeking feedback from residents, parents, and the wider community on six possible options to increase the school's capacity to 330 places and improve its facilities.

The consultation aims to ensure that the school can continue to meet the needs of local children and provide a high-quality learning environment.

The consultation will close on 22nd January 2026

All supporting documentation is available to view on the CBC website via the hyperlink below, or on SharePoint for Members:

[Proposed changes to Ivel Valley School | Central Bedfordshire Council](#)

Additionally, Central Bedfordshire Council will be holding public engagement events as part of the Ivel Valley School consultation at Biggleswade Library.

- **Display 1:** Thursday, 6 November to Wednesday, 12 November 2025
- **Display 2:** Wednesday, 7 January to Wednesday, 21 January 2026

g. **Parking on Hitchin Street**

For Members to receive and consider the following motion from Cllr. M Russell.

Residents are complaining of issues with the parking at the north end of Hitchin Street where people are getting parking tickets but there are no signs or road markings indicating restrictions. The Town Clerk to be requested to write to CBC for clarification of whether there is a Traffic Regulation Order in place and, if so, its terms. There is a particular issue with regard to blue badges where clarification is needed since different enforcement officers have given different advice.

h. **Notice of Confirmation of Public Path Order - Biggleswade: Bridleway Nos. 87 And 88 And Langford: Bridleway No. 20**

For Members to receive and consider confirmation of a Public Path Creation Order from Central Bedfordshire Council (CBC).

On 9th September 2025, Members considered the Public Path Creation Order referenced above. No objections were raised, and the order was noted.

The confirmation order was received by Officers on the 30th October 2025, and the Order came into force on 31st October 2025.

i. **Public Path Diversion Order - Biggleswade: Part of Footpath No. 24**

For Members to receive and consider a Public Path Diversion Order received from CBC.

The diversion order was received by Officers on 06th November 2025 and is scheduled to come into effect on 30 November 2025.

j. **Local Green Spaces**

Officers are consulting the Neighbourhood plan, Local plan and are discussing green spaces options with CBC Officers and partners. The Head of Governance, Public Realm Manager, and the Community Development Manager are working to finalise a list of local green spaces for protection and will insert the details on the CBC online portal in time for the 28th of November deadline (Supporting documentation available for Members via SharePoint).

k. **Banking Provision Update**

At the Town Centre Management (TCM) meeting held on Tuesday, 28th October 2025, Members were informed that, following the closure of Lloyds Bank on 5th November 2025, the local Post Office will no longer be able to process cheques for Lloyds account holders. In response, Members requested that Officers add an item to the November Town Council agenda to address this development and to revisit the potential for establishing a Banking Hub in Biggleswade.

The Council has previously considered the impact of local bank closures and submitted representations to Cash Access UK. Previous requests for the establishment of a Banking Hub in Biggleswade have been declined by Cash Access UK.

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/25/02942/FULL - Greenways, Drove Road, Biggleswade, SG18 8HD**

Erection of a 3-bed dwelling with solar panels, associated car parking and new crossover.

b. **CB/TRE/25/00412 - Brunswick Place, Rose Lane, Biggleswade, SG18 0NQ**

Works to trees protected by a Tree Preservation Order (MB/9/1988/G1): Fell the dead Horse Chestnut (T1). Prune the Oak to give 2m clearance to building (T2).

c. **CB/25/03091/FULL - 6 Windmill View, Biggleswade, SG18 8WP**

Erection of single storey side and rear extensions, with roof lights, alterations to windows and doors. Erection of a detached shed.

11. **PLANNING APPLICATION OUTCOMES**

a. A report of the Planning Application Outcomes (by exception applications only) as of **Tuesday 4th November 2025.**

12. **ACCOUNTS**

a. **Financial Administration**

Position & Accounts for September 2025.

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

- i. Balance Sheet to 30/09/2025.
- ii. Detailed Income & Expenditure to 30/09/2025.
- iii. Payment Listing from 01/09/2025 to 30/09/2025.
- iv. Summary Income & Expenditure to 30/09/2025.

13. **ITEMS FOR INFORMATION**

a. **Quarterly Bank Reconciliations**

For Members to note a report from the Head of Finance.

b. **Standing Orders**

For Members to note a report from the Town Clerk and the Chairman of Finance and General Purposes, Cllr. D Strachan.

c. **Symmetry Park, Phase 3, Biggleswade**

At the Annual Statutory Meeting held on 13th May 2025, Members were invited to propose a street name for the five new industrial units within the next phase of the Symmetry Park development.

Following discussion, Members **RESOLVED** to recommend the following street names for Phase 3 of the Symmetry Park development in Biggleswade to Central Bedfordshire Council (CBC):

- Overlord
- Fortitude
- Horsa
- Spitfire
- Typhoon
- Halifax

For Members to note the outcome received from CBC regarding the consultation on the proposed new street name(s) within Symmetry Park.

d. **Health Hub Funding Update**

Following Members resolution at the 12th August Town Council meeting, the Clerk has followed up with CBC Officers regarding the 15m allocated to creating a health Hub in Biggleswade. CBC Officers have responded as follows there is currently £5.4 million allocated for healthcare provision in Biggleswade through Section 106 (S106) agreements. This total comprises both funds that have already been received and funds that have been secured but not yet received. CBC Officers will conduct further investigation into the reported £15 million in funding.

e. **Transfer of Rights - Biggleswade Common**

For Members to note the confirmation of the change in rights, along with an extract from the amended Register as received from Central Bedfordshire Council (CBC).

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_IGEv2b74RBScwtvL9UPQ9Q

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 Tuesday 14th October 2025).

(Sports Provision Update).

(Bowl's Club Update).

(Community Safety and Community Task Force).

(Annual Review).

(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 14TH OCTOBER 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. J Jones
 Cllr. S Sajid
 Cllr. D Strachan
 Cllr. C Thomas

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

Members of the Public – 1

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

Cllr. P Guilcher, Cllr. M Knight, Cllr. M North, Cllr. S Patel, Cllr. M Russell, 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 noted the success of the Mayor's Charity Quiz, held in support of Magpas Air Ambulance and Biggleswade Good Neighbours, and acknowledged the positive outcome of the event.

- b. 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:
- Unveiled a Biggleswade Heritage Plaque alongside the Biggleswade History Society.
 - Attended St Andrews Church country fair.
 - Attended High Sheriffs legal service in Bedford.
 - Attended the launch of Tritax Phase Three, alongside Councillors Thomas, Barrett, Russell, and Albone.
 - Assisted in awarding bronze Duke of Edinburgh awards to students at Ivel Valley College.
 - Welcomed Mr Ben Newman, also known as 'Spudman', to Biggleswade.
- c. The Mayor thanked Deputy Mayor, Cllr. Albone, for chairing the recent Social Enterprise meeting, noting the success of the event in bringing together local social enterprise groups within the town.
- d. To conclude his announcements, the Mayor reminded Members of the forthcoming Remembrance Day Parade, scheduled for Sunday, 9th November. He informed Members that the Lord-Lieutenant of Bedfordshire, Susan Lousada, will be in attendance.

4. PUBLIC OPEN SESSION

a. Ward Councillor for Biggleswade East – Councillor Grant Fage

Cllr. Fage addressed Members regarding agenda Items 13a and 13b.

He noted that item 13a should be presented for consideration rather than for information.

Regarding item 13b, Cllr. Fage informed Members that the ongoing consultation on Ivel Valley School had been paused as of the date of the Town Council meeting, 14th October 2025. He noted that it was unclear whether the item would appear on the agenda for the next meeting as it is unclear when the consultation will be resuming.

5. INVITED SPEAKER

- a. There were no invited speakers.

6. MEMBERS' QUESTIONS

There were no Members' questions.

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. No amendments were made to the minutes.

The Minutes were **APPROVED** as an accurate record of the Town Council Meeting held on Tuesday 9th September 2025.

- b. Members **NOTED** the minutes of Finance and General Purposes Committee Meeting held on Tuesday 16th September 2025.

8. **MATTERS ARISING**

Minutes of Town Council 9th September – 6a. Members' Questions

Members enquired whether a response had been received from Central Bedfordshire Council (CBC), following the request for the Town Clerk to write to CBC, Councillor Zerny, and the Member of Parliament for North Bedfordshire regarding the ongoing issue of rubbish in Bonds Lane.

The Clerk confirmed that no response had been received to date.

The Head of Governance added that Officers had separately contacted Environmental Health Services, who acknowledged the issue and confirmed that they had been engaging with local businesses regarding responsible waste disposal. Officers have been informed by CBC that instances of fly tipping on Bonds Lane are being investigated.

The Mayor enquired as to whether Cllr. Fage had further information on this matter as he is a Ward Councillor.

Cllr. Fage informed Members that he and two other Ward Councillors had been working to progress the issue of rubbish in Bonds Lane with CBC. He noted that clearance of the waste is now expected.

Cllr. Fage informed Members that he would follow up with CBC to request a timeline for the clearance of rubbish in Bonds Lane and would update the Clerk once further information is received.

He also raised concerns regarding the closure of FixMyStreet reports which are marked as aged and closed without investigation. It was noted that this issue has been escalated to the Chief Executive for further review.

Members **AGREED** to allow Cllr. Fage and other Ward Councillors to progress the waste issue with CBC further with the Town Clerk following up with CBC again expressing a final demand that the waste be dealt with promptly. An update should be brought to the November meeting for Members to discuss further, if further action is needed.

9. **ITEMS FOR CONSIDERATION**

a. **Martyn's Law Report**

The Community Development Manager presented the report to Members, outlining the implications of the recent Martyn's Law legislation and its relevance to Town Council operations.

Officers acknowledged that Biggleswade hosts several large-scale public events. In recognition of this, the Council has opted to prepare under the Enhanced Tier of Martyn's Law, which applies to premises and events with attendance exceeding 800 people. This reflects the scale of most Town Council-led activities.

Officers suggested that the Town Council should be considering further safety and security enhancements, including:

- Employment of SIA-accredited security personnel
- Review and redesign of street furniture to incorporate defensive architecture
- Ongoing maintenance of evacuation routes and first aid procedures
- Additional staff training

- Rehearsals and further planning for emergency scenarios

Officers confirmed that health and safety and fire evacuation plans are already in place for all Council buildings and open spaces, and these align closely with Martyn's Law requirements.

Members thanked Officers for the report and raised the following queries:

- Where does Central Bedfordshire Council's (CBC) responsibility as freeholder end, and where does Biggleswade Town Council's (BTC) responsibility begin in such matters?
- Are CBC's responsibilities under Martyn's Law equivalent to those of BTC?

In response, the Head of Governance clarified that while CBC is the freeholder of the Market Square, responsibility for safety and compliance lies with the event organiser—in this case, BTC—for any Council-led events. Both authorities share broadly similar responsibilities under the legislation.

BTC is actively collaborating with CBC, who have acknowledged the Council's current operational plan (Appendix A). This partnership will continue to evolve, with further enhancements being explored, including the potential redesign of the Market Square to improve resilience through the use of appropriate street furniture.

Members queried whether BTC's current approach was sufficient and sought clarification on the implementation timeline and the role of the Safety Advisory Group (SAG).

The Community Development Manager confirmed that BTC has up to two years to implement the necessary measures, although work is already underway.

Officers advised that the SAG will play a key role in reviewing event plans, particularly for events exceeding 800 attendees. BTC will be required to submit detailed documentation, including risk assessments and security plans, for SAG review. It was also suggested that BTC may request SAG input on the Market Square as a venue, outside of specific events, to support broader planning and preparedness.

Officers further advised that, in line with Martyn's Law provisions, additional road closures will be implemented for future events. For example, during the Christmas Lights Switch-On, the entire High Street, in addition to existing closures, will be inaccessible to vehicles. This will be the first event to implement the new approach.

Members sought clarification on whether the High Street would be closed for all future events. Officers confirmed that this is the intention, to enhance public safety.

Members also raised concerns regarding the clarity of responsibilities, particularly around funding for infrastructure such as barriers. It was confirmed that the event organiser bears this responsibility, and that future budgets should reflect anticipated compliance costs. Concerns were expressed regarding the wording of the report, particularly the emphasis on reputational risk. Members requested that the report be amended to better reflect the Council's primary focus on public safety and duty of care.

Further clarification was sought on Appendix A, with Members requesting more specific detail on the measures proposed, to ensure informed decision-making and alignment with previous accessibility improvements.

Members noted that while the Market Square is a key focus, other areas of the town also attract large gatherings such as the green open spaces and must not be overlooked. To focus solely on the Market Square would be negligent.

Members **REQUESTED** that a more detailed report be brought to the Town Centre Management (TCM) Committee, encompassing all Town Council capital assets, with a further report to be brought back to Full Council in due course.

b. **Update to Financial Regulations**

The Head of Finance outlined the report to Members.

Following a brief discussion of the Officers' report, Members **APPROVED** the Financial Regulation Policy document and **RESOLVED** that Officers be authorised to publish it on the Town Council website.

c. **Applications to Vary Rights at Biggleswade Common**

Members **NOTED** the application.

d. **Premises Licence Application - Friends of Stratton School PTA**

Members **NOTED** and posed **NO OBJECTION** to the Premises Licence Application.

e. **CBC Consultation: Defining the High Street Areas for High Street Rental Auctions (HSRAs)**

Members considered correspondence from Central Bedfordshire Council regarding its consultation on the designation of areas within Biggleswade where High Street Rental Auction (HSRA) powers may be applied.

The purpose of the consultation is to identify locations within the Town Centre where vacant commercial properties could be brought back into use through rental auction schemes.

Members noted that several vacant premises exist in and around the High Street. Members discussed the scope of the consultation and the geographical area covered, which includes High Street, Hitchin Street, Shortmead Street, Station Road (up to Back Street), Church Street, Saffron Road, and parts of Mill Lane.

It was highlighted that the consultation area extends beyond the core Town Centre, and Members expressed the need to review whether the defined area is appropriate.

Concerns were raised regarding the proposed auctioning of vacant premises for rental purposes. Members questioned how the process would work in practice, particularly regarding the types of businesses permitted and the potential impact on the character of the Town Centre.

Members expressed that the Town Council is to be consulted individual lettings prior to formal agreements being made.

Members **RESOLVED** that the consultation be referred to the Town Centre Management Committee for detailed consideration, with a report to be brought back to Full Council in due course.

f. **CBC Waste Strategy Consultation**

Members **NOTED** the consultation.

10. **PLANNING APPLICATIONS**

a. **CB/25/02750/VOC - 12 Pople Road, Biggleswade, SG18 8GJ**

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

b. **CB/25/02733/FULL - Flat, 130 Shortmead Street, Biggleswade, SG18 0BH**

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

c. **CB/25/02784/FULL - 13 Holme Court Avenue, Biggleswade, SG18 8PF**

The Town Council has **NO OBJECTION** to this application, subject to consultation with neighbours and consideration of their comments. However, Members have asked that further consideration be given to the size of the proposed extension.

d. **CB/25/02407/ADV - Land to the south of Stratton Business Park and north of New Spring Farm Cottages, London Road Biggleswade SG18 9SY**

The Town Council raises **NO OBJECTION** to this application, provided that the two non-illuminated post-mounted signs are in place for a period not exceeding two years. Should the applicant wish to retain the signage beyond this period, a formal application for an extension must be submitted.

e. **CB/25/02810/FULL - 8 Binder Place, Biggleswade, SG18 0RU**

The Town Council has **NO OBJECTION** to this application. However, Members request that the Planning Officer note their support for the Parking Officer's recommendation that a parking survey be undertaken prior to any approval being granted.

f. **CB/25/02909/FULL - 46 Binder Place, Biggleswade, SG18 0RU**

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

g. **CB/25/02976/FULL - 30 Jupiter Way, Biggleswade, SG18 8EW**

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

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

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

i. **CBC Development Management Committee Planning Item: CB/25/00421/REG3 Land to the North and South of Dunton Lane, Biggleswade**

Members **AGREED** that the previous objections still reflected the council's position, but no Members would be attending the DMC.

11. **PLANNING APPLICATION OUTCOMES**

Members **NOTED** the report.

12. **ACCOUNTS**

Financial Administration

a. **Financial Management Report for August 2025**

The Head of Finance outlined the report to Members.

The projected outturn after five months indicates a potential year-end deficit of £14,437 for 2025/26. If not offset by underspends within the approved budget, this shortfall will be met from general reserves.

Efforts are ongoing to increase income through long-term lettings, event sponsorship, and new product offerings at the Orchard Centre, which may positively influence the final financial position.

13. **ITEMS FOR INFORMATION**

a. **Bridleway No. 11 Public Path Diversion Order and Footpath No. 16 Public Path Extinguishment Order**

Members noted that the deadline for submitting a formal response to Central Bedfordshire Council had passed.

Members expressed disappointment regarding the recent diversion of the bridleway and the extinguishment of the footpath. It was felt that these changes reduce accessibility to open spaces and disadvantage residents who previously relied on these routes for convenient travel across town.

Councillors highlighted that the revised route adds approximately one kilometre to journeys across the bridge. While the safety rationale is acknowledged, Members noted that the increased distance may discourage use—particularly among those engaging in sustainable travel or seeking to access green spaces.

The removal of the pathway and diversion of the bridleway were viewed as a setback in promoting accessible and environmentally friendly movement around Biggleswade.

Members **RESOLVED** that a response be submitted to Central Bedfordshire Council conveying Members' concerns, despite the consultation deadline having passed.

b. **CBC Consultation: Ivel Valley School**

Members **NOTED** the consultation and agreed that it would be considered at a future Town Council meeting, subject to confirmation that the consultation has been resumed.

14. **PUBLIC OPEN SESSION**

a. **Ward Councillor for Biggleswade East – Councillor Grant Fage**

Cllr. Fage informed Members that the land referred to under Item 13a is being promoted by the landowner for allocation in current Call for Sites.

Cllr. Fage suggested that the Joint Committee may be an appropriate forum to discuss Martyn's Law, given its relevance and the committee's ability to invite senior representatives from Central Bedfordshire Council for input.

15. **EXEMPT**

a. **Exempt minutes of the Town Council Meeting 9th September 2025**

No amendments were made to the exempt minutes.

The exempt minutes were **APPROVED** as an accurate record of the Town Council Meeting held on Tuesday 9th September 2025.

b. **Exempt minutes of the Finance and General Purposes Meeting 16th September 2025.**

Members **NOTED** the exempt minutes of Finance and General Purposes Committee Meeting held on Tuesday 16th September 2025.

c. **Exempt minutes of the Personnel Meeting 19th August 2025**

Members **NOTED** the exempt minutes of Personnel Committee Meeting held on Tuesday 19th August 2025.

d. **Drove Road Report**

Members considered the report presented by Officers.

Members **RESOLVED** that the Mayor and Deputy Mayor be authorised to sign and seal the lease, witnessed by the Town Clerk.

e. **Market Square Report**

Members considered the report presented by Officers.

Following brief discussion, Members **RESOLVED** that the Mayor and Deputy Mayor be authorised to sign and seal the licence, witnessed by the Town Clerk.

The Mayor closed the meeting at **8:13 pm**

BIGGLESWADE TOWN COUNCIL
Town Council Meeting 11th November 2025
Item 9a: External Audit Limited Assurance Review
For The Year Ended 31 March 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: Not applicable.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

The Council received its audited AGAR back from Mazars on Thursday 29th October 2025. The completion letter and audited AGAR are attached as appendices A and B.

The conclusion states:

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Mazars certify that they have completed their review of Sections 1 and 2 of the Annual Governance and Accountability Return and discharged their responsibilities under the Local Audit and Accountability Act 2014, for the period ended 31st March 2025.

Minor scope for Improvement for 2025/26

- 1. In undertaking the review of the 2024/25 Annual Governance and Accountability Return (AGAR) it came to our attention that in 2025 the Council has not met the requirements of the 2015 Accounts and Audit Regulations to start the period of 30 working days for the public to inspect the AGAR as soon as possible after it was approved. The Council should ensure that in 2025/26 they comply with the Regulations.*

Officers have checked the Practitioners Guide (England) 2024 and there is no minimum and maximum time frame for period of public right to start once the AGAR has been signed.

- 2. The Council was able to provide minutes evidencing that the initial appointment of the internal auditor had been considered and approved but was unable to provide minutes which specifically stated this was actioned annually, the reason being this was part of the internal controls review within the annual review of the Councils Financial and Regulations policy. In future, the Council should be clear in the Council minutes and follow the recommendation as per the Practitioner's Guide 2024 paragraph 4.11 "the independence of the appointed person or firm should be reviewed every year with regard to; personal independence, financial independence, and professional independence."*

As part of reviewing the Council's Financial Regulations on an annual basis, the Council ensure that the independence of the appointed person or firm is reviewed annually regarding personal, financial and professional independence. The Council have ensured that the Interna Auditors' terms of reference (Appendix C) regarding independence (13) are adhered to in accordance with the Council's Financial Regulation.

3. *In undertaking our review of the 2024/25 Annual Governance and Accountability Return it came to our attention that the Council do not have a generic email address to use for Council correspondence. For 2025/26 the Council needs to put arrangements in place to ensure that it sets up a generic email address.*

The Council will correspond with the external auditor in future via generic email which is townclerk@biggleswadetowncouncil.gov.uk .

Members previously resolved that any financial assurance matters should be discussed in open session and within one month of receipt.

Action that the Council must now take:

Officers published the conclusion of the review in accordance with the Accounts and Audit (England) Regulations 2015. Below actions have also been completed by Officers.

- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
- Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

Recommendation:

For Members:

1. To consider the report.
2. Note that Council have reviewed the personal independence, financial independence and professional independence of the internal auditor in accordance with Financial Regulation and Practitioners Guide 2025(good practice).

Ernest Bour
Head of Finance and Deputy RFO

Appendices:

Appendix A: Completion letter.

Appendix B: Audited AGAR 2024/2025 (refer to Section 3 for Auditors comments).

Appendix C: Heelis and Lodge Terms of Reference.

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30 Old Bailey
London
EC4M 7AU



Tel: +44 (0)191 383 6300
forvismazars.com/uk

Mr P Tarrant
Biggleswade Town Council
Old Court House
4 Saffron Road
Biggleswade
Bedfordshire
SG18 8DL

Direct line: +44 (0)191 383 6348

Email: local.councils@mazars.co.uk

Date: 29 October 2025

Dear Mr Tarrant

Completion of the limited assurance review for the year ended 31 March 2025

We have completed our review for the year ended 31 March 2025 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the review, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication "*Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2024*". This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

Action you are required to take:

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the review. In summary, you are required to:

Publish (which must include publication on the authority's website) a statement on or before 30 September to confirm:

- that the review has been concluded and that the statement of accounts has been published;
 - of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
 - the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
 - Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

The Accounts and Audit (England) Regulations 2015 do not specify the period the Completion Notice needs to be on the council's website, but this period must be reasonable.

Minor scope for improvement in 2025/2026

In undertaking the review of the 2024/25 Annual Governance and Accountability Return (AGAR) it came to our attention that in 2025 the Council has not met the requirements of the 2015 Accounts and Audit Regulations to start the period of 30 working days for the public to inspect the AGAR as soon as possible after it was approved. The Council should ensure that in 2025/26 they comply with the Regulations.

The Council was able to provide minutes evidencing that the initial appointment of the internal auditor had been considered and approved, but was unable to provide minutes which specifically stated this was actioned annually, the reason being this was part of the internal controls review within the annual review of the Councils Financial and Regulations policy. In future, the Council should be clear in the Council minutes and follow the recommendation as per the Practitioner's Guide 2024 paragraph 4.11 "the independence of the appointed person or firm should be reviewed every year with regard to; personal independence, financial independence, and professional independence."

In undertaking our review of the 2024/25 Annual Governance and Accountability Return it came to our attention that the Council do not have a generic email address to use for Council correspondence. For 2025/26 the Council needs to put arrangements in place to ensure that it sets up a generic email address.

Accessibility Regulations

We are aware that the Accounts and Audit Regulations requirement for a physical 'wet ink' signature on the original AGAR, does not allow parish council's to fully comply with the Accessibility Regulations. The National Audit Office are aware that the two pieces of legislation are not compatible, therefore smaller authorities are advised to make it clear on their website that the document is a scan and will not be fully compliant with the Accessibility Regulations.

Audit fee

Our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at [Audit Fees | Smaller Authorities' Audit Appointments \(saaa.co.uk\)](https://saaa.co.uk) will follow.

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

Commitment to achieving net zero

We've made an important change to how we handle post - and sustainability is driving it.

In line with our net zero targets, we encourage digital communication wherever possible. However, should it be necessary for you to communicate with us by post, our correspondence address is **30 Old Bailey, London, EC4M 7AU**.

Yours sincerely



James Collins

Director

For and on behalf of Forvis Mazars LLP

Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2025
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2024/25

BIGGLESWADE TOWN COUNCIL

<https://biggleswadetowncouncil.gov.uk/> AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

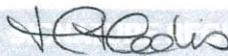
Date(s) internal audit undertaken

6/11/2024 15/5/2025 DD/MM/YYYY

Name of person who carried out the internal audit

H Heelis (Heelis & Lodge)

Signature of person who carried out the internal audit



Date

15/5/2025 X

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

BIGGLESWADE TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

10.06.25

and recorded as minute reference:

12 b1

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

WWW.BIGGLESWADETOWNCOUNCIL.GOV.UK

Section 2 – Accounting Statements 2024/25 for

BIGGLESWADE TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	694,528	534,482	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	1,533,241	1,625,930	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	352,244	431,341	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	-956,189	-1,005,560	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	-42,824	-52,734	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	-1,046,518	-953,203	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	534,482	580,256	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	663,357	600,191	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	3,458,931	3,525,350	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	546,980	526,551	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)	✓			<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval


Date 10.06.25

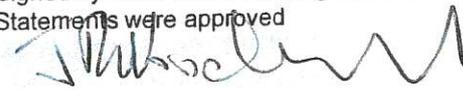
I confirm that these Accounting Statements were approved by this authority on this date:

10.06.25

as recorded in minute reference:

12.62

Signed by Chair of the meeting where the Accounting Statements were approved



Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

Biggleswade Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Not Applicable.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

Not applicable

External Auditor Name

Forvis Mazars LLP, Newcastle Upon Tyne, NE1 1DF

External Auditor Signature

Forvis Mazars LLP

Date

28 October 2025

Terms of Reference

Smaller authorities are required by the Accounts and Audit Regulations 2015 to 'undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance' (JPAG).

1. The parish/town council will appoint Heelis & Lodge as their Independent Auditor. The appointment will be minuted at a council meeting on an annual basis.
2. The council will send a letter of appointment. The appointment will be remunerated as agreed between the council and Heelis & Lodge.
3. The council will confirm whether how many audits they require per year. At a minimum this will be one audit undertaken after 1 April to review the affairs of the council in line with the approved specification (detailed below).
4. The Internal Auditor will have access to all the documents they require and access to officers and councillors to enable the auditor to undertake an effective audit on each occasion and that will enable them to complete the Annual Internal Audit Report (AIAR) section of the Annual Governance and Accountability Return (AGAR).
5. Should the Internal Auditor be unable to complete any of the boxes in the AIAR or declare 'No' then they will provide an explanation.
6. Adequate resource will be made available for the Internal Auditor to complete their work.
7. The Internal Auditor understands the council and the legal framework in which it operates.
8. The Internal Auditor will provide a written opinion of the council's internal controls.
9. The council will consider at a meeting, the findings of the internal audit review.
10. The council will undertake an annual review of the effectiveness of its system of internal control.
11. It is not the purpose of either internal or external audit to detect or prevent fraud. However if internal auditors identify concerns as part of the review, they may wish to contact the authority's external auditor who are a 'prescribed body' under the Public Interest Disclosure Act.
12. It is not the role of any internal auditor to complete Section 1 or Section 2 of the AGAR, that is the responsibility of the authority.
13. Independence requires the absence of any actual or perceived conflict of interest. It means that Heelis & Lodge do not have any involvement in, or responsibility for, the financial decision making, management or control of the authority, or for the authority's financial controls and procedures.

Contact details : 1 Hembling Terrace, Mill Lane, Suffolk, IP13 0PP
Tel: 07732 681125 Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy FILCM

Lynne Lodge Dip HE Local Policy

Scope of Audit

Checking on and reporting to the Council on the adequacy of systems of control. Making recommendations where required.

Proper book-keeping	Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts
Financial regulations	Standing Orders and Financial Regulations Tenders Appropriate payment controls including acting within the legal framework with reference to council minutes Identifying VAT payments and reclamation Cheque books, paying in books and other relevant documents
Risk Assessment	Appropriate procedures in place for the activities of the council Insurance
Transparency	Compliance with the Transparency Code for smaller authorities where the council has income/expenditure under £25,000 Compliance Under The Accounts & Audit Regulations 2015 for councils over £25,000
Budgetary controls	Verifying the budgetary process with reference to council minutes and supporting documents in the determination of the annual precept requirement
Income controls	Precept and other income, including credit control mechanisms
Petty Cash	Associated books and established system in place
Payroll controls	PAYE and NIC in place where necessary. Compliance with Inland Revenue procedures Records relating to contracts of employment
Asset control	Inspection of asset register and checks on existence of assets Cross checking on insurance cover
Bank Reconciliation	Regularly completed and cash books reconcile with bank statements
Reserves	General Reserves are reasonable for the activities of the Council Earmarked Reserves are identified
Year-end procedures	Appropriate accounting procedures are used and can be followed through from working papers to final documents Verifying sample payments and income Checking creditors and debtors where appropriate.
Sole Trustee	The Council has met its responsibilities as a trustee
Internal Audit	Appointment of Internal Auditor, reviewing the effectiveness of the Internal Audit and reporting findings of the review
External Audit	Reporting findings of the External Audit

Contact details : 1 Hembling Terrace, Mill Lane, Suffolk, IP13 0PP
Tel: 07732 681125 Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy FILCM

Lynne Lodge Dip HE Local Policy

BIGGLESWADE TOWN COUNCIL
Town Council Meeting 11th November 2025
Item 9b: Corporate Aspirations 2025-2031

Implications of Recommendations:

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

Finance: Not applicable.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Introduction

The 2021/2025 Corporate Aspirations document is due for review. The draft 2025/2031 document was discussed at the Working Group with Members on 23rd September. The latest iteration incorporates their comments and observations.

Recommendations

Members agree to adopt the new version of the Corporate Aspirations document 2025/2031.

The next formal review will take place in June 2031 however further adaptations maybe required as circumstances unfold and/or national government policy impacts.

Peter Tarrant
Town Clerk & Chief Executive

Appendices:

Appendix A: 2021/2025 version (Available via SharePoint or BTC Website).

Appendix B: 2025/2031 version.



BIGGLESWADE TOWN COUNCIL
CORPORATE
ASPIRATIONS
2025 - 2031



CONTENTS PAGE



• Foreword	3
• Introduction	4
• Vision	4
• Mission / Purpose	5
• Values	5
• Our Services	6
• Town Council Meetings	7
• Our Councillors	8
• Biggleswade History	9
• Aspirations	11
• Community: A Town to be Proud of	12
• Place: A Vibrant Town	14
• Environment: A Green Town	17
• Economy: A Thriving Town	19
• Health & Wellbeing: A Healthier Town	20
• Engagement: A Town where People are Involved	22
• Performance: A Council that Delivers	23
• Financials: A Financially Astute Council	24
• Contact the Council	26



FOREWORD



PETER TARRANT
Town Clerk & Chief Executive



JONATHAN WOODHEAD
Mayor of Biggleswade

Joint Statement from the Mayor and Town Clerk

Our Vision

Our vision for Biggleswade is to be a thriving, sustainable market town with a diverse range of employment and community facilities. We aim to provide a high quality of life and economic opportunities that meet the needs of our residents, while fostering a well-designed environment with green spaces that encourage healthy lifestyles.

About Biggleswade

Biggleswade is one of Bedfordshire's most vibrant towns, home to a population of around 23,500. Its unique geographical position has been central to its growth and continues to shape both the town's development and its strong sense of identity.

Our Role

Biggleswade Town Council forms the grassroots tier of local government, working in partnership with Central Bedfordshire Council, our Principal Authority. We are one of the largest Town Councils in Bedfordshire and aspire to be recognised nationally for the collaborative way we engage with residents and partners to deliver effective services.

Our Commitment

We are committed to excellence in the services and facilities we provide, ensuring our approach remains responsive, accessible, and transparent. As Biggleswade grows, we face challenges, but with those come opportunities to improve our town and strengthen our community. The Council is evolving to meet these needs, enhancing our ability to deliver services and represent the interests of residents effectively. Our Corporate Aspirations 2025–2031 set out clear goals to help us achieve this vision.

How We Work

The Council operates a committee system that sets the budget and determines how funds are spent. Town Councils do not receive direct funding from central government; instead, we rely on the Precept and income generated from the services and facilities we provide. We take seriously our responsibility to not only maintain essential services but to continually improve what we offer to the people of Biggleswade.

Leadership

Each May, the Council elects a Mayor, who serves as the town's first citizen and ambassador. Day-to-day operations are led by a professional management team overseen by the Town Clerk & Chief Executive. The Council itself is made up of fifteen elected Councillors, representing three town wards, who serve four-year terms.



INTRODUCTION



Biggleswade is a town that is growing fast and there are many challenges to be addressed. Those challenges also bring opportunities and we must make the most of those opportunities to improve our town and support our community.



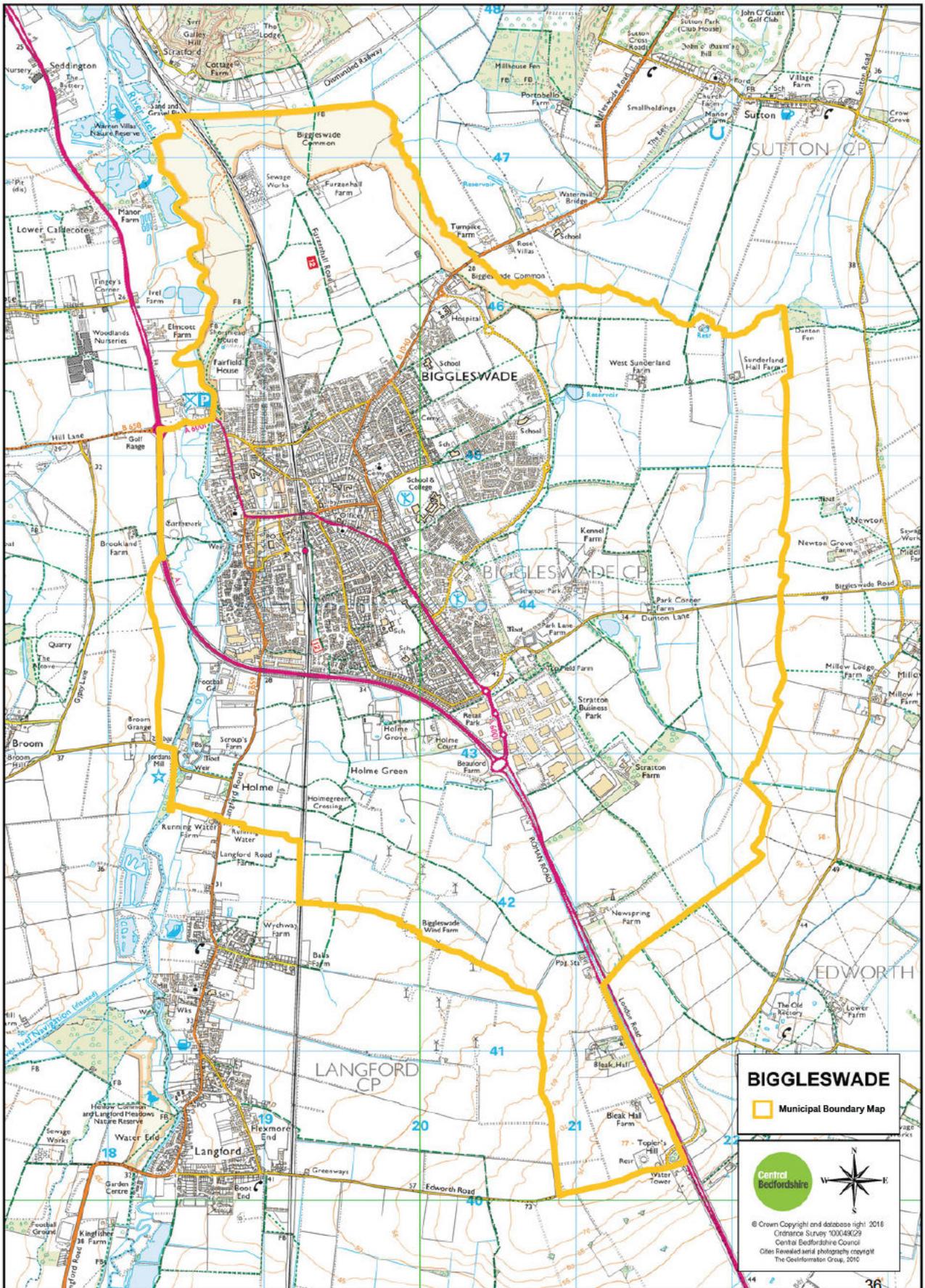
The Town Council is changing in order to be the best it can be in delivering our services and to be more effective in representing the vital interests of our community to others. This document sets out our aspirations to enable us to achieve those goals.

These aspirations will be regularly monitored to ensure progress. As future challenges and opportunities arise, other aspirations may be added.

The Town Council seeks to work in partnership with Central Bedfordshire Council and will always look to be the voice of its community.

OUR VISION

“Our vision for Biggleswade is that it should be a thriving and sustainable market town with a range of employment and community facilities, providing quality of life and economic opportunities to meet the diverse needs of the community and with a high-quality environment, including green spaces, to promote healthy lifestyles.”





MISSION / PURPOSE

Biggleswade Town Council want to be an outstanding & innovative local council, representing the best interests of the town and people of Biggleswade.

We can achieve this by making the Council more effective, working with our community and being a strong advocate for the town by influencing statutory and other organisations whose decisions and actions have an impact on our town.

We want to preserve the best of our past and make the most of future opportunities.



VALUES

Openness, responsiveness, innovation and constructive relationships to maximise effectiveness and the use of resources.

Active engagement with all stakeholders.

Being business-like, professional and delivering on our promises.

Councillors committed to working collaboratively, supported by a high quality team of staff.

Managing change as evolution not revolution, allowing time to adapt.

Ensuring value for money for the community while delivering services to a high standard.



OUR SERVICES

Car Parks

Cemeteries

Allotments

Events

Football
Pitches

Markets

Play Areas

Tennis
Courts

Litter Picking

Public
Toilets

Community
Development

Fishing
Permits

Recreation
Grounds

Cricket Club

Community
Centre

Bowls Club

The Town Council also provides:

Business
Support

A
Community
Agent

Defibrillators

Access to
Grants



TOWN COUNCIL MEETINGS

The Town Council has four Standing Committees.

Council:

This meeting happens every 4 weeks and all Councillors meet to discuss and agree major policy items. The Town Council also consider all planning applications in Biggleswade and share their views with Central Bedfordshire Council as its Planning Authority.



Finance & General Purposes (F&GP):

This Committee handles all administration and general running of the Town Council's finances, and is also responsible for the Council Offices and the Orchard Community Centre.

Public Lands & Open Spaces (PLOS):

This Committee deals with recreation areas, playgrounds, sports pitches, cemeteries and allotments.

Town Centre Management (TCM):

This Committee is responsible for all aspects of Town Centre development, including car parks, events and the use of the Market Square.

Personnel Committee:

This Committee is responsible for all HR matters and policies.

And in addition the Town Council works in partnership with Central Bedfordshire Council:

Biggleswade Joint Committee (BJC):

This Committee allows for Councillors from both the Town Council and Central Bedfordshire Council to discuss key issues in the area and promotes collaborative working.

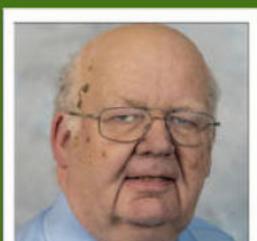
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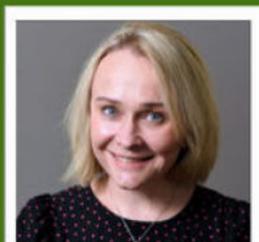
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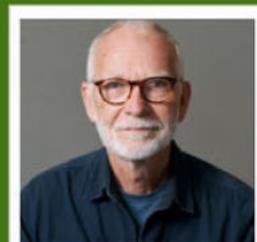
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STRATTON WARD

Please note that Councillor email addresses are all name.surname@biggleswadetowncouncil.gov.uk

For further information on Councillors, meetings and many other Council services please visit: www.biggleswadetowncouncil.gov.uk

If you are unable to visit the website please visit or contact the Town Hall:
enquiries@biggleswadetowncouncil.gov.uk



BIGGLESWADE HISTORY



1066: There were three manors: Biggleswade (Anglo Saxon from a personal name 'Biceil' & 'Waed', meaning ford); Stratton (Roman from 'Straet Tun' meaning 'road by the settlement of farmstead'); and; Holme (Old Norse name, 'Holm' meaning Island).

1131: The Manors of Biggleswade and Holme are granted to the Bishop of Lincoln as an endowment for Lincoln Cathedral and Biggleswade began to develop as a town between 1190 and 1200, with burgage plots rented out at one shilling a year.



1227: King Henry III granted Biggleswade full market town status after an original confirmation from King John, being hosted every Monday.

1663: King Charles II alters the market day to Wednesdays.

1700s: The Great North Road from London to Edinburgh came through the town, allowing prosperity from the highway coach trade and becoming a staging post of inns.



1758: A navigable route on the river is created through Biggleswade, offering greater trade and transport links and three wharfs were built to allow the carrying of local agricultural produce, coal & timber.

1764: Samuel Wells established his Biggleswade brewery.

1785: The Great Fire of Biggleswade grips the town, starting in the Crown Inn and destroying one third of the town, including 9 maltings and 103 houses. 332 people were made homeless. A national appeal was launched to help those who had lost their homes and livelihoods.

BIGGLESWADE HISTORY



1856: Henry Ryland, the pre-Raphaelite painter, was born on Hitchin Street.

1873: Charles Penrose, the inspiration for the song 'The Laughing Policeman', was born in Biggleswade High Street.

1876: The Ivel Navigation Trust go into liquidation, slowing trade on the river.

1880: Daniel Albone founds the Ivel Cycle Works, where he created early bicycles, the tandem and motorcycles.



1902: Daniel Albone builds the first lightweight tractor, the Ivel Agricultural Motor, the forerunner to the modern tractor.

Post-1945: A major house building programme increased the size, catchment and confidence of the town. Since then, there has been a steady growth in population, accelerated on the 1990's with the start of a large development at the eastern side, now known as Saxon Gate.

1961: The Wells & Winch Brewery becomes the Greene King Brewery.

1997: The Greene King Brewery is closed and demolished.

2000: Biggleswade signs the Twinning Charter and officially becomes twinned with Erlensee, Germany.



- 1: Biggleswade Coat of Arms
- 2: Biggleswade Station
- 3: The Manor of Stratton
- 4: Apple Blossom - Henry Ryland
- 5: Demonstration of one of Dan Albone's tractors
- 6: Erlensee Coat of Arms

Biggleswade Town Council wish to thank Biggleswade History Society for the photographs and information above. For more information, visit <https://www.biggleswadehistory.org.uk>



ASPIRATIONS

Community:
A Town to be
Proud of

Place:
A Vibrant Town

Environment:
A Green Town

Economy:
A Thriving Town

Health & Wellbeing:
A Healthier Town

Engagement:
A Town where
People are Involved

Performance:
A Council that
Delivers

Financials:
A Financially Astute
Council.

COMMUNITY

A Town to be Proud of



The Town Council will:

- Seek to retain the distinctive character and heritage of Biggleswade as a market town serving our own community and the surrounding area; including protecting the Conservation Area.
- Influence the regeneration of the town centre to encourage and support high quality leisure and retail experiences.
- Ensure public open spaces are maintained to a high standard with regular maintenance of street furniture, attractive floral displays and a low-tolerance approach to waste, litter, and clutter.
- Maintain our efforts to influence Central Bedfordshire Council's strategic plans and their impact on the town.
- Work closely with the local voluntary, community, faith and social enterprise sectors to build a strong community.



COMMUNITY

A Town to be Proud of



- Work with the Police to maintain their presence in Biggleswade so that anti-social behaviour is dealt with and residents feel safe.
- Support Bedfordshire Fire & Rescue Service campaigns.
- Celebrate the diversity of our communities of place, origin, interest or age, and proactively engage with them, ensuring they are consulted and represented.
- As a statutory consultee, resolve upon planning applications that are consistent with the Councils Neighbourhood Plan after proper consideration of the particular circumstances that might exist for any given application.
- Ensure Biggleswade is a safe and confident community, working with Bedfordshire Police and other emergency services so that they are aware of our concerns and priorities.
- Work to ensure that residential and commercial development meets the evolving needs, minimises air pollution and car journeys, while protecting the needs of future generations.



PLACE

A Vibrant Town



The Town Council will:

- Promote the Town Centre and allow it to adapt to changing needs and realise its economic and community potential.
- Further develop our allotment offer by increasing the number of allotment plots and request additional allotment space from future housing developments.
- Promote recreational facilities, wellness programs and mental health support to enhance the overall wellbeing of the community.
- Further improve the Council's tennis courts to provide a broader tennis offer to the community.
- Explore creating safe spaces and activities for young people to learn, socialise and develop life skills.
- Improve the environment of the cemeteries.



PLACE

A Vibrant Town



The Town Council will:

- Continue to use the Neighbourhood plan, Biggleswade Town Centre Strategy and Masterplan to provide an overall framework for the development of the town.
- Encourage a sustainable transport system within the Town that provides opportunity for improved East-West connectivity.
- Ensure the provision of CCTV that supports the Council's anti-crime initiatives and policies.
- Work collaboratively to develop arts, culture and tourism recognising the unique heritage and culture of the town.
- Begin to plan for future burial and cemetery provision in and around Biggleswade.
- Continue to develop the new Market Square Vision document with the principal authority (CBC) and other key stakeholders in an effort to influence regeneration.



ENVIRONMENT

A Green Town



The Town Council will:

- Fully support the Green Infrastructure Plan produced by Bedfordshire Rural Communities Charity and actively seek to deliver those actions within the Town Council's land holding, including the protection of the Local Green Spaces.
- Have the appropriate designation of Local Green Spaces identified in the Neighbourhood Plan.
- Work with Bedfordshire Rural Communities Charity (BRCC) and Central Bedfordshire Council on the wider development and management of the Green Infrastructure Plan.
- Maintain a comprehensive tree inventory and continue to maintain an arboriculture management plan.
- Work with BRCC, the Ivel Valley Countryside Project, Ivel Valley Conservation Volunteers, Friends of Biggleswade Green Wheel and local ecologists to protect Biggleswade Common and the Green Wheel.



ENVIRONMENT

A Green Town



The Town Council will:

- Seek to carry out a programme of replacing existing vehicles with those which are more fuel efficient and cost-effective.
- Adopt a Sustainability Policy to support climate change initiatives.
- Maintain and develop Linear Wood and Pocket Park so as to facilitate community access.
- Continue to work with local developers to adopt green spaces for the benefit of the wider community.
- Continue to upskill colleagues within its Public Realm service so as to ensure the Town Council responds quickly and effectively to tackle environmental issues around the town.
- Seek to support environmentally friendly transport options.



ECONOMY

A Thriving Town



The Town Council will:

- Support businesses and other initiatives designed to enhance the town centre offer, providing a wide range of amenities for residents and visitors.
- Promote the retail businesses in Biggleswade.
- Continue to invest in the Saturday Charter Market, as well as exploring options of more themed markets to complement the existing offer.
- Continue to develop a varied programme of events for the Town Centre.
- Improve the management of the car parks, including modernising payment options.
- Continue to upgrade street furniture including seating and signage.
- Work with Central Bedfordshire Council to identify potential opportunities for economic investment.
- Hold Business Forums in an effort to promote economic growth in the town.



HEALTH & WELLBEING

A Healthier Town

The Town Council will:

- Continue to develop indoor and outdoor recreational and leisure facilities in partnership with CBC.
- Promote walking and cycling.
- Support plans for a proposed Health Hub and other primary healthcare facilities.
- Work with lead authorities and organisations on flood alleviation schemes.
- To support infrastructure initiatives such as additional GPs, dentistry and enhanced health care, which then encourage residents to live a healthier lifestyle.
- Reduce social isolation and loneliness by supporting befriending schemes and community transport.



HEALTH & WELLBEING

A Healthier Town

The Town Council will:

- Work with community partners to provide financial support services for families.
- Work with community partners to provide bereavement support services are available.
- Seek to engage with young people through local youth support groups.
- Develop a youth offer in partnership with Central Bedfordshire Council and local third sector partners.
- Support better access and facilities for those with disabilities.
- Support and facilitate initiatives to improve cycling and walking routes within the Town and wider areas.
- Facilitate the provision of an Older People's Support Service.



ENGAGEMENT

A Town Where People Are Involved



The Town Council will:

- Improve our engagement with all stakeholders, including hard-to-reach groups.
- Work to ensure equality of access to services for everyone and that Council facilities are accessible to everyone.
- Communicate regularly with our residents through social media, the website and written publications, including the print media.
- Preserve and celebrate the towns cultural heritage through events, festivals, and historical preservation efforts.



PERFORMANCE

A Council that Delivers



The Town Council will:

- Develop open and transparent interactions and appropriate strategic compacts with key partner agencies.
- Develop and support our workforce through good management, training and skills development to increase our capacity and capability.
- Provide strong, clear and consistent leadership at Councillor and Chief Executive level, providing training opportunities for everyone.
- Continuously improve our efficiency and effectiveness.
- Maximise opportunities to generate revenue so that the Council is less reliant on its Precept.
- Take a holistic approach to managing and mitigating risk.



FINANCIALS

A Financially Astute Council



The Town Council will:

- Ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.
- Maintain a Contracts Database and encourage the development of local suppliers and the generation of jobs for the local community.
- Maintain annual reviews of risk management procedures in line with best practice, further mitigated by regular reviews of the Council's Business Continuity Plan.
- Continue to be sustainable by maintaining a balanced budget and build financial reserves to support long-term town development and resilience.





CONTACT THE COUNCIL

The Town Council offices are open Monday to Thursday 09:00 to 17:00 and Friday 09:00 to 16:30.

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

Tel: 01767 313134

Email: enquiries@biggleswadetowncouncil.gov.uk

Our enquiries inbox is monitored regularly. We will endeavour to respond to your enquiry within three working days.

The Town Council projects and events can be found on our social media and website:



Biggleswade Town
Council



@biggleswadetc



www.biggleswadetowncouncil.gov.uk



Adopted: June 2025
Review: June 2027

BIGGLESWADE TOWN COUNCIL
Town Council Meeting 11th November 2025
Item 9c: General Reserves Policy Update

Implications of Recommendations

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

Finance: Not applicable.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

The Council is required, under statute, to maintain adequate financial reserves to meet the needs of the organisation. Section 49A of the Local Government Finance Act 1992 requires that billing and precepting authorities in England have regard to the level of reserves needed to meet estimated future expenditure when calculating the budget requirement.

The General Reserve is also a contingency for unforeseen expenditure or loss of income.

Summary

The draft General Reserve Policy (Appendix A) was discussed during a Finance and General Purposes Committee Meeting on 16th September 2025 and Members recommended to Council to adopt the Draft General Reserve Policy (Appendix A).

Recommendation

That Members consider and approve the Draft General Reserves Policy (Appendix A) and enable Officers to publish it on the Town Council website.

Ernest Bour
Head of Finance and Deputy RFO

Appendices:

Appendix A: Draft Reserve Policy.



General Reserves Policy

1. Introduction

The Council is required, under statute, to maintain adequate financial reserves to meet the needs of the organisation. Section 49A of the Local Government Finance Act 1992 requires that billing and precepting authorities in England have regard to the level of reserves needed to meet estimated future expenditure when calculating the budget requirement.

NALC's "Governance & Accountability for Local Councils – Practitioners' Guide" recommends that Councils hold minimum General Reserve equivalent to at 3 months gross expenditure.

Councils have no legal powers to hold revenue reserves other than those for reasonable working capital needs or for specifically Earmarked purposes.

The Council's policy on the establishment, maintenance and adequacy of reserves and balances will be considered annually.

The Council will hold reserves for these three main purposes:

1. A working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing – this forms part of the general reserves;
2. A contingency to cushion the impact of unexpected events or emergencies – this also forms parts of general reserves;
3. A means of building up funds, often referred to as Earmarked Reserves, to meet known or predicted requirements; Earmarked Reserves are accounted for separately but remain legally part of the General Reserve.

2. General Reserves Balance

The General Reserve balance, commonly termed the 'working balance', is a balance on the Council's revenue account which is not held for any specific purpose other than to cushion the council's finances against any unexpected short-term problems in the Council's cash flow.

The General Reserve balance is to be maintained at a level based upon a risk assessment carried out annually by the Responsible Finance Officer (RFO) when setting the budget for the forthcoming year.

At no time should the General Reserves balance exceed the value of the current year Precept. Whenever a council's year-end general reserve is significantly higher than the annual precept, an explanation should be provided to the auditor.

Any surplus on the reserve above the required balance may be used to fund capital expenditure, be appropriated to Earmarked Reserves or used to limit any increase in the precept.

If in extreme circumstances General Reserves are exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its Earmarked Reserves to provide short term resources.

3. Financial Risk Management

In order to assess the adequacy of the General Reserve when setting the annual budget, the RFO will take account of the strategic, operational and financial risks facing the council. The requirement of the level of the General Reserve balance for the forthcoming year will therefore be based upon a risk assessment of the Council's main areas of income and expenditure and take into account any provisions and contingencies that may be required.

4. Earmarked Reserves

Earmarked Reserves represents amounts that are generally built up over a period of time which are earmarked for specific items of expenditure to meet known or anticipated liabilities or projects. The 'setting aside' of funds to meet known future expenditure reduces the impact of meeting the full expenditure in one year.

The Council, when establishing an Earmarked Reserve, will set out:

1. The reason / purpose of the reserve;
2. How and when the reserve can be used;
3. Procedures for the management and control of the reserve; a process and timescale for review of the reserve to ensure continuing relevance and adequacy.

~~Currently the Council is only operating 1 Earmarked Reserve, that is the 'Rolling Capital Programme'~~

5. Review of the Adequacy of Balances and Reserves

In assessing the adequacy of reserves the strategic, operational and financial risks facing the authority will be taken into account. The [Smaller Authorities Proper Practice Panel](#)~~Joint Panel on Accountability and Governance~~ offers guidance on this point. The level of Earmarked Reserves will be reviewed as part of the annual budget preparation.

Adopted: 14th October 202~~5~~⁴

Reviewed: October 202~~5~~⁶

Dear Clerks and Chairs,

The second stage of Community Governance Review consultation is now open

We're inviting town & parish councils, residents, local community organisations and business to take part in the second stage of the Community Governance Review, which looks at how local communities are represented through town and parish councils.

Following feedback from the first stage of the consultation earlier this year, the Council's General Purposes Committee has now agreed a set of draft recommendations. These proposals aim to ensure that local governance arrangements remain effective, fair, and reflective of the identity and needs of communities across Central Bedfordshire.

The second stage of the consultation runs from Monday 3 November 2025 to Monday 26 January 2026.

The review covers key areas such as:

- Creating, merging, or changing parish boundaries
- Renaming parishes or changing their style (e.g., village, community)
- Adjusting the number of councillors in each parish
- Grouping smaller parishes to share resources

The draft recommendations and details of how to take part in the consultation are available on our website: www.centralbedfordshire.gov.uk/consultation

Kind regards,

Community and Engagement Team

Governance

Biggleswade	Parish Seats	WG Proposal	Current Electors	Ratio of Electors to seats	Forecast Electors	Revised Ratio of Electors to seats	Candidates				
							2023	2019	2015	2011	
	Holme	5	5	5266	1053	5319	1064	5	5	3	6
	Ivel	4	4	5135	1284	5376	1344	6	5	8	10
	Stratton	6	6	6590	1098	6609	1102	4	5	5	7

Responses from Consultation:

Town Council: See Appendix B (Pages 222 to 230)

9 responses

Comments:

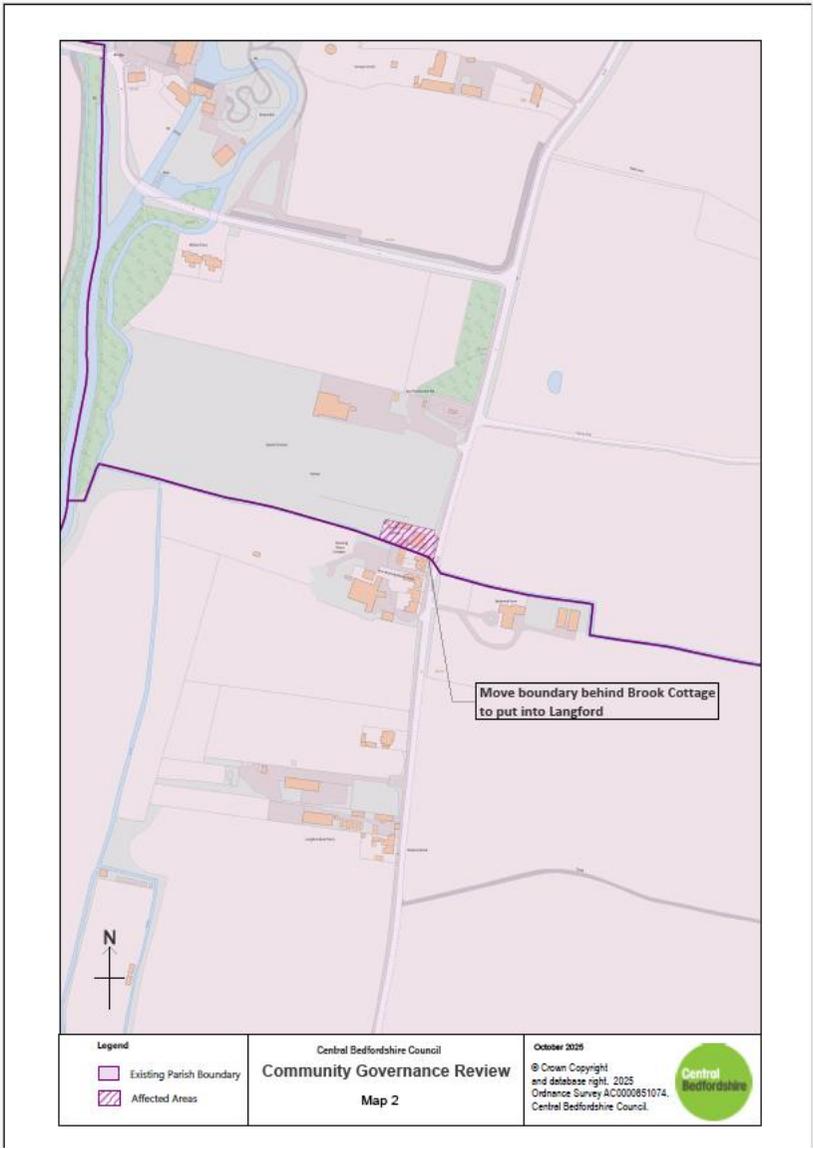
“To many cooks spoil broth. You all fight against each other and nothing gets resolved”

Draft Recommendations:

1. That the parish name of Biggleswade should remain unchanged
2. That the number of parish councillors on Biggleswade Town Council remain unchanged with Holme Ward 5; Ivel Ward 4 and Stratton Ward 6
3. That the boundary is changed to move the property Brook Cottage from the Biggleswade Ward (Holme) into the parish of Langford (See Map)
4. Rejected the proposals to extend the Biggleswade parish boundary into the parishes of Dunton, Edworth, Sutton and Northill. (See Appendix B).

Reasons for recommendations:

- 1 and 2. No request received for change
3. Geographical anomaly correction
4. Large scale changes of boundaries would not be appropriate at this time.



**Your
voice
matters**

Community Governance Review

7 July 2025 – 1 September 2025

Stage 1 Consultation Results



Find out more at
www.centralbedfordshire.gov.uk/consultations

8. Biggleswade 9 responses (plus a written letter response from Biggleswade Town Council)

Parish/town council initial proposal for consideration for the 2025 review

No proposal received.

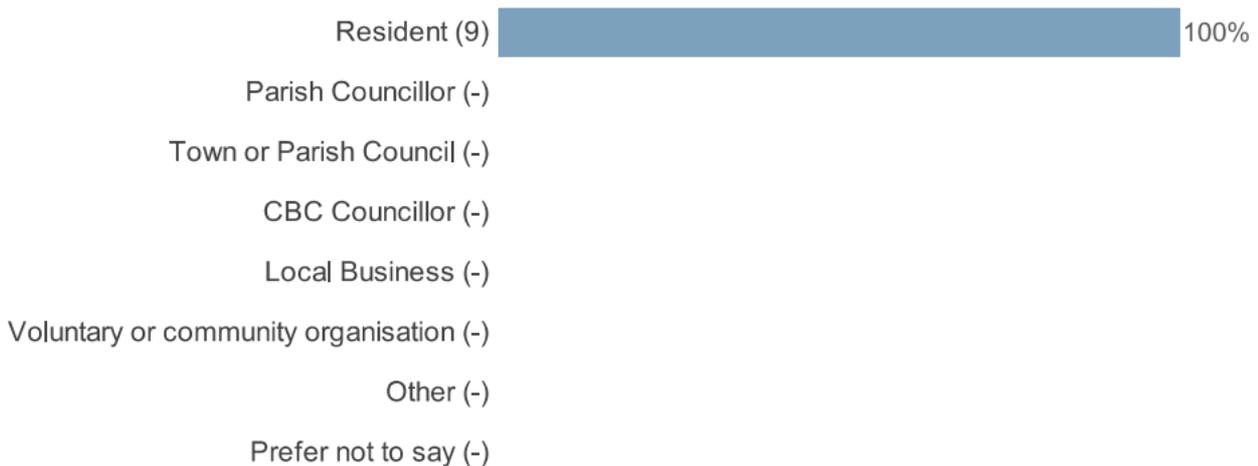
Review of property anomalies

The property Brook Cottage is in a polling district of the parish of Langford but is geographically in the parish of Biggleswade Holme Ward. Consideration should be given to rectify this anomaly.

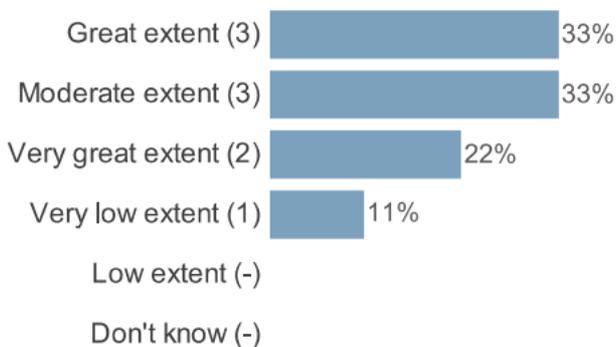
We also received a letter responding to the consultation from Biggleswade Town Council, this can be found in full in the Appendix to this report.

Community Governance Review Stage 1 consultation report

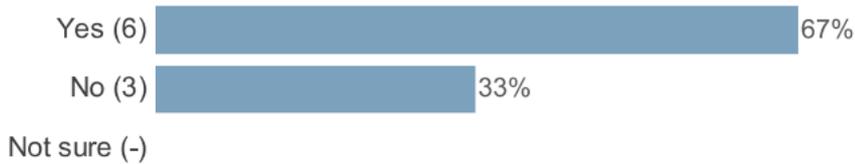
Are you responding as: (please select one)



To what extent do you think that this parish reflects the local community with a shared identity?



Do you think that the parish boundary is suitable for the community?



If no/not sure please explain how it might be changed to best represent the interests of the community in that area (eg: creation of new Parish/merging two or more parishes/grouping parishes under a new common parish council with any of their surrounding areas/other changes to parish boundary)

“Merging, especially to support people living alone with no family”

“As Biggleswade continues to expand the town appears divided, and with further expansion on the horizon the town will link up with surrounding villages.”

“You should leave the boundary as it is why spoil the individual areas”

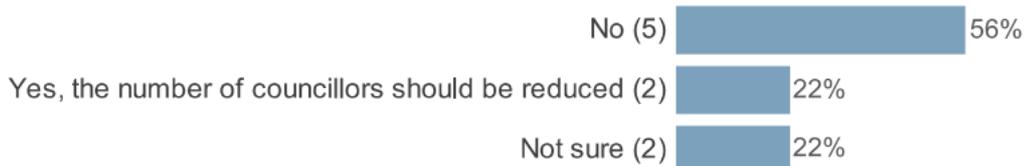
Do you think the name of the parish reflects the community and its identity?



If no, please propose a new name and provide a reason for the change:

“Community Church”

Should the number of councillors in this local parish council be changed?

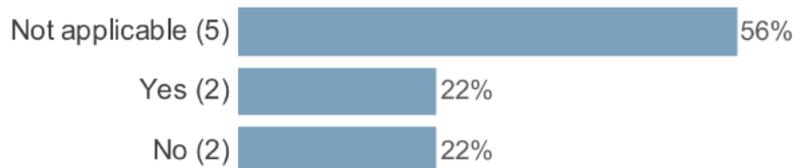


Yes, the number of councillors should be increased (-)

If yes, please indicate a number and the reasons for change:

“To many cooks spoil broth. You all fight against each other and nothing gets resolved”

If applicable, should this local parish be divided into parish wards?



If yes, please provide details of the proposal including; the proposed ward boundary, how this change would make the election of councillors more practical, ward names and how many councillors should represent each ward:

"3"

If the local parish is currently warded: (Should the wards be changed/added to?)



If the local parish is currently warded: (Should the ward boundaries be removed?)



If the local parish is currently warded: (Should the number of councillors representing each ward be changed?)



Do you have any further comments?

"I am happy as things are."

Consultation closes: Wednesday 3 December 2025

Consultation opened: Wednesday 22 October 2025

Shillington Lower School

The school currently admits 30 children into reception each year. Pupil forecasts show fewer children living in the local area in future years.

We propose to reduce the number of reception places from 30 to 15 from September 2027.

Rationale for the change

The pupil forecasts for 2027 onwards show a decrease in children living in the school's catchment area, with 9 in 2027, 15 in 2028 and then 13 in 2029. A decrease to the school's published admissions number therefore supports the school to manage this in line with the pupil forecasts for the area it serves.

The headteacher and governing body are in support of this proposal for us to consult on this change to reduce the school's published admissions number.

If in future years, the pupil forecasts show an increase of children in the area, we and the school can review the published admissions number and increase it if necessary. An increase to the PAN does not require consultation.

Edward Peake CofE VC School, Biggleswade

Since September 2024, the school has been a secondary school, having previously been a middle school, and will welcome its first year 7 intake in September 2026, of up to 180 children. As the school is currently operating with a catchment area based on its former middle school status, we propose changes to the admissions criteria to reflect this new status as a secondary school.

A review of the school's admissions criteria has taken place with the headteacher to look at how the school can better serve local pupils and their families now the school is operating as a secondary school.

It was proposed that the catchment area of the school would change and that places would prioritise applications based on whether children had siblings or attended feeder schools or had faith reasons for attending the school.

Table 1: Comparison of the proposed new admission criterion for 2027 to 2028 against that of the previous academic year of 2026 to 2027, for Edward Peake CofE VC School

Academic year 26/27 criterion	Proposed criterion for 27/28
All looked after children and all previously looked after children, including those children who appear to the Council to have been in state care outside of England and ceased to be in state care as a result of being adopted.	All looked after children and all previously looked after children, including those children who appear to the Council to have been in state care outside of England and ceased to be in state care as a result of being adopted.
Children of staff	Children of staff
Children living in the catchment area with a sibling at the school	Children with a sibling at the school.
Children living in the catchment area	Children attending feeder primary schools in the local area: Biggleswade Academy, Caldecote CofE Academy, Dunton CofE Junior School, Lawnside Academy, Northill CofE Academy, Potton Primary School, St. Andrew's CofE VC Primary School and Sutton CofE VA Primary School.
Children living outside the catchment area with a sibling at the school	Children, one or more of whose parents/carers have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made.
Children, one or more of whose parents/carers have at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made.	Any other children
Children attending Dunton Junior School, Northill CE Academy, Sutton C of E VA Primary School	Not applicable
Any other children	Not applicable

Rationale for the change

The rationale for proposing this criteria is to ensure that after the priorities of looked after/previously looked after children and then children of staff, the school can ensure that younger siblings of children already at the school are given priority for a place which ensures that siblings can benefit from the same educational opportunities and aids family logistics of having their children in the same school.

Prioritising local feeder primary schools after the sibling criterion also ensures that children in Biggleswade can gain priority to one of their preferred local secondary schools and ensures continuity of education for those children particularly when the town has recently transitioned to a 2-tier system.

The prioritisation of the faith criterion ahead of ‘any other children’ then enables those children who do not have a sibling or are attending a local feeder school to gain a place at the school on faith grounds ahead of any other children, which recognises that Edward Peake CofE VC School has religious affiliation to the Church of England, which provides a faith-based education for parents who may be stating a preference for the school on these grounds.

St. Andrew’s CofE VC Primary School, Biggleswade

The school also changed as part of the reorganisation from the three-tier system to the two-tier system in 2024, becoming a primary school from a lower school. It has two sites with a total of 120 reception places. We propose changes to the admissions criteria and removal of the catchment area to align with other local primary schools.

Discussions were had with the school about their admissions criteria for the two schools to ensure that this aligns with the other two primary schools in the town and provides fairness and equity for families.

One of the primary schools in the town will not operate a catchment area from 2026 and will prioritise applicants on distance after the sibling criterion. The other primary school has a catchment area which serves the whole town of Biggleswade therefore enabling children from across the town to be considered for a place.

Table 2: Comparison of the proposed new admission criterion for 2027 to 2028 against that of the previous academic year of 2026 to 2027, for St. Andrew’s CofE VC Primary School

Academic year 26/27 criterion	Proposed criterion for 27/28
All looked after children and all previously looked after children, including those children who appear to the Council to have been in state care outside of England and ceased to be in state care as a result of being adopted	All looked after children and all previously looked after children, including those children who appear to the Council to have been in state care outside of England and ceased to be in state care as a result of being adopted
Children of staff	Children of staff
Children living in the catchment area with a sibling at the school	Children who have a sibling at the school
Children living outside the catchment area with a sibling at the school	Children who are living in the ecclesiastical parish of St Andrew’s Biggleswade and whose parent/carer has attended a Church of England or other Christian church within the same parish at least once a month for the period of one year prior to the application being made
Children living in the catchment area	Any other children
Children, one or more of whose parents/carers have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made	Not applicable
Any other children	Not applicable

Rationale for the change

The removal of the catchment area for both sites at St. Andrews was discussed to better align the school's admissions oversubscription criteria with the other schools in the town and provide a clear, fair and equitable criteria for families. The proposed criteria prioritises siblings after looked after/previously looked after children and children of staff. This enables younger siblings to access the same education provision as their older sibling(s) and helps with family logistics of having children of the same age range in the same school.

After the prioritisation of siblings, priority will be given to children whose parents are living in the ecclesiastical parish of St Andrew's Biggleswade and attending a Church of England or other Christian church within the same parish. The definition of attendance for this criterion is defined as one or more parents who attend church once a month for the period of 1 year prior to the application being made. This criterion is being proposed as the school provides a Church of England faith-based education which some parents choose on this basis.

After the faith criterion, the final criterion would be any other children and applicants in this criterion would be ordered in accordance with their straight-line distance from their home address to the designated measuring point to the school.

Corresponding Appendices:

Appendix A: Council Admission Arrangements for the academic year 2027-2028.

Appendix B: Council Admission Arrangements Report for the academic year 2027-2028.

Appendix C: Secondary and Upper Co-ordinated Scheme 2027-28 (Available via SharePoint or CBC website).

Appendix D: Secondary and Upper Co-ordinated Scheme 2027-28 (Available via SharePoint or CBC website).

Appendix E: CofE Religious Confirmation Form 2027-28 (Available via SharePoint or CBC website).

Admission Arrangements

**Academic Year
2027 - 2028**

Introduction

This document sets out the admission arrangements for Central Bedfordshire Council’s community and voluntary controlled schools for the academic year beginning in September 2027. The Council is the admissions authority for community and voluntary controlled schools.

Pupils are admitted to the schools without reference to ability or aptitude, up to the published admission number for each school. If the number of places for the point of entry year group at a school is not sufficient to meet the number of applications from parents, the admissions oversubscription criteria will be applied which determines how places are allocated.

If there are fewer applications than places available at a school all applicants will be admitted.

The oversubscription criteria operate separately and sequentially until all places are filled.

The following oversubscription criteria applies to the majority of Community and Voluntary Controlled (VC) schools in Central Bedfordshire; this is known as the standard admissions criteria:

Central Bedfordshire Council: Standard admissions oversubscription criteria.	
1.	All looked after children and all previously looked after children, including those children who appear to the Council to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2.	Children of staff.
3.	Children living in the catchment area with a sibling at the school.
4.	Children living in the catchment area.
5.	Children living outside the catchment area with a sibling at the school.
6.	Any other children.

The above standard admissions criteria apply to the following schools, which are listed below with their published admission number (PAN) and designated measuring point:

School	Point of entry	PAN	Designated measuring point
Lower Schools (Year R – 4)			
Chalton Lower School	Year R	15	School gate
Flitwick Lower School	Year R	60	Main office
Haynes Lower School	Year R	24	School front door
Husborne Crawley Lower School	Year R	12	Main entrance
Kingsmoor Lower School	Year R	30	School gate

Maulden Lower School	Year R	30	Main pedestrian gate
Ridgmont Lower School	Year R	15	Headteacher's office
Roecroft Lower School	Year R	90	Main entrance door
Russell Lower School	Year R	90	School gate
Shefford Lower School	Year R	90	War memorial in town centre.
Shillington Lower School	Year R	15	Headteacher's office
Silsoe CofE VC Lower School	Year R	60	Front door
Southill Lower School	Year R	15	Main entrance
Stondon Lower School	Year R	30	Main gate
Templefield Lower School	Year R	60	Main door
Woburn Lower School	Year R	12	Main entrance
Primary Schools (Year R – 6)			
Caddington Village School	Year R	60	School medical room
Houghton Conquest Primary School	Year R	30	Headteacher's office
Houghton Regis Primary School	Year R	45	Centre of school field
Marston Moreteyne VC Primary School	Year R	120 (60 per site)	Main entrance at Church Walk site
Slip End Village School	Year R	24	Main gate
St. Swithun's Church of England VC Primary School	Year R	30	Main door
Swallowfield Primary School	Year R	60	Front door
Thomas Johnson Primary School	Year R	30	School gate
Thornhill Primary School	Year R	90	School main gate
Tithe Farm Primary School	Year R	60	Main gate
Middle Schools (Year 5 – 8)			
Leighton Middle School	Year 5	150	Centre of memorial garden

Variations to the standard admissions criteria:

Some Central Bedfordshire community and voluntary controlled schools do not follow the standard admissions criteria to allow for more local circumstances, for instance where the area does not operate catchment areas or voluntary controlled schools who choose to give pupils priority based on their parents' faith.

Therefore, the following schools listed below have variations or additions to the standard admissions criteria.

Biggleswade area schools:

Wrestlingworth CofE VC Infant School	Point of entry: Year R	PAN: 26
Designated measuring point: Headteacher's office		
1.	All looked after children and all previously looked after children, including those children who appear to the Council to have been in state care outside of England and ceased to be in state care as a result of being adopted.	
2.	Children of staff	
3.	Children living in the catchment area with a sibling at either Wrestlingworth Infant School or Dunton Junior School.	
4.	Children living in the catchment area	
5.	Children living outside the catchment area with a sibling at either Wrestlingworth Infant School or Dunton Junior School.	
6.	Children, one or more of whose parents/carers have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made*.	
7.	Any other children	

Dunton CofE Junior School	Point of entry: Year 3	PAN: 30
Designated measuring point: Headteacher's office		
1.	All looked after children and all previously looked after children, including those children who appear to the Council to have been in state care outside of England and ceased to be in state care as a result of being adopted.	
2.	Children of staff	
3.	Children who are currently attending Wrestlingworth Infant School.	
4.	Children living in the catchment area with a sibling at either Wrestlingworth Infant School or Dunton Junior School.	
5.	Children living in the catchment area	

6.	Children living outside the catchment area with a sibling at either Wrestlingworth Infant School or Dunton Junior School.
7.	Children, one or more of whose parents/carers have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made*.
8.	Any other children.

St. Andrew's CofE VC Primary School	Point of entry: Year R	PAN: 120 (East site = 60 and West site = 60)
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Designated measuring point: West site: Front entrance door. East site: Front entrance door

1.	All looked after children and all previously looked after children, including those children who appear to the Council to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2.	Children of staff.
3.	Children with a sibling at the school.
4.	Children who are living in the ecclesiastical parish of St Andrew's Biggleswade and whose parent/carer has attended a Church of England or other Christian church within the same parish at least once a month for the period of one year prior to the application being made.
5.	Any other children.

Edward Peake CofE VC School	Point of entry: Year 7	PAN: 180
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Designated measuring point: Headteacher's office

1.	All looked after children and all previously looked after children, including those children who appear to the Council to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2.	Children of staff.
3.	Children with a sibling at the school.

4.	Children attending feeder primary schools in the local area: Biggleswade Academy, Caldecote CofE Academy, Dunton CofE Junior School, Lawnside Academy, Northill CofE Academy, Potton Primary School, St. Andrew's CofE VC Primary School and Sutton CofE VA Primary School.
5.	Children, one or more of whose parent/carer(s) have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made.
6.	Any other children.

Leighton Buzzard Community Lower Schools:

School	Point of entry	PAN	Designated measuring point
Beaudesert Lower School	Year R	56	Main pedestrian entrance
Clipstone Brook Lower School	Year R	60	School notice board at top of school drive
Greenleas Lower School: Derwent Road Kestrel Way	Year R	Each site: 60 60	Front door
Heathwood Lower School	Year R	30	Front door
Leedon Lower School	Year R	60	Middle of school quadrant
Linslade Lower School	Year R	30	Pupils main gate
Southcott Lower School	Year R	60	Main door
Stanbridge Lower School	Year R	24	Front gate
The Mary Bassett Lower School	Year R	60	Front door

Admissions oversubscription criteria for the above schools:

1.	All looked after children and all previously looked after children, including those children who appear to the Council to have been in state care outside of England and ceased to be in state care as a result of being adopted.
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2.	Children of Staff
3.	Children with a sibling at the school
4.	Children for whom the school is their nearest lower/primary school*
5.	Any other children

*See definitions for nearest school.

Fairfield Park Lower School	Point of entry: Year R	PAN: 90
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Designated measuring point: Equidistant point between Dickens Boulevard and Ruskin Drive sites.

Applications for Fairfield Park Lower will be ranked according to the standard admissions criteria mentioned above. Where a place can be offered, the following process will determine at which school site, either Dickens Boulevard or the Ruskin Drive site, the child will attend. Successful applicants will be notified at the time of offer which school site their child will attend.

1.	<p>All 'looked after' children and all 'previously looked after children', including those children who appear to the Council to have been in state care outside of England and ceased to be in state care as a result of being adopted.</p> <p><i>Looked after children in catchment will be prioritised by which priority area they are in, with those out of catchment being prioritised by straight line distance from their home address to the nearest school site to them.</i></p>
2.	<p>Children of staff</p> <p><i>Where possible pupils will be allocated a place at the site at which their parent is based.</i></p>
3.	<p>Children living in the catchment area with siblings at the school</p> <p><i>Before applications in this criterion are allocated children will be prioritised for either the Dickens Boulevard or the Ruskin Drive site according to which site their sibling attends and will be ranked by their straight-line distance from the designated measuring point.</i></p> <p><i>If children are unable to obtain a place at the site at which their sibling attends they will be then ranked by their straight-line distance to the other Fairfield Park site. Places will be allocated in accordance with this distance after allocations have been made to those with siblings at that site taking precedence before those with siblings at the other school site.</i></p>
4.	<p>Children living in the catchment area</p> <p><i>Before applications in this criterion are allocated children will be prioritised for either the Dickens Boulevard or the Ruskin Drive site according to which priority area they reside in first and be ranked by their straight-line distance from the designated measuring point.</i></p> <p><i>If children are unable to obtain a place at the site within their priority area they will be then ranked by their straight-line distance to the other Fairfield Park site which is not in their priority</i></p>

	<i>area. Places will be allocated in accordance with this distance after allocations have been made to those in their priority area taking precedence before those from the other priority area.</i>
5.	<p>Children living outside the catchment area with siblings at the school</p> <p><i>Siblings will be prioritised for either the Dickens Boulevard or the Ruskin Drive site depending on which site their sibling attends and will be ranked by their straight-line distance from the designated measuring point. There will be no guarantee that a sibling can attend the same school site.</i></p>
6.	<p>Any other children</p> <p><i>Where possible pupils will be allocated a place at the site nearest to them, measured from their home address in a straight line, although if this is not possible a place will be allocated at the other site.</i></p>

Admission definitions

The definitions listed below apply to the schools listed in this document which are Community and Voluntary controlled schools. The Council is the admissions authority for these schools.

Looked After Children, Previously Looked After Children and those who appear to have been in state care outside of England and ceased to be as a result of being adopted.

A looked after child is a child who is a) in the care of a local authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions (as defined by section 22 (1) of the Children Act 1989) at the time of an application being made to a school.

A previously looked after child is a child who was looked after, i.e., in care of a local authority but ceased to be so because they were adopted or became subject to a child arrangements order or a special guardianship order. A Child Arrangements Order is defined in Section 8 of the Children Act 1989, as amended by Section 14 of the Children and Families Act 2014. Child Arrangements Orders replace Residence Orders and any Residence Order in force prior to 22 April 2014 is deemed to be a Child Arrangements Order.

A Special Guardianship Order is defined in Section 14A of the Children Act 1989 as an order appointing one or more individuals to be a child's special guardian(s).

A child is regarded as having been in state care in a place outside of England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society. A parent/carer will need to provide sufficient evidence of the child's previously looked after status; e.g. Adoption order or an Adoption certificate, Child Arrangements or Residence order or Special Guardianship order.

Children of staff

Permanent full or part-time staff who have either been employed at the school for two or more years at the time of application or recruited to fill a vacant post where there is a demonstrable skill shortage. The relationship to the child is defined as either biological or by adoption or with legal parental responsibility and living with the child in the same house Monday – Friday.

Catchment area

A catchment area is a geographical area from which children are given priority for admission to a particular school. Please see www.centralbedfordshire.gov.uk/admissions for more information on school catchment areas. Not all Community and Voluntary controlled schools operate catchment areas.

Nearest school

Some schools give priority to children where the school is the nearest school to the child's home address. This is identified by measuring the distance the pupil lives from the school, which is measured in a straight line, using the Local Authority's measuring system, from the address point of the pupil's home to a point on the school site agreed with the governing body of the school, which is known as the designated measuring point. The definition of 'nearest school' includes all schools except those which allocate places on the basis of faith (membership or practice) before allocating on the basis of distance/location.

Sibling

A sibling refers to a brother or sister, half brother or sister, stepbrother or sister, adopted brother or sister or fostered brother or sister where foster care has been arranged by a Local Authority or the child of the parent/carer's partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission. In the scenario where one twin or a child from multiple birth has an EHCP, the other twin or children from multiple birth will be considered as a sibling once the school named on the EHCP has been finalised.

Faith

A faith criterion is used for those voluntary controlled schools who wish to prioritise children where one or more of whose parents/carers have at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year immediately prior to an application being made. "Service" means an act of public worship.

In the event that during the one-year period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of this policy in relation to attendance will only apply to the period when the church or alternative premises has been available for public worship.

For the avoidance of doubt, "Church of England" here includes any church which is a member of the Anglican Communion. A Christian Church is defined as one which is a member of Churches Together in England or the Evangelical Alliance. Applications in this category will need to ask their priest or minister to complete the relevant section of the local authority common application form.

Ecclesiastical Parish (St. Andrew's CofE VC Primary School only)

This definition is only relevant to applicants who wish their application to be considered for priority under Criterion 4 of the oversubscription criteria for this school (faith applicants). Children living in the ecclesiastical parish of St. Andrew's Biggleswade and attending a Church of England or other Christian church within the same parish are given priority for a place under this criterion.

A map of the ecclesiastical parish of St Andrew's Biggleswade can be found at the end of this document. A more detailed map of the ecclesiastical parish can also be viewed via:

<https://www.churchofengland.org/resources/achurchnearyoucom>

Any other children

Pupils who do not meet any of the higher oversubscription criteria will be prioritised by distance with those living closer to the school receiving the higher priority. The Local Authority uses a computerised measuring system to measure the straight-line distance from the address point of the pupil's home to the designated measuring point for the school, as agreed with the school's governing body.

Pupils with an Education, Health and Care Plan (EHCP)

In accordance with the Education Act 1996 and Children and Families Act 2014, children with an Education, Health and Care Plan (EHCP) are required to be admitted to the academy/school named in the EHCP and will be allocated a place ahead of those without an EHCP in the allocation process. Thereafter the admissions criteria for each academy/school will apply to those children without an EHCP. After allocations have been made, if an application is made late or is received as part of the in-year process, pupils who have an EHC Plan are required to be admitted to the school which is named on the EHC Plan, even if the school is oversubscribed.

Admission rules and procedures

How places are allocated

The admissions criteria will be applied separately and sequentially until all places are allocated. If a place cannot be allocated to all applicants for the school, then the tiebreaker of straight-line distance will be used in each criterion where required to determine the allocation of places.

The distance the pupil lives from the school is measured in a straight line, using the Local Authority's measuring system, with those living closer to the school receiving higher priority. The Local Authority will measure the distance from the address point of the pupil's home to a point on the school site agreed with the governing body of the school, which is known as the designated measuring point. In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tiebreaker will be random selection, using the Synergy Admissions database to allocate the place.

Places are allocated using the equal preference system which Local Authorities across England operate. This means that applicants are considered for the school preference equally without extra weighting being given to the preference order. Where a pupil can be offered a place at more than one school, the rankings of first, second or third preference are used to determine the single offer by selecting the one ranked highest on the application that can be offered. Therefore, each pupil will receive only one offer of a school place. If none of the preferences can be met, a place will be allocated at the nearest school with a place available.

Home address

The home address for the pupil is the address the pupil is resident at. Where there is shared responsibility between two parents living at separate addresses and the child spends time at both, the address will be determined as the address the child is living at for the majority of the school week (Monday to Friday). Court orders or child arrangement orders will also be considered if relevant.

Unsuccessful applications

Waiting List

All unsuccessful applicants will be added to the waiting list which will operate until the end of the academic year that the place is required for. Waiting lists are ranked in accordance with the published admissions oversubscription criteria for the school and not the date the application was made. The list will be ranked each time a child is added to the waiting list.

Appeals

If a place cannot be offered at a Central Bedfordshire Community or VC school the applicant(s) have the right of appeal. All appeals are heard by an independent panel. Information regarding the appeal process will be sent to all unsuccessful applicants when notified of the outcome of their application.

Fair Access Protocol

All Local Authorities must have a Fair Access Protocol which operates outside of the arrangements of coordinated admissions (i.e. those children being admitted to the point of entry at an academy/school) to ensure unplaced children, especially the most vulnerable, are offered a suitable school place. Pupils identified for admission through the Fair Access Protocol will be admitted even if the school is oversubscribed.

Pre-statutory school age children

Nursery Admissions

The admission arrangements for Nursery Schools and Nursery classes within schools are the responsibility of the Governing Body. Children who gain a place in the nursery/nursery class or early years unit attached to the school or on the school site are not guaranteed admission to the main school for Year R onwards. An application must be made for a statutory school place.

Admissions into the Reception year

All admission authorities must provide for the admission of all children in the September following their fourth birthday. This means that where the school has offered a child a place, the following entitlements apply to the child:

- a) The child can take up a full-time place in the September.
- b) The child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point they reach compulsory school age and not beyond the beginning of the final term of the school year in which the offer was made (see below for more information on deferred entry).
- c) The child can attend part time until later in the school year but not beyond the point at which they reach compulsory school age.

Children are not required to attend school until they reach compulsory school age. Children born from 1 April to 31 August known as summer born children do not need to start school until the September after their fifth birthday, a year after they could first have started school. Please see below for further information on this regarding the admission of summer born children.

Deferred Entry

Places offered in the Starting School admissions round are for children to start in the Reception class (Year R) prior to their child's fifth birthday. Parents/carers can choose to defer their child's entry to school or take up the place part time until they are of compulsory school age, providing this place is taken up within the same academic year.

Birthday between	Term in which child is statutory school age and therefore needs to be attending school full time:	Place can be deferred until:
1 September 2021 – 31 December 2021	Spring term (January) Reception Year	Spring term
1 January 2022 – 31 March 2022	Summer term (April) Reception Year	Summer term
1 April 2022 – 31 August 2022	Autumn term (September) Year 1	Summer term

To defer your child's place please put this in writing to the Headteacher once a place has been offered.

Admission of children outside of their chronological year group including summer born children.

In line with 2.18 of the School Admissions Code, parents may seek a place for their child outside of their chronological year group. For example, if their child is gifted and talented or has experienced problems such as ill health.

In addition to this, parents of a summer born child may choose not to send their child to school until the September following their fifth birthday and may request they are admitted out of their chronological year group, to Reception rather than Year 1.

Therefore parents/carers may request for their summer born child to be admitted out of their normal age group at this point, i.e., to Reception rather than Year 1.

If a child is admitted to infant/lower/primary school out of their normal age group, the parent may make further requests, for example, when they transfer from primary to secondary school.

Parents seeking a place for their child outside of their chronological year group will need to put their request in writing to the School Admissions Team via:

admissions@centralbedfordshire.gov.uk

All requests for Community and Voluntary Controlled schools will be discussed with the Headteacher for the preferred schools and the Council will make a decision based on the circumstances of each case and in the best interests of the child concerned. The parents' views and relevant information about the child (academic, social and emotional development) and where relevant medical history including any views of medical professionals. If the child was born prematurely, this will also be taken into account if the child would have naturally been part of a lower age group. The views of the Headteacher of the school concerned will also be sought as an educational professional. Parent/carers will be informed of the decision in writing and the reason for the decision.

In-year admissions

Admissions to schools in-year

In-year admissions are applications to enter a year group that has already started at the school. The Council is responsible for coordinating in-year admissions for Community and Voluntary-Controlled schools and will coordinate in-year admissions for CBC academies, foundation and voluntary aided schools where they wish the Council to do so. Parents can make their application online via the Council's admissions application system via:

www.centralbedfordshire.gov.uk/admissions .

The list of academies/own admission authority schools who process their own in-year admissions is available via: www.centralbedfordshire.gov.uk/admissions . Parents will therefore need to make their application for these academies/schools directly.

Fairfield Park Lower School catchment priority area for each school site

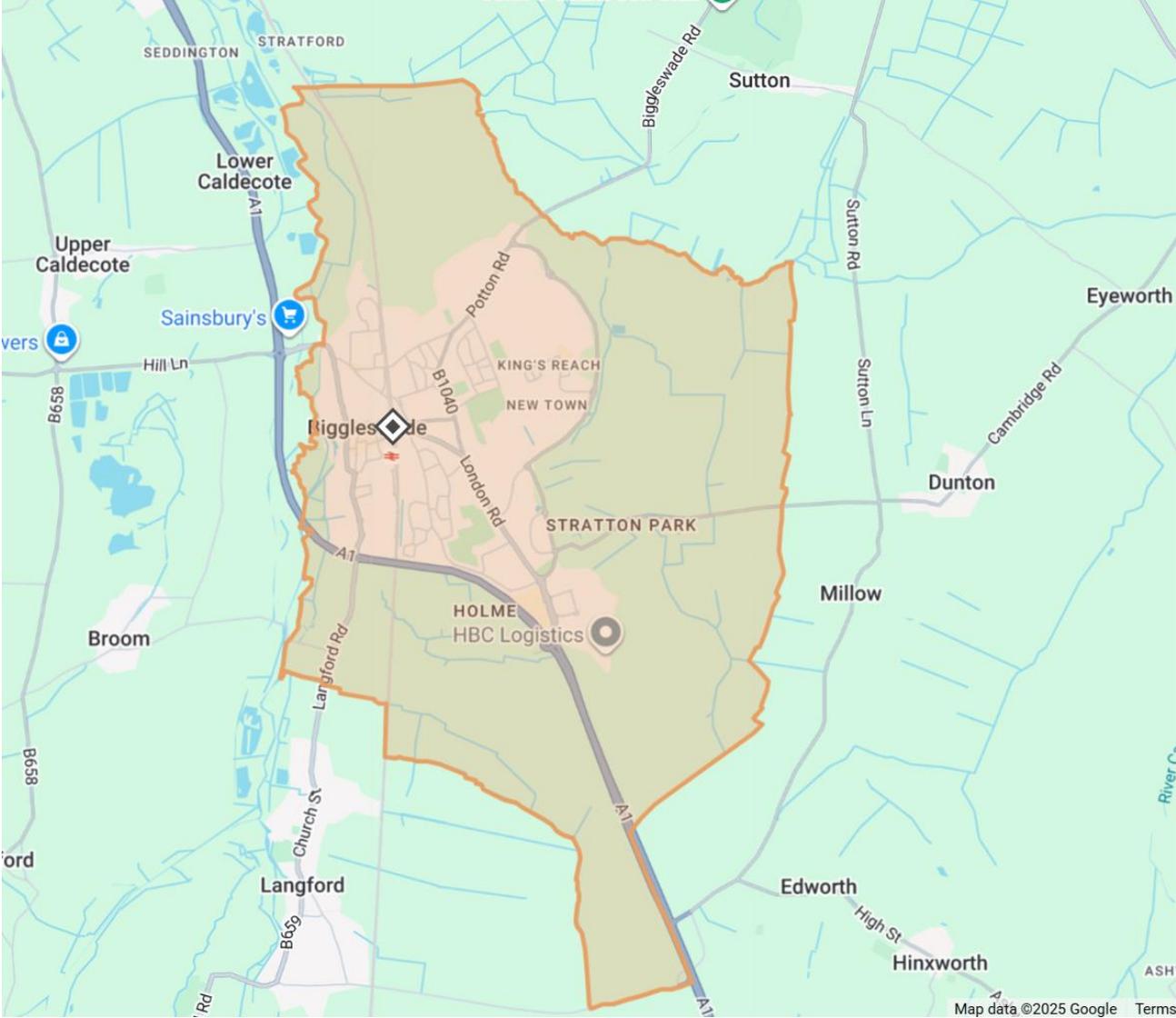
Address	Priority for Fairfield Park Lower site
Alfred Row	Ruskin Drive
Anderson Walk - properties 2,4,6	Ruskin Drive
Anderson Walk - properties 1,3,5,7	Dickens Boulevard

Beatrice Place	Ruskin Drive
Bronte Avenue - properties 1-21, 23,25,27	Ruskin Drive
Bronte Avenue - properties 22,24,26,28-155	Dickens Boulevard
Brunel Walk	Dickens Boulevard
Burton Close	Dickens Boulevard
Cavell Walk - properties 1,3,5,7,9	Ruskin Drive
Cavell Walk - properties 2,4,6,8,10	Dickens Boulevard
Charlotte Avenue	Dickens Boulevard
Connely Lane	Ruskin Drive
Copperfield Close	Dickens Boulevard
Dickens Boulevard - properties 1-23	Ruskin Drive
Dickens Boulevard - properties 24-74 inc Beeton Court	Dickens Boulevard
Disraeli Place	Ruskin Drive
Doyle Place	Dickens Boulevard
Earnshaw Drive	Dickens Boulevard
Edison Way	Dickens Boulevard
Emily Place	Dickens Boulevard
Fairfield Mews	Ruskin Drive
Faraday Gardens	Dickens Boulevard
Fleming Drive - properties 1-15, 17, 19,21	Ruskin Drive
Fleming Drive - properties 16,18,20,22-47	Dickens Boulevard
Franklin Place	Dickens Boulevard
Gaskell Place	Dickens Boulevard
Gladstone Drive	Ruskin Drive

Hardy Way	Dickens Boulevard
Heathcliff Avenue	Dickens Boulevard
Helena Crescent	Ruskin Drive
Hitchin Road - properties 153-167, inc East Lodge	Ruskin Drive
Hitchin Road - Ickniel House	Dickens Boulevard
Kingsley Avenue	Ruskin Drive
Kipling Crescent	Dickens Boulevard
Leopold Corner	Ruskin Drive
Livingstone Way	Dickens Boulevard
Louise Rise	Ruskin Drive
Middlemarch	Ruskin Drive
Nickleby Way	Dickens Boulevard
Nightingale Way - properties 1-6,8,10,12,14	Ruskin Drive
Nightingale Way - properties 7,9,11,15,17,19	Dickens Boulevard
Palmerston Way	Ruskin Drive
Paxton Drive	Dickens Boulevard
Russell Walk	Ruskin Drive
Salisbury Close	Ruskin Drive
Shaftesbury Drive	Ruskin Drive
Stephenson Walk	Dickens Boulevard
Lower Wilbury Farm	Dickens Boulevard

St. Andrew's CofE VC Primary School

Map of Ecclesiastical parish of St. Andrew's, Biggleswade:



Central Bedfordshire in contact

Find us online: www.centralbedfordshire.gov.uk

Call: 0300 300 8037

Email: admissions@centralbedfordshire.gov.uk

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

Central Bedfordshire Council

07 October 2025

Executive

Council Admission Arrangements for the academic year 2027-2028.

Report of:

Cllr Steve Owen, Executive Member for Children's Services,
steve.owen@centralbedfordshire.gov.uk

Responsible Director:

Amana Gordon, Director for Children and Families,
amana.gordan@centralbedfordshire.gov.uk

This report relates to a decision that is: *Key*

This report relates to a decision that is urgent/exempt from call-in: No

Purpose of this report

Central Bedfordshire Council is the admission authority for Community and Voluntary Controlled (VC) schools. This report proposes changes to one community and two VC schools' arrangements which are required to be consulted on as per the regulations of the School Admissions Code. The report also details the Council's coordinated schemes for admissions for the point of entry for all academies and schools in Central Bedfordshire who are required to participate in this as per the regulations.

RECOMMENDATION(S)

The Executive is asked to:

1. Approve the consultation in line with the School Admission Code on the proposed admission arrangements for:
 - a) Shillington Lower School, Shillington (Community school)
 - b) Edward Peake CofE VC School, Biggleswade (Voluntary controlled school)
 - c) St. Andrew's CofE VC Primary School, Biggleswade (Voluntary controlled school)

2. Note the coordinated schemes for admission for the point of entry for academies and schools in Central Bedfordshire. There is a Primary coordinated scheme to cover Infant, Lower, Primary, Junior and Middle schools and a Secondary coordinated scheme to cover Secondary and Upper Schools.

3. Note the religious affiliation forms for Church of England and Catholic schools which use these in supplement to the common application form.
- 4.

Overview and Scrutiny Comments/Recommendations

1. The report will be considered by Children's Services Overview and Scrutiny Committee, as consultees to the process, on 11th November 2025.

Executive Summary

2. The Council has a statutory duty to ensure that admissions are coordinated for all admission authorities in the local authority's area for children being admitted into the normal year of entry, and that only one offer of a school place is made.
3. The Co-ordinated Admissions Scheme for the academic year 2027/28 fulfils this requirement, setting out the timeframes for processing admission applications.
4. The Council is the admission authority for Community and Voluntary Controlled schools; it must also undertake consultation on its own admission arrangements where changes are proposed. The admission policy for these schools sets out the published admissions number and criteria in which applications will be considered if the school is oversubscribed.
5. This is part of a standard process for the Council and part of its routine procedures to ensure compliance with the School Admissions Code and the School Admissions Regulations.

Main body of the report

6. Admission arrangements are the procedures and processes that determine how children will be admitted to a school and include the oversubscription criteria which will be applied if more applications are received than there are places available.
7. School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements (England) Regulations 2012 require admission authorities (i.e. the Council in relation to Community and Voluntary Controlled schools in its area, the governing bodies of Foundation and Voluntary Aided schools and the relevant Academy Trust in relation to academies) to consult where changes are proposed on their admission arrangements, including any supplementary information form that will apply for admission applications for the following academic year.
8. The confirmation of religious affiliation form is a supplementary form to the Council's common application form for point of entry admissions and is attached at Appendix D for Church of England schools and Appendix E for Catholic schools in Central Bedfordshire. The schools listed on these forms priorities applicants on faith grounds and cover both Voluntary Controlled and Voluntary Aided schools.
9. For school entry in 2027, consultation must take place where changes are proposed for a minimum of 6 weeks and must take place between 1st October 2025 and 31st January 2026. The Admission Arrangements must then be determined by 28th

February 2026. The Council will conduct its consultation from 22nd October 2025 to 3rd December 2025 for a minimum of 6 weeks to gather the views of all consultees to ensure that it meets the duration of the statutory consultation requirements.

10. Admissions Authorities are required to consult with the following parties:
 - a) Parents of children between the ages of 2 and 18 who are resident in the relevant area.
 - b) Other persons in the relevant area who in the opinion of the admissions authority have an interest in the proposed admission arrangements.
 - c) All other admission authorities within the relevant area.
 - d) The Governing Bodies of Community and Voluntary Controlled schools.
 - e) Adjoining neighbouring local authorities.
 - f) In the case of schools designated as having a religious character, the body or person representing the religion or religious denomination in question must also be consulted. This applies to Voluntary Controlled schools.
11. Once admission authorities have determined their admission arrangements, they must notify the appropriate bodies and must publish a copy of the determined arrangements on the school's website or their own website (in the case of a local authority) by 15th March in the determination year and continue displaying them for the whole offer year, which is the school year in which offers for places are made.
12. Admission authorities must also send a copy of their full, determined arrangements to the local authority as soon as possible before 15 March in the determination year. Admission authorities for schools designated with a religious character must also send a copy of their arrangements to the body or person representing their religion or religious denomination.
13. Following determination of arrangements, any objections to those arrangements must be made to the Schools Adjudicator. Objections to admission arrangements must be referred to the Schools Adjudicator by 15th May in the determination year. Admission authorities that are not the local authority must provide all the information that the local authority needs to compile the composite prospectus no later than 8 August, unless agreed otherwise.
14. Listed below are the details of the changes that are proposed. Discussions have been held with the schools prior to bringing forward these proposals and the Headteacher and Governing Body of the schools have conveyed their agreement with these.

Shillington Lower School (Change in PAN from 30 to 15)

15. Shillington Lower School is a one-form entry school in the village of Shillington, in Central Bedfordshire. As a one-form entry school the school has a published admissions number of 30 for the Reception intake year and has one class per year group from Years R – 4.
16. The School Admissions Team and School Organisation Team have reviewed admissions into the school and the pupil forecasts for future years and have discussed these with the Headteacher and Governing Body. This is so the school can effectively plan and organise classes within the scope of the school's financial budget.

17. The pupil forecasts for 2027 onwards show a decrease in children living in the school's catchment area, with nine in 2027, fifteen in 2028 and then thirteen in 2029. A decrease to the school's published admissions number therefore supports the school to manage this in line with the pupil forecasts for the area it serves.
18. It is therefore proposed to lower the published admissions number of the school from 30 to 15 for admissions into the school's point of entry (Year R) for the 2027-28 academic year and beyond.
19. The Headteacher and Governing Body are in support of this proposal for the Council to consult on this change to reduce the school's published admissions number.
20. If in future years, the pupil forecasts show an increase of children in the area, the Council and School can review the published admissions number and increase it if necessary. An increase to the PAN does not require consultation.

Edward Peake CofE VC School (Change in oversubscription arrangements and removal of catchment)

21. Edward Peake CofE VC School is a six-form entry school in the town of Biggleswade and has an admission number of 180 for the point of entry into the school (Year 7). The school started its transition from a Middle school to a Secondary school in September 2024 as part of the reorganisation of education in the Biggleswade area from a 3-tier system to a 2-tier system. The school will have its first Secondary intake to Year 7 in September 2026.
22. A review of the school's admissions criteria has taken place with the Headteacher to look at how the school can better serve local pupils and their families now the school is operating as a secondary school.
23. The school is still operating a catchment area based on their former Middle school status and this therefore does not reflect their new status of being a Secondary school. Discussions were therefore had with the school reviewing the admissions criteria which involved removing the catchment area of the school and prioritising applications based on whether children had siblings or attended feeder schools or had faith reasons for attending the school.
24. The rationale for proposing this criteria is to ensure that after the top two priorities of looked after/previously looked after children and then children of staff, the school can ensure that younger siblings of children already at the school are given priority for a place which ensures that siblings can benefit from the same educational opportunities and aids family logistics of having their children in the same school.
25. Prioritising local feeder primary schools after the sibling criterion also ensures that children in Biggleswade can gain priority to one of their preferred local secondary schools and ensures continuity of education for those children particularly when the town has recently transitioned to a 2-tier system.
26. The prioritisation of the Faith criterion ahead of 'Any Other Children' then enables those children who do not have a sibling or are attending a local feeder school to gain a place at the school on Faith grounds ahead of any other children, which recognises that Edward Peake CofE VC School has religious affiliation to the Church of England which provides a faith based education for parents who may be stating a preference for the school on these grounds.

27. It is therefore proposed to consult on Edward Peake CofE VC School to operate the following admissions oversubscription criteria for the academic year 2027-2028:

Edward Peake CofE VC School: PAN 180

1. All looked after children and all previously looked after children, including those children who appear to the Council to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children of staff
3. Children who have a sibling at the school.
4. Children attending feeder primary schools in the local area: Biggleswade Academy, Caldecote CofE Academy, Dunton CofE Junior School, Lawnside Academy, Northill CofE Academy, Potton Primary School, St. Andrew's CofE VC Primary School and Sutton CofE VA Primary School.
5. Children, whose parent/carer(s) have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made.
6. Any other children.

28. The Headteacher, Governing Body and Diocese are supportive of the Council proposing the above admissions oversubscription criteria.

St. Andrew's CofE VC Primary School (Change in oversubscription arrangements and removal of catchment)

29. St. Andrew's CofE VC Primary School is a two-site four-form entry school in the town of Biggleswade with each site providing two-forms of entry. The school therefore has an admissions number of 120 with each site providing 60 places for the Year R point of entry and two classes per year group from Years R – 6.
30. The school was also part of the reorganisation of education in the Biggleswade area and transitioned from being a lower school to a primary school in 2024. The two sites of St. Andrew's along with two other primary academies serve the town of Biggleswade, with outlying villages being served by their local village primary school, in the main.
31. Discussions were had with the school about their admissions criteria for the two schools to ensure that this aligns with the other two primary schools in the town and provides fairness and equity for families. One of the primary schools in the town will not operate a catchment area from 2026 and will prioritise applicants on distance after the sibling criterion. The other primary school has a catchment area which serves the whole town of Biggleswade therefore enabling children from across the town to be considered for a place.
32. The removal of the catchment area for both sites at St. Andrews was discussed to better align the school's admissions oversubscription criteria with the other schools in the town and provide a clear, fair and equitable criteria for families. The proposed criteria that prioritise siblings after looked after/previously looked after children and children of staff. This enables younger siblings to access the same education provision

as their older sibling(s) and helps with family logistics of having children of the same age range in the same school.

33. After the prioritisation of siblings, priority will be given to children whose parents are living in the ecclesiastical parish of St Andrew's Biggleswade and attending a Church of England or other Christian church within the same parish. The definition of attendance for this criterion is defined as a parent/carer who has attended a Church of England or other Christian church within the same parish once a month for the period of one year prior to the application being made. This criterion is being proposed as the school provides a Church of England faith-based education which some parents choose on this basis.
34. After the faith criterion, the final criterion would be any other children and applicants in this criterion would be ordered in accordance with their straight-line distance from their home address to the designated measuring point to the school.
35. Below is the proposed admissions oversubscription criteria for the academic year 2027-2028:

St. Andrew's CofE VC Primary School. PAN: 120 (60 East site, 60 West site)

1. All looked after children and all previously looked after children, including those children who appear to the Council to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children of staff.
3. Children who have a sibling at the school.
4. Children who are living in the ecclesiastical parish of St Andrew's Biggleswade and whose parent/carer has attended a Church of England or other Christian church within the same parish at least once a month for the period of one year prior to the application being made.
5. Any other children.

36. The Headteacher, Governing Body and the Diocese are supportive of the proposed admissions criteria for the academic year 2027-28.

Options for consideration

37. The options for the Executive Committee to consider are outlined above in relation to three of the Council's schools, one of which is a Community school and the other two being Voluntary Controlled schools.
38. These options have been produced in collaboration with the Headteacher and Governing bodies of the school's concerned and in relation to the two voluntary controlled schools, the Diocese has also been involved in ensuring that the proposals are aligned with the philosophy of their Education Board.

Reason/s for decision

39. The Council is required to consult on changes to its admission arrangements where changes are proposed and is required to consult within the statutory timescales set out in the School Admissions Code.
40. A decision is required from the Executive to approve the commencement of the Council's consultation on the proposed reduction of the published admissions number at Shillington Lower School and to agree with the proposed changes to the admission arrangements of St. Andrew's CofE VC Primary School and Edward Peake CofE VC Secondary School and agreed to the commencement of the consultation of these.

Council priorities

41. The Council's Co-ordinated Admissions Scheme and admission arrangements for Community and VC schools supports the Council's priority to improve educational attainment and supports the core aim of the Council's Strategic Plan to create opportunities for all children and young people to reach their full potential.

Legal Implications

42. The Council is legally required to consult on proposed changes to its admission arrangements for the 2027-28 academic year for community and voluntary controlled (VC) schools as the Council is the admission authority for these schools.
43. The Council is also responsible for coordinating admissions to schools, which is a requirement in The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012; and applies to applications made by Central Bedfordshire parents for all maintained schools and academies at the normal age of entry (except special schools and nurseries).
44. As the admission authority for Community and VC schools in its area, the Council is required by Section 88C (1) of the School Standards and Framework Act 1998 to determine, on an annual basis (before the beginning of each school year), the admission arrangements which are to apply to such schools for the next school year. Accordingly, for September 2027 admissions, the Council is required to determine the admission arrangements for Community and VC schools by 28th February 2026.
45. Before determining admission arrangements, the Council is required by Section 88C(2) of the 1998 Act to carry out such consultation if changes are proposed as prescribed in regulations, in this case, Chapter 3, Part 2 of the School Admissions Regulations, and the School Admissions Code of which prescribes, amongst other matters, the persons who must be consulted, the manner of consultation and the time for consultation and determination of admission arrangements. Consultation on these arrangements must take place for a minimum of a six-week period between 1st October and 31st January.
46. The Council is required to have a coordinated scheme for admissions in the relevant area and must formulate, in relation to each academic year, a qualifying scheme in relation to each primary and secondary school in their area under Chapter 6, Part 3 of the School Admission Regulations.
47. A failure to consult on proposed changes and determine the admission arrangements for Community and Voluntary Controlled schools in the area would amount to a breach by the Council of these duties and the Council will not meet its statutory duty to have admission arrangements which meet the requirements of the School Admissions Code

2021. The possible implications of which include an objection being made to the Office of the Schools Adjudicator as outlined in Chapter 6 of the School Admissions Regulations.

48. Accordingly, it is essential that the Council determines the admission arrangements for Community and VC schools in its area in accordance with the School Admissions Code and the regulations which underpin this.

Financial and Risk Implications

49. There are no financial implications.

Equalities and Fairness Implications

50. School Admission Arrangements, the Co-ordinated Scheme and relevant area it applies to for admission are governed by statute, statutory regulation and a Code of Practice (the School Admissions Code) and are required to meet all legislative requirements of equality legislation such as the Equality Act 2010 and the Human Rights Act 1998.
51. Central Bedfordshire Council is subject to the Public Sector Equality Duty and therefore must have due regard to the need to eliminate discrimination, harassment and victimisation, advance equality of opportunity, and foster good relations in relation to persons who share a relevant protected characteristic (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation) and persons who do not share it.
52. The School Admissions Code sets out the duty of local authorities and admission authorities to produce admission arrangements which are fair, clear and objective and can be easily understood by parents. Admission arrangements must comply with regulations and legislation including the Equality Act 2010 and the Human Rights Act 1998.
53. As part of the determination process, the Council will ensure the proposed admission arrangements do not have a disproportionate or negative impact on vulnerable groups. An Equalities Impact Assessment will be completed.

Biodiversity and Sustainability Implications

54. The broader definition of sustainability as defined by the UN Sustainable Development Goals (SDG's), which underpins the council's approach to sustainability, includes the provision of quality education. The admissions policy and related arrangements ensure that every child can access education with a suitable school place.
55. The local authority must ensure that the practices and the criteria used to decide the allocation of school places are fair, clear and objective.
56. Parents should be able to look at a set of arrangements and understand easily how places for that school will be allocated.

Other Corporate Implications

57. The proposals support the Council's 2050 Vision. The vision of living in thriving communities and how this beneficial growth is achieved by carefully planning where and how we grow enabling the right infrastructure to enable residents to access education.

Conclusion and next steps

58. The Executive is asked to approve the proposed admission arrangements for the academic year 2027/2028 and for these to be consulted. The consultation must take place for a minimum of 6 weeks. It is therefore proposed that the consultation commences on 22nd October 2025 and concludes on 3rd December 2025.

59. The Council is required to formulate a coordinated scheme for the points of entry for admission in the determination year. The proposed coordinated admissions scheme has been drawn up with regard to the national closing and offer dates for the academic year of 2027/28, taking into account the necessary timescales to process and allocate places working with schools and academies in Central Bedfordshire to meet required deadlines.

60. A report will then come back to the Executive on 3rd February for members to consider recommendations to approve.

Appendices

Appendix A: CBC Community and VC Admission Arrangements 2027-28.

Appendix B: Infant, Lower, Primary, Junior and Middle Co-ordinated Scheme 2027-28.

Appendix C: Secondary and Upper Co-ordinated Scheme 2027-28.

Appendix D: CofE Religious Confirmation form 2027-28

Appendix E: Catholic Religious Confirmation form 2027-28

Report author(s):

Lydia Braisher, Admissions Manager, Lydia.Braisher2@centralbedfordshire.gov.uk

Item 9f: CBC Consultation: Proposed changes to Ivel Valley School

Last month (October), Central Bedfordshire Council paused the consultation on options to expand Ivel Valley School after discovering that some information shared externally differed from the official consultation materials and may have caused confusion.

We've now reopened the consultation. To help clarify any misunderstandings, we've published [updated FAQs](#).

The six consultation options and information remain the same, and we've extended the original deadline to Thursday 22 January 2026, so everyone has the same amount of time to respond.

If your residents have already submitted feedback, it will still be valid — there's no need to resubmit their views.

You can read more about each option and take part in the consultation at: <https://www.centralbedfordshire.gov.uk/ivel-valley>

We will be hosting some engagement events (online webinars and library displays) throughout the consultation process. The [dates and times are available on our website](#), and will be promoted via our email alerts and social media.

What happens next?

All feedback will be reviewed by our Children's Services Overview and Scrutiny Committee and then our Executive Committee before deciding which option to progress.

A second statutory consultation will follow, with more detail on the proposed option, before a final decision expected in summer 2026.

Any option that is chosen will be subject to planning regulations and a separate planning consultation will take place on the design and include aspects such as traffic arrangements. It will be at this stage that a decision will be made on when any building works would begin.

Corresponding Appendices:

Appendix A: Summary of Options for Proposed Changes to Ivel Valley School.

Appendix B: Biggleswade Chronicle Ivel Valley School Article (For information only).

Appendix A: Summary of options for proposed changes to Ivel Valley School

Options	Improved quality of support or places	Level of on-site disruption	Price of build	Speed of pupils in new classrooms
1a) Provide more than 20 brand new classrooms in a single new school building on the existing site. Plus, remodelling 12 current classrooms into 6 larger classrooms and provide additional parking on unused land at Stratton School.	Yes – significant upgrade, but more limited site flexibility.	Medium – new block is on the existing site, but disruption is reduced through phased works and fencing.	Lowest cost	Winter 2028/29
1b) Provide more than 20 brand new classrooms across two new teaching blocks: one on the existing site and one on unused land at Stratton School. Additional parking to be provided with each block. Plus, remodelling 12 current classrooms into 6 larger classrooms (preferred option).	Yes – significant upgrade with future flexibility and potential for Primary/Secondary split.	Medium – layout has a block on the adjacent site as well as the current site, reducing the level of disruption.	Lower cost	Winter 2028/29
2) Build more than 20 new classrooms across two sites: the existing site at Hitchmead Road and a site at London Road, Biggleswade. Plus, remodelling 12 classrooms into 6 larger classrooms.	Yes – but split-site which is operationally more challenging to run.	Medium – layout has a block on the separate site as well as the current site, reducing the level of disruption.	Lower cost	Quickest – Summer 2028
3) Build an entirely new school at London Road, Biggleswade.	Yes – purpose-built, but operational challenges.	Low – off-site build avoids disruption entirely.	High cost	Summer 2029
4) Build an entirely new school on the site on the Land East of Biggleswade.	Yes – modern facilities, but isolated location and no existing infrastructure.	Low – new site avoids disruption, but unknown constraints.	Highest cost	Not determined yet, but reasonable to assume Winter 2028/29
5) Do nothing.	No – no change to current pressures or quality.	None – no construction.	Zero building costs, but maintenance costs.	Not applicable

Consultation process on £46m Ivel Valley School renovation project in Biggleswade restarts

By Euan Duncan, Local Democracy Reporter – Biggleswade Today| Biggleswade Chronicle

Published 4th Nov 2025, 09:43 GMT

Updated 5th Nov 2025, 09:16 GMT



A consultation on the future of Ivel Valley School, Biggleswade is to resume this week

A public consultation on the planned £46m upgrade to Ivel Valley School in Biggleswade has resume this week, after a local authority halted the process on legal advice.

[Central Bedfordshire Council](#) (CBC) has been exploring options for delivering extra special educational needs and disabilities (SEND) places through “a heavily modernised and more manageable school”, its executive was told in April.

The project includes building 3,200sqm of new teaching blocks, sports pitches and facilities, a hydrotherapy pool, quiet rooms and the site revamp at the school’s Hitchmead Road site.

A CBC spokesman said: “The council temporarily paused the engagement process after it became clear that some information being shared online by external parties differed from the council consultation materials.

“There was concern this could lead to confusion and misinterpretation of the proposals. When the consultation reopens, the options being considered will remain the same.

“The original deadline will be extended, so that everyone has the same amount of time to respond. Any feedback submitted already will still be valid, so there’s no need for anyone to resubmit their views.

“Some of the more technical details, such as facilities, are defined by Department for Education (DfE) standards for designing schools for children with SEND, while traffic management will be considered when a planning application is submitted.

“The pause has no bearing on the financial aspects of the project, and the council remains committed to investing in and expanding SEND provision.”

Independent Leighton Linlade South councillor Steve Owen said: “Since 2023/24, we’ve delivered 118 new SEND places.

“A new 12-place social, emotional and mental health (SEMH) provision at Shefford Lower School welcomed its first pupils after the half-term break, while a new SEMH primary school will open in Dunstable in December, until the permanent site at the former Pulloxhill Lower school site is open.

“In common with these projects, the proposed expansion of Ivel Valley is designed to meet future demand for SEND places,” explained the executive member for children’s services councillor Owen. “I encourage everyone with an interest to take part in the consultation when it resumes.”

The Central Bedfordshire Community Network [Biggleswade West](#) councillor Hayley Whitaker posted on social media last month: “CBC opened a consultation on the site of the new Ivel Valley School with a huge fanfare in September.

“It finally felt like positive progress after months of needless delays. But the council temporarily withdrew the consultation with no warning.

“Ivel Valley wrote to parents to let them know that the consultation remained paused citing ‘inaccurate information’ about the options had been placed on social media.”

A source, who wished to remain anonymous, told the local democracy reporting service: “Ivel Valley School published a set of slides, which included claims that the school wasn’t consulted properly, despite being involved in shaping the plans ahead of this process.

“It’s possible the school has ruined its own project, especially given the persistent rumours that the council can’t afford grand projects.”

Ivel Valley School has been asked to comment.

Some new questions and answers have now been [published on the council's website to help clarify any misunderstandings](#), although the six consultation options remain the same.

The deadline has been extended to Thursday, January 22, 2026, so everyone has the same amount of time to respond. If you've already submitted feedback it will remain valid so there's no need to resubmit your views.

The council will be hosting online webinars and library displays throughout the consultation process. The [dates and times](#) are available on its website.



PUBLIC NOTICE

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

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

On 24 October 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 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 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. Paper copies of the Order and map may be bought at a charge of £4.00.

The Order comes into force on 31 October 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 31 October 2025 make an application to the High Court.

Dated 31 October 2025

Priory House, Monks Walk
Chicksands, Shefford
SG17 5QT

Gary Powell
Service Director, Highways

Corresponding Appendices:

Appendix A: Sealed confirmation order for Biggleswade Bridleway Nos. 87 and 88 and Langford Bridleway No. 20 (PDF)

Appendix B: Plan for Biggleswade Bridleway Nos. 87 and 88 and Langford Bridleway No. 20

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

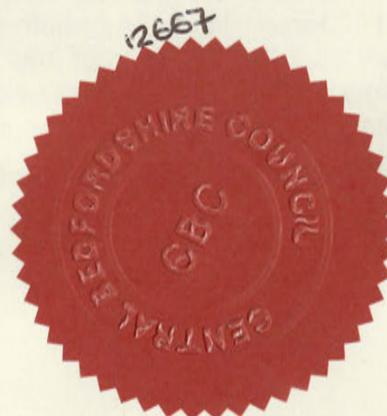
This Order is made by Central Bedfordshire Council ("the authority") under Section 26 of the Highways Act 1980 ("the 1980 Act") because it appears to the authority that, having regard to the matters set out in Section 26(1), there is a need for public bridleways over the land to which this Order relates,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

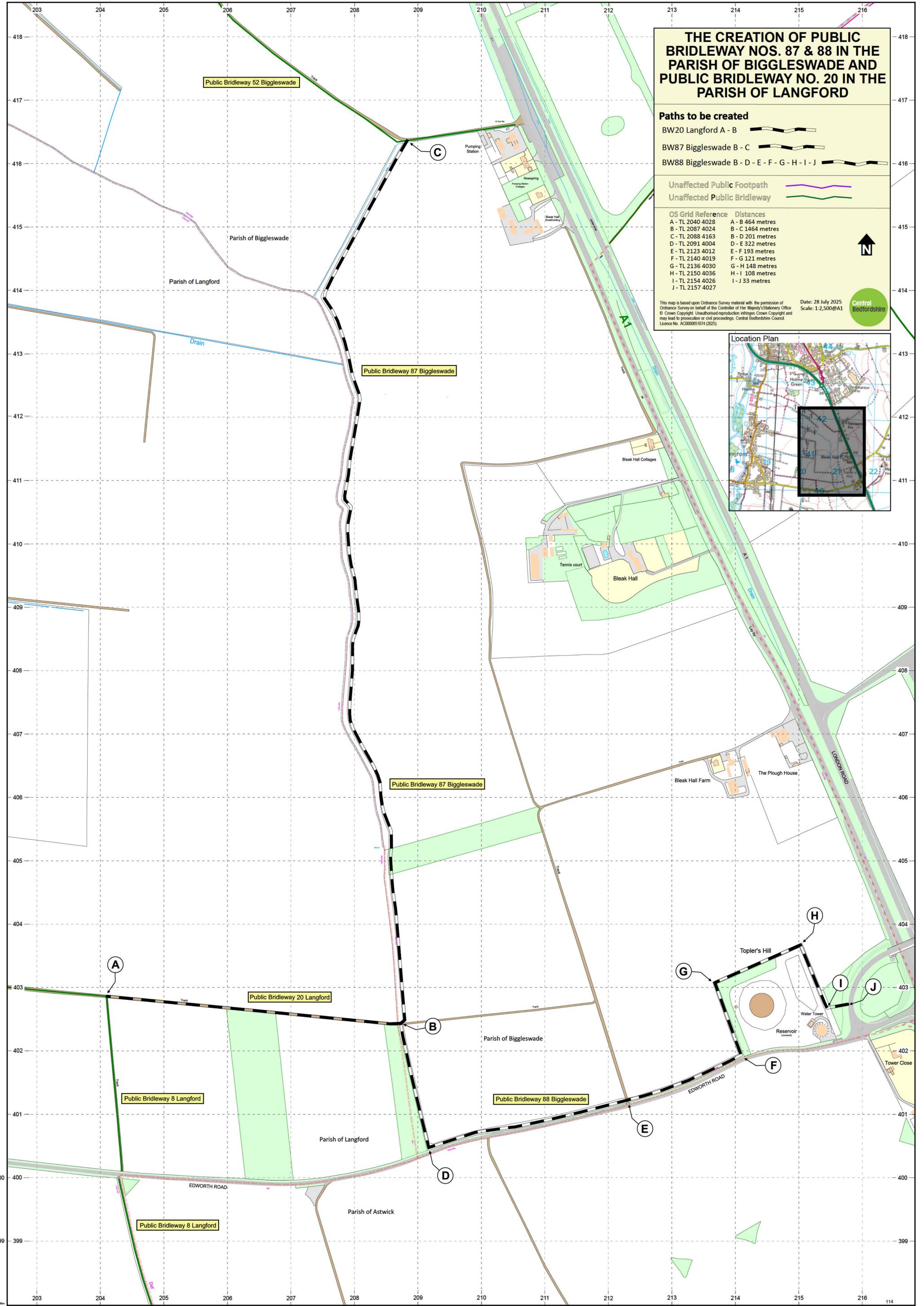
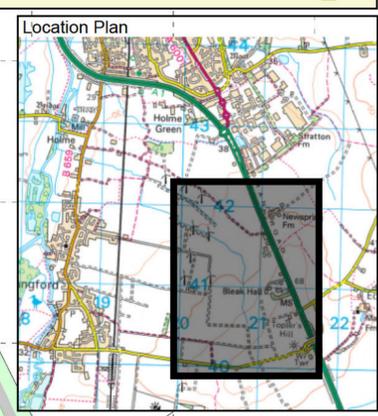
Unaffected Public Footpath

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





PUBLIC NOTICE

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

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

On 31 October 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 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 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. Paper copies of the Order and map may be bought at a charge of £4.00.

The new route in the Order comes into force on 30 November 2025 and the existing route will be stopped up on the date on which Central Bedfordshire Council certify that the public footpath described in Article 2 of the Order has been set out to their satisfaction 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 7 November 2025 make an application to the High Court.

Dated 7 November 2025

Priory House, Monks Walk
Chicksands, Shefford
SG17 5QT

Gary Powell
Service Director, Highways

Corresponding Appendices:

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
25th day of July 2025
in the presence of:



Signed

[Handwritten signature]
.....

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.

In witness whereof
THE COMMON SEAL OF
CENTRAL BEDFORDSHIRE COUNCIL

Confirmed as an Unopposed)
Order this 31st day of)
October 2025)

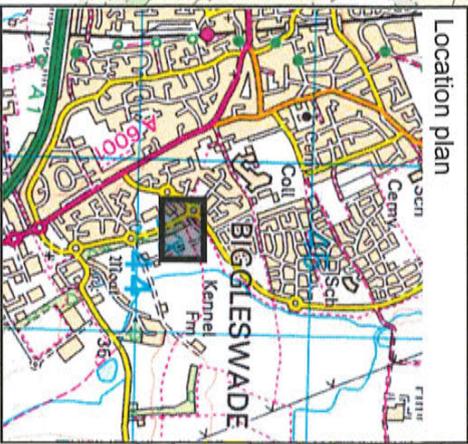


12916

Signed

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

Authorised Signatory



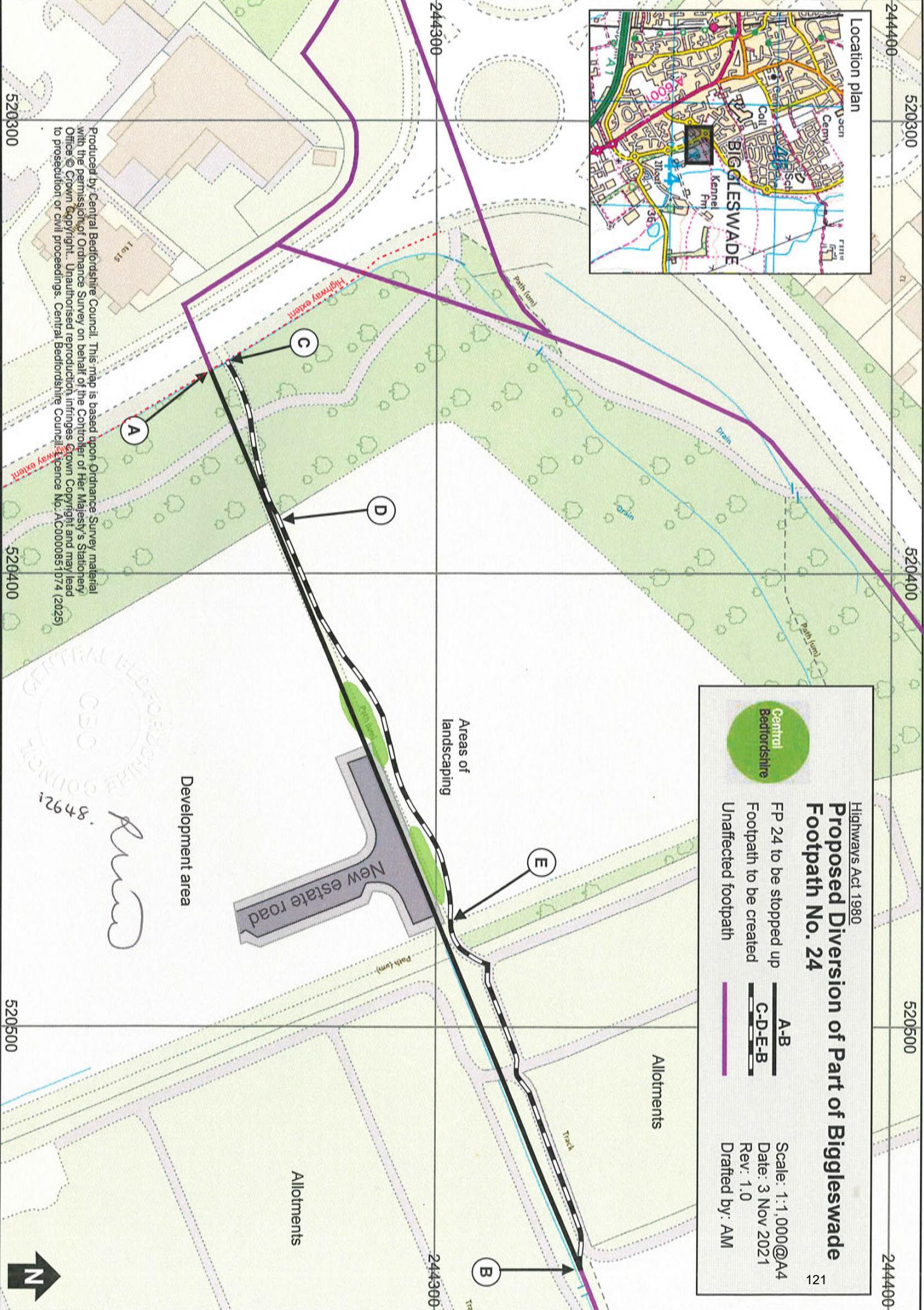
Location plan

244400 520300 520400 520500 244300 244400 244500


Highways Act 1980
Proposed Diversion of Part of Biggleswade Footpath No. 24
 FP 24 to be stopped up
 Footpath to be created
 Unaffected footpath



Scale: 1:1,000@A4
 Date: 3 Nov 2021
 Rev: 1.0
 Drafted by: AM



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87921

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.	Decided - Regulation 3 - Granted	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 Decision Made:24 / 10 / 2025
09/09/2025	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	The Town Council STRONGLY OBJECTS to this application on the grounds that the proposed extension is overbearing to neighbouring properties and restricts their access to natural light. Additionally, the scale of the extension exceeds that of existing extensions in the surrounding area.	Awaiting Outcome	Target Date for Decision:04 / 09 / 2025 Earliest Decision Date (Consultation Period Expires):17 / 09 / 2025

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

BIGGLESWADE TOWN COUNCIL
Town Council Meeting 11th November 2025
Item 12a: Financial Management Report

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 September 2025 reports is:

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

The projected outturn after six months suggests a deficit of £10,251 at the end of the financial year 2025-26.

The projected deficit at year-end will be offset by the Council's general reserves if it is not covered by underspend within the existing agreed budget. The Council's investment strategy continues to yield positive returns, contributing to a stronger financial outlook. Additionally, the repurposing of the Bennett Room at the Orchard Centre has enhanced its usability, which is expected to positively impact overall income generation. These factors combined will influence the final financial position at year-end, potentially improving the budgetary outcome.

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

Recommendation:

Members consider and approve the September 2025 Financial Management report.

Ernest Bour
Head of Finance and Deputy RFO

Appendices:

Appendix A: Financial Management report for September 2025.

Biggleswade Town Council		Management Accounts Finance Report 30/09/2025						APPENDIX A
		Actual	Actual	Budget	Variance	Projected	Committed	COMMENTARY
		FY24/25	FY 25/26	FY 25/26	FY 25/26	FY 25/26	Expenditure	
ALLOTMENTS	Income	10740	9867	12400	(2533)	10500		A number of allotment plots have been relinquished, Officers are awaiting confirmation from new tenants.
	Expenditure	2387	3780	7200	3152	7200	268	
Movement to/(from) Gen Reserve		8353	6087	5200	(5685)	3300		
BURIAL GROUNDS	Income	80045	22064	75018	(52954)	53614		The projected income has been reduced because the actual income has reduced considerably compared to the same time last year. The actual expenditure is high in period six 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	7365	9900	(2535)	9426	0	
Movement to/(from) Gen Reserve		71612	14699	65118	(50419)	44188		
CAR PARKS	Income	40698	28171	50500	(22329)	43848		The total projected income for the car park has been revised downward due to software issues affecting the new car parking machines during the first quarter. Council officers are actively working with Flowbird to implement a permanent resolution to these technical problems. Flowbird has acknowledged the disruption and agreed to compensate the Council for the associated loss of income. This compensation will help mitigate the impact on the overall budget and support a more stable financial position moving forward. The actual expenditure was high in period six 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	57590	87701	23101	85772	7010	
Movement to/(from) Gen Reserve		(38,239)	(29419)	(37201)	(45430)	(41924)		
MARKET	Income	20985	10767	23500	(12733)	21500		Projected income has been reduced because sales from Tuesday still remains low and Officers have increased efforts to increase awareness of the charter market.
	Expenditure	4545	1955	4850	2895	4796	0	
Movement to/(from) Gen Reserve		16440	8812	18650	(15628)	16704		
TOWN CENTRE GENERAL	Income	79879	4568	3500	1068	3542		Excess actual expenditure over budget relates to UKSPF grant expenses. CCTV cabling contract increased by 100% by the supplier.
	Expenditure	83436	99272	65050	(58149)	78615	23927	
Movement to/(from) Gen Reserve		(3557)	(94704)	(61550)	59217	(75073)		
CAPITAL EXPENDITURE	Income	84416	0	0	0	0		
	Expenditure	212282	22469	94000	65681	75000	5850	
Movement to/(from) Gen Reserve		(127866)	(22469)	(94000)	(65681)	(75000)		
PUBLIC CONVENIENCES	Expenditure	17697	7109	16380	8949	16522	322	
CORPORATE MANAGEMENT	Income	1662390	1857699	1862460	(4761)	1874460		The Council has received the total precept for this financial year.
	Expenditure	3700	(2660)	4000	(6660)	4000	0	
Movement to/(from) Gen Reserve		1658690	1853250	1842080	(7050)	1853938		
DEMOCRATIC REP'N & MGM'T	Expenditure	9010	5808	12900	7092	12900	0	
CIVIC ACTIVITIES & EXPENSES	Income	1713	1209	0	448	1209		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.
	Expenditure	3622	1752	3250	1455	5459	43	
Movement to/(from) Gen Reserve		(1,909)	(6351)	(16150)	(8099)	(17150)		
ORCHARD COMMUNITY CENTRE	Income	55055	29365	62000	(32635)	58391		The introduction of badminton and table tennis is projected to result in meeting or slightly exceeding the budgeted income. This positive financial outcome reflects the anticipated popularity and participation in these activities, contributing to overall revenue targets.
	Expenditure	23903	12949	40580	27135	39735	496	
Movement to/(from) Gen Reserve		31152	16416	21420	(59770)	18656		
RECREATION GROUNDS	Income	13190	8069	21500	(13431)	14001		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	40599	83730	40077	80372	3054	
Movement to/(from) Gen Reserve		(61,514)	(32530)	(62230)	(53508)	(66371)		
CENTRAL SERVICES (includes Magistrates Court and Grants)	Income	810	1027	340	442	1027		
	Expenditure	1300576	726245	1474669	735103	1464006	13321	
Movement to/(from) Gen Reserve		(1,299,766)	(725218)	(1474329)	(734661)	(1462979)		
PUBLIC REALM (includes Depot and Repairs & Maintenance)	Income	7350	13754	18600	(4846)	18600		The actual expenditure was high in period six 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	166214	225608	55533	227140	3861	
Movement to/(from) Gen Reserve		(180,914)	(152460)	(207008)	(60379)	(208540)		
GRAND TOTALS								
Income		2057271	1986560	2129818	(144264)	2100692		
Expenditure		2011497	1150446	2129818	979372	2110943	58153	
Movement to/(from) Gen Reserve		45774	836114	0		(10251)		126

BIGGLESWADE TOWN COUNCIL
Town Council Meeting 11th November 2025
Item 13a: 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 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 September 2025 were shared with Councilor. Barrett on 14th October 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).

BIGGLESWADE TOWN COUNCIL
Town Council Meeting 11th November 2025
Item 13b: Standing Orders

Implications of Recommendations:

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

Finance: Not applicable.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Introduction

A paper will be brought to Council on 9th December as part of the yearly review of Standing Orders. A copy of the current version and new NALC 2025 template has been placed on SharePoint for Members reflection.

Recommendations

Members to note that a paper will come to Council on 9th December.

Peter Tarrant
Town Clerk & Chief Executive

Cllr Duncan Strachan
Chairman,
Finance & General Purposes Committee



Mrs Jennie Selley MRTPI
Head of Planning Delivery & Building Control

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

please ask for Louise Bruce
direct line 0300 300 8635
e-mail building.control@centralbedfordshire.gov.uk
web-site www.centralbedfordshire.gov.uk
your ref
our ref CB/SN/25/0006
date 14 October 2025

Dear Mr Tarrant,

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

We recently consulted you in relation to a new street name in Biggleswade and you kindly provided the name Spitfire Way. I'm writing to advise that upon further review it was decided to address the units into the existing Gold Road, and we will not be using Spitfire Way for this development. Please feel free to propose this for a future street name.

Yours sincerely

Mrs Jennie Selley MRTPI
Head of Planning Delivery & Building Control

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

Your ref: 109248-0001/ CXB/COMP
Our ref: AM/BIG CL19/374+375
Date: 29 October 2025

Dear Mr Tarrant,

**Commons Registration Act 1965 – Transfer of Rights
Registered Unit number CL19 - Biggleswade Common**

I can now confirm that the formal notices of applications for the transfer of rights of common at Biggleswade Common (Rights Section Entry No 92) as listed below, have now been accepted.

APPLICATION No.	TRANSFeree	COMMON RIGHT, AS IDENTIFIED IN BOOKS OF BIGGLESWADE FEN REEVES	TRANSFERRED TO
No. 374	Mr John William Infield [REDACTED]	One common of pasture for one horse, two cows and one breeder or other substituted rights over the whole of the land in this register unit.	Elizabeth Mary Saunders as the Owner of that part of the registered Right of Common identified in the Books of the Biggleswade Fen Reeves as Common Rights Numbered 8
No. 375	Mr John William Infield [REDACTED]	One Common of pasture for one horse, two cows and one breeder or other substituted rights over the whole of the land in this register unit.	Richard John Infield as the Owner of that part of the registered Right of Common identified in the Books of the Biggleswade Fen Reeves as Common Rights Numbered 7

I enclose a copy of the revised entries in the Common Land Register, for your information.

Yours sincerely



Adam Maciejewski
Senior Definitive Map Officer and Commons Registration Officer

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Please reply to:

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