



Ref: Agenda/Council – 14/04/2026

09th April 2026

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 **14th April 2026** 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

Karim Hosseini
Interim Town Clerk

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_IHRIRC58Q9WN6k093W8chA

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

5. INVITED SPEAKER

- a. None.

6. MEMBERS' QUESTIONS

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. For Members to receive and consider the minutes of the Town Council Meeting held on **Tuesday 10th March 2026** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. For Members to note the minutes of the Finance and General Purposes Committee Meeting held on **Tuesday 17th March 2026** 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 10th March 2026**.

9. ITEMS FOR CONSIDERATION

a. **Asda Car Parking**

For Members to receive and consider a report from the Community Development Manager.

b. **Tempsford Update**

For Members to receive and consider information related to a consultation about the proposed Tempsford development.

c. **Twinning Programme**

At the Town Centre Management Committee meeting held on 24th February, Members agreed the recommendations contained within the Officer's report, including that the Town Council nominate Members to sit on a Twinning Working Group.

For Members to formally nominate Members of the Town Council to sit on the Twinning Working Group.

d. **Updated Local Plan Timetable**

For Members to receive and consider an update from the CBC website on the local plan.

e. **Premises Licence Application - Ertan Salih**

For Members to receive and consider a new premises licence application.

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/26/00313/AD - Unit J, A1 Retail Park, London Road, Biggleswade, SG18 8NE**

Advertisement: Installation of 3 internally illuminated fascia signs.

The Planning Officer has approved an extension, allowing the Town Council until 15th April to submit its formal response to the planning application.

b. **CB/26/00500/REG3 - St Andrews Lower School Nursery Unit, Brunts Lane, Biggleswade, SG18 0LY**

Siting of new classroom building.

The Planning Officer has approved an extension, allowing the Town Council until 15th April to submit its formal response to the planning application.

c. **CB/26/00257/FULL - Anglian Sewage Works, Furzenhall Road, Biggleswade, SG18 0AD**

Installation of two motor control centre (MCC) kiosks.

The Planning Officer has approved an extension, allowing the Town Council until 15th April to submit its formal response to the planning application.

d. **CB/TCA/26/00119 4 Chapel Fields, Biggleswade, SG18 0ND**

Works to trees within a Conservation Area: Remove Sycamore tree in sections to ground level.

The Planning Officer has approved an extension, allowing the Town Council until 16th April to submit its formal response to the planning application.

e. **CB/26/00314/FULL - Stratton Upper School, Eagle Farm Road, Biggleswade, SG18 8JB**

Relocation of nine air source heat pump units.

f. **CB/26/00827/FULL - 1 Warren Close, Biggleswade, SG18 0DQ**

Demolition of existing lean-to and erection of a single storey side extension with roof lights.

g. **CB/26/00292/FULL - 4 Kittiwake Close, Biggleswade, SG18 8HH**

Single storey side extension with roof lights and a pitched roof. Single storey porch with a monopitch roof.

h. **CB/26/00904/FULL - 1D Winston Crescent, Biggleswade, SG18 0ET**

Store conversion, removal of garage door and insertion of new front window.

i. **Planning appeal - Unit B, Normandy Lane, Biggleswade, SG18 8QB**
CB/25/00738/FULL

For Members to note the outcome of a planning appeal.

11. PLANNING APPLICATION OUTCOMES

- a. A report of the Planning Application Outcomes (by exception applications only) as of **Tuesday 07th April**.

12. ACCOUNTS

- a. **Financial Administration**

Position & Accounts for February 2026.

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

- i. Balance Sheet to 28/02/2026.
- ii. Detailed Income & Expenditure to 28/02/2026.
- iii. Payment Listing from 01/02/2026 to 28/02/2026.
- iv. Summary Income & Expenditure to 28/02/2026.

13. ITEMS FOR INFORMATION

- a. **Town Centre Vision**

The Town Centre Vision was discussed at the 09th of April Vision Working Group Meeting. The Town Centre Vision will be discussed at the Biggleswade Joint Committee Meeting on the 16th of April 2026.

For Members to receive a verbal update from the Community Development Manager.

- b. **CBC Fees and Charges Consultation**

To receive and note information from Central Bedfordshire Council regarding a six-week public consultation on proposed changes to selected fees and charges.

The consultation opens on Wednesday 8 April 2026 and closes at midnight on Wednesday 20 May 2026.

CBC's annual review of fees are normally adjusted in line with inflation. In April 2026, fees increased by 3.8%; however, wider cost pressures have risen more rapidly. The consultation proposes a further 6.2% increase to some fees and charges from July 2026 to help ensure services remain sustainable and continue to support the community.

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_IHRIRC58Q9WN6k093W8chA

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

Members of the Town Council will resolve to exclude members of the public and press from the meeting under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. By reason of the confidential nature of the business to be transacted; Financial affairs of the Authority/on-going negotiations.

Members of the public and press will be asked to leave the meeting, and the live streaming of the meeting will be terminated.

Members will discuss the following items during the exempt session:

(Exempt Minutes of the Town Council Meeting Tuesday 10th March 2026).
(Recreational and Green Spaces Update).
(HR Update).



MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING
HELD ON TUESDAY 10TH MARCH 2026
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 M Knight
 Cllr M North
 Cllr S Patel
 Cllr M Russell
 Cllr D Strachan
 Cllr C Thomas

Mr K Hosseini – Interim Town Clerk
 Mr E Bour – Head of Finance & RFO
 Miss A Green - Committee Clerk

Members of the Public – 0

Meeting Formalities:

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

1. APOLOGIES FOR ABSENCE

Cllr. P Guilcher, Cllr S Sajid, Cllr A Skilton.

2. DECLARATIONS OF INTEREST**a. Disclosable Pecuniary interests in any agenda item:**

Cllr. Patel declared a pecuniary interest in item 10j.

b. Non-Pecuniary interests in any agenda item:

Cllr. Woodhead declared a non-pecuniary interest in item 9c.

3. **TOWN MAYOR'S ANNOUNCEMENTS**

- a. The Mayor provided Members with an update on his recent civic engagements. Since the last Town Council meeting, the Mayor has undertaken the following activity:
 - Attended the Biggleswade Rotary Club dinner.
- b. The Mayor reminded Members of the upcoming Civic Service on Sunday 22nd March at St Andrew's Church, as well as the Town Council's Kids Easter Party Event at Franklin's Recreation Ground on Saturday 4th April.
- c. On behalf of the Town Council, the Mayor expressed best wishes to PCSO Ann Jeeves on her upcoming retirement after nineteen years of dedicated service to Biggleswade. He also asked the invited speaker, Inspector Graham, to pass on the Council's thanks and well wishes to PCSO Jeeves through internal channels.

4. **PUBLIC OPEN SESSION**

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

5. **INVITED SPEAKER**

- a. **Janine Graham, Bedfordshire Police Safer Neighbourhood Team, Community Inspector**

The Mayor welcomed police Inspector Janine Graham.

Inspector Graham presented Members with an overview of local crime data.

Inspector Graham reported that in the last three months, Biggleswade recorded 239 crimes and 56 non-crime incidents.

She provided a detailed breakdown separating the data into crime types, noting shoplifting as the largest crime category with 41 incidences, followed by criminal damage with 33 incidences, violence with injury with 25 incidences, stalking and harassment with 19 incidences, other theft with 13 incidences, public order offences with 12 incidences, and drug-related offences with 10 incidences. Burglary and vehicle-related crimes were recorded in low numbers.

She highlighted that overall crime levels had shown a downward trend since November.

Inspector Graham informed Members that a new Sergeant, Steph Webb, had recently been appointed for the area.

Following Inspector Graham's overview Members asked a series of questions.

Members raised concerns regarding PubWatch, reporting frustration from local Pub Owners regarding a lack of police attendance to these meetings. Inspector Graham confirmed she had not previously received invitations but agreed to attend future meetings, alongside newly appointed Sergeant Steph Webb, who would become the regular police representative.

Inspector Graham also addressed the following:

- E-scooters and e-bikes usage around Biggleswade - Inspector Graham reaffirmed that E-scooters are illegal. she stated that police had shifted from education to active seizure and destruction of illegal e-scooters.
- Youth antisocial behaviour - Inspector Graham described examples of coordinated multi-agency response involving schools, youth offending teams and CBC. She confirmed incidents had significantly reduced.
- Crime reporting levels - Inspector Graham encouraged residents to sign up to Beds Connected, a two-way messaging service which if properly utilised, can act as a rapid information sharing and communication platform benefiting both community and Beds Police.

The Mayor thanked Inspector Graham for her attendance and informative presentation.

6. **MEMBERS' QUESTIONS**

- a. Members noted that the issue of the pedestrian crossing on St Andrew's Street had not yet been addressed by Central Bedfordshire Council (CBC).

Members highlighted that CBC had indicated the crossing could not be implemented, but detailed explanations regarding why the pedestrian island might be unsuitable had not been provided to the Town Council.

Members **REQUESTED** that Officers press CBC for a written response explaining why the scheme has not progressed.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. A typographical error in the spelling of February in the heading of the minutes was identified. The minutes should read "February" rather than "Febrary"

Subject to these amendments the Minutes were **APPROVED** as an accurate record of the Town Council Meeting held on 10th February 2026.

The Chairman was authorised to sign the minutes, once amendments had been made.

8. **MATTERS ARISING**

- a. **Minutes of the Biggleswade Town Council Meeting Tuesday 10th February 2026**

Item 5a - Invited Speaker

The Mayor informed Members that following their presentation at the last Town Council Meeting, Anglian Water had continued to be in contact with Officers regarding community engagement works ahead of the commencement of the scheduled roadworks.

Members **NOTED** the update.

- b. **Minutes of the Biggleswade Town Council Meeting Tuesday 10th February 2026**

Item 4a - Public Open Session: Mark Inskip - Manager, Biggleswade FC

Members queried whether a written summary of the points raised by Mr Inskip at the last Town Council Meeting had been received by Officers.

The Clerk informed Members that Officers hadn't yet received any communication from Mr Inskip.

Members **NOTED** the update.

- c. No further matters were raised.

9. **ITEMS FOR CONSIDERATION**

a. **2026/27 Meetings Calendar**

Members considered the proposed meeting schedule for 2026/27.

Members noted that the first meeting in November had been incorrectly dated as Thursday 5 November, and that it should be amended to the correct date which would be Tuesday 3 November.

Subject to this amendment, Members **APPROVED** the proposed meeting schedule for 2026/27.

b. **Parking and Road Safety**

Members considered a motion from Cllr. J Woodhead relating to parking and safety concerns around Biggleswade Academy, on Kitelands Road and Mead End.

Following discussion Members **AGREED** the following:

- Officers write to Ward Councillors to request that they work with Central Bedfordshire Council and Biggleswade Academy to install physical deterrents such as railings or barriers, to mitigate the risk of a child being injured or seriously harmed. Furthermore, additional parking inspections by Central Bedfordshire should take place at school drop off and collection times as an additional deterrent to irresponsible and unsafe driving behaviours.
- Officers write to Biggleswade Academy to advise them of the actions carried out by the Town Council to support the school in ensuring the safety of the school children.
- Officers write to the appropriate Officers at CBC to ask that Central Bedfordshire Council works with Biggleswade Academy to install physical deterrents such as railings or barriers, to mitigate risk.

c. **CBC Road Scheme: TRO-067 The Baulk, Biggleswade – One Way (Already in place, retrospective consultation)**

Members briefly discussed the retrospective TRO formalising the longstanding one-way system on The Baulk.

Members **RESOLVED** to **SUPPORT** the TRO and to ask CBC Officers for further clarification as to whether any similar traffic orders remain outstanding.

d. **Update on Proposed New Settlement in Tempsford**

Members discussed the letter received from the MP for North Bedfordshire, the Leader of Central Bedfordshire Council and the Chair of Tempsford Parish Council, regarding a new settlement at Tempsford.

Concerns were raised regarding implications for the A1, East West Rail, local transport, station access, health provision, and wider infrastructure capacity.

Members **RESOLVED** to write to the MP and to the Leader of Central Bedfordshire Council requesting a meeting with Biggleswade Town Council and Sandy Town Council, prior to consideration of any formal consultation, to discuss the proposed development.

10. **PLANNING APPLICATIONS**

a. **CB/25/03759/ADV - Warburtons, 6 Symmetry Park, Stratton Business Park, Biggleswade, SG18 8YY**

Description: Advertisement: Three non-illuminated fascia signs.

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

b. **CB/TRE/26/00020 Amenity land south of 6 London Road, Biggleswade, SG18 8EB**

Description: Works to a tree protected by Tree Preservation Order MB/7/2001/T3: Repeat crown reduction to the historic points. If the points are significantly decayed then the limb will be reduced to good wood to Horse Chestnut (Aesculus hippocastanum) (T005 on Tree Survey, T1 on sketch plan).

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

c. **CB/26/00286/FULL - Car park A1 London Retail Park, London Road, Biggleswade**

Description: Installation of an electric vehicle charging hub and associated infrastructure.

The Town Council **OBJECTS** to this application on the grounds that it will result in the loss of ordinary parking within an already heavily used car park. Additionally, Members also **OBJECT** to this proposal, due to concerns raised by the Ecology and Trees and Landscape Officers on the planning portal regarding the impact on the surrounding ecology and protected trees in the area.

d. **CB/25/03978/FULL - 20-22 High Street, Biggleswade, SG18 0JL**

Description: Conversion of the first-floor offices (Use Class Ec) to, 2 residential flats (Use Class 3a), with the creation of a cycle store to part of the ground floor. Elevational alterations including replacement UPVC windows to first floor and new entrance door at ground floor.

The Town Council **OBJECTS** to this application on the grounds of overdevelopment and the associated implications for safety. Members further **OBJECT** to this application on the basis that the first-floor windows have been replaced with white uPVC, which are out of keeping with the Town Centre Conservation Area.

e. **CB/25/03988/FULL - 15 Kayser Court, Biggleswade, SG18 8BG**

Description: Conversion of an attached garage into habitable rooms.

The Town Council has **NO OBJECTION** to this application, provided that sufficient parking is retained.

f. **CB/25/03848/FULL - Stratton Farm, London Road, Biggleswade, SG18 9SX**

Description: Erection of a new close boarded 3m fence and gates.

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

g. **CB/TRE/26/00073 - Holme Grove Farm, London Road, Biggleswade, SG18 9SS**

Description: Works to a tree protected by Tree Preservation Order MB/1/1975/G1: Crown Reduction by 2–3m to lessen end loading and improve balance against the existing eastern lean, maintain natural shape and form to Beech (T14). Ensure reduction is proportionate and even, focusing on the eastern side to rebalance the crown.

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

h. **CB/26/00409/FULL - 2 The Avenue, Biggleswade, SG18 0PS**

Description: Two storey side extension.

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

i. **CB/26/00249/FULL - 2 Lincoln Crescent, Biggleswade, SG18 8HW**

Description: New boundary fence 1.95m high adjacent to an existing highway.

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

k. **CB/26/00022/FULL - 4 Auckland Road, Biggleswade, SG18 0DR**

Description: Erection of a two storey and single storey rear extension, and front porch, with rooflight. Insertion of first floor side window and external alterations.

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

l. **CB/26/00165/FULL - 38 Boddington Gardens, Biggleswade, SG18 0PJ**

Description: Demolition of conservatory and construction of a single storey rear extension.

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

m. **CB/26/00329/FULL - 14 Brunswick Close, Biggleswade, SG18 0DA**

Description: Demolition of existing garage, and the erection of a two-storey side extension.

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

n. **CB/26/00242/FULL - 4 Primrose Close, Biggleswade, SG18 8SN**

Description: Single storey side extension. Loft conversion, raising the ridge height, with front rooflights and a rear dormer with a Juliette balcony.

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

o. **CB/26/00180/FULL - 15 Wilsheres Road, Biggleswade, SG18 0BU**

Description: First floor side dormer, removal of rear door and install new window.

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

p. **Planning Appeal Outcome: CB/25/01267/FULL - 3 Sage Close, Biggleswade, SG18 8WH**

Members **NOTED** the outcome of a planning appeal

11. **PLANNING APPLICATION OUTCOMES**

This report was **NOTED**.

12. ACCOUNTS

Financial Administration

a. Financial Management Report for January 2026

The projected outturn position after ten months indicates an underspend of £724 for 2025-26 financial year.

This improved financial position is mainly attributable to:

- Increased interest income compared to budgeted level.
- Unspent allocations within approved expenditure budgets.
- Strong budget monitoring practices, which have, for example, resulted in credits being received from the Council's utility provider.

13. ITEMS FOR INFORMATION

a. CBC Update - New recycling services and updates to bin collections

Members **NOTED** the information.

b. Proposed Temporary Speed Restriction – Langford Road, Biggleswade

Members **NOTED** the temporary restriction and **REQUESTED** that Officers write to CBC requesting the limit be considered for permanent adoption.

c. IT Tender

The Head of Finance outlined the report to Members.

Following a brief discussion from Members, It was **AGREED** that the current specification would be circulated to all Members for comment, with feedback returned to Officers before the tender is issued.

d. Standing Orders

Members noted that Standing Orders had been reviewed and that no amendments were required at this time.

e. BedsRCC Stratton Community Farm Consultation

Members **NOTED** the consultation activity and **REQUESTED** that details be more widely promoted on the Town Council's website and social media.

f. **Bedfordshire, Luton, Milton Keynes Integrated Care Board (BLMK ICB) Update**

Members discussed the written responses received from the Bedfordshire, Luton and Milton Keynes Integrated Care Board concerning healthcare provision in Biggleswade.

Members reiterated their concerns regarding diagnostic access, pharmacy provision, the suitability of current facilities, and the future impact of local growth.

Officers confirmed that the Town Council had written to local surgeries to request a meeting and agreed to continue to regularly engage with the ICB to promote future partnership and communication.

Members **NOTED** the update.

g. **CBC Road Scheme: TRO-086 Various Off Street Car Parks, Biggleswade Town Council – Variation of Charges**

Members **NOTED** the TRO.

14. **PUBLIC OPEN SESSION**

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

Members of the Town Council held a vote to close the meeting to discuss the following exempt items:

- Exempt minutes of the Council Meeting 10th February 2026.
- Service Provision.
- Community Update and Sports Provision.

Following a unanimous vote, Members **RESOLVED** that the meeting be closed and that members of the public and press be excluded from the remainder of the meeting under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business to be transacted.

The meeting was closed to the public and live streaming was concluded at 8:41pm.

15. **EXEMPT**

a. **Exempt minutes of the Council Meeting 10th February 2026**

The exempt minutes were **APPROVED** as an accurate record of the exempt session of the Town Council Meeting held on 10th February 2026.

The Chairman was authorised to sign the minutes.

b. **Service Provision**

Members considered the report presented by Officers.

Members **AGREED** to defer this item to a future meeting.

c. **Community Update**

Members considered the report presented by Officers.

Members **AGREED** to the recommendations outlined in the report.

d. **Sports Provision**

Members considered the report presented by Officers.

Members **AGREED** to the recommendations outlined in the report.

The Mayor closed the meeting at 8:41 pm

DRAFT



**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING ON
TUESDAY 17th MARCH 2026 AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL,
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE COMMENCING AT
7.00PM**

PRESENT:

Cllr D Strachan (Chairman)
Cllr I Agnew (Deputy Chairman)
Cllr M Foster
Cllr M Knight
Cllr M Russell
Cllr C Thomas

Mr E Bour – Head of Finance
Miss A Green – Committee Clerk

Members of the Public – 6

Meeting Formalities:

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

1. APOLOGIES FOR ABSENCE

a. Cllr. D Albone, Cllr. M North, Cllr. J Woodhead.

2. DECLARATIONS OF INTEREST

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

No disclosable Pecuniary interests were declared.

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

Cllr. Knight declared a non-pecuniary interest in item 9a, as a trustee of the Biggleswade History Society.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman had no announcements.

4. PUBLIC OPEN SESSION

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

5. INVITED SPEAKER

No guest speaker was invited.

6. **MEMBERS' QUESTIONS**

- a. There were no questions raised by Members.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

Pg.1 Finance and General Purposes - Minutes - 06th January 2026

Members noted that under item 9a, in the fourth paragraph, the minutes read "Members quired". This spelling error should be amended to "queried".

Subject to these amendments, the minutes were **APPROVED** as an accurate record of the Finance & General Purposes Committee held on Tuesday 14th January 2025.

Members authorised the Chairman to sign the minutes, once amended.

8. **MATTERS ARISING**

Finance and General Purposes - Minutes - 06th January 2026:

Item 9a - 2026/2027 Budget and Precept

Members noted that the Town Council only has a three-year financial plan, while other bigger organisations tend to have five-year plans. Members asked whether the Council could get into the practice of having a five-year plan, as the Town Council has a series of assets and long-term commitments that could benefit from a wider-reaching financial forecast to allow Members to build predicted inflation increases into budgets ahead of time.

The Head of Finance noted that, Officers do forecast up to 5 years in advance but do not share this with Members, however the Financial Regulation of the Council stipulates the Council should have only 3 year plan. He noted that this can be shared in future, if that is what Members prefer.

9. **ITEMS FOR CONSIDERATION**

a. **Grant Applications 25/26 Tranche Two**

The Chairman introduced the report written by the Head of Finance & RFO.

The Chairman of the Committee noted that there were fourteen applications made during Tranche 2 of the funding cycle. The combined amount requested by applicants totalled is £19,200, which is above the remaining £6,482 of grant funding the Town Council allocated for the remainder financial year 2025/26.

Members considered fourteen-grant application. Following careful deliberation, nine were approved and awarded as set out below.

APPLICANT:	AMOUNT REQUESTED:	AMOUNT AWARDED:
Biggleswade Community Group	£ 1,200	£ 500
Biggles FM	£ 1,850	£ 1,750
Biggleswade History Society	£ 900	£ 900
Biggleswade Scout Group	£ 1,500	£ 600
Biggleswade Sea Cadets	£ 2,000	£ 500
Biggleswade Town Bowls Club	£ 1,300	£ 500
CHUMS Charity	£ 2,000	£ 750
Keech Hospice Care	£ 1,000	£ 500
Sue Ryder St John's Hospice	£ 1,000	£ 500

Members **APPROVED** nine grants as set out above. The total amount awarded was £6,500.

Members **AUTHORISED** Officers to take the £18 overspend from the Council's general reserves.

Members thanked the Head of Finance and the finance team for their hard work in preparing the grant papers.

b. **Budget Planning Cycle**

The Chairman introduced the report written by the Head of Finance & RFO.

Members noted that the process proposed by Officers had worked well last year. They emphasised that the inclusion of an additional informal meeting to allow Member input had been beneficial.

Members asked that a minor tidy of Appendix A be conducted, to ensure the document had no spelling or formatting errors.

Subject to these minor amendments, Members **NOTED** the report and **RECOMMENDED** the budget planning cycle to the next Town Council for Members to adopt.

10. **ITEMS FOR INFORMATION**

a. **Bank Reconciliation**

Members **NOTED** the information.

b. **Orchard Centre Update**

The Head of Finance reiterated that the new operating model is working and that Officers have operationalised all suggestions Members provided.

Both the Barnett Room and the Page Hall have been successfully repurposed and usage has increased. Officers believe it is likely that, by the end of the financial year, the Town Council will see the Orchard either slightly exceed or meet the budget in terms of income.

Members **NOTED** the information on improvements at the Orchard and commended Officers for their hard work.

11. **PUBLIC OPEN SESSION**

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

12. **EXEMPT**

- a. There were no exempt items on this agenda.

The Chairman closed the meeting at 7:48

BIGGLESWADE TOWN COUNCIL
Town Council Meeting 14th April 2026
Item 9a: Asda Car Park Report

Implications of Recommendations

Corporate strategy: ENGAGEMENT: Improve our engagement with all stakeholders, including hard-to-reach groups.

Finance: Not Applicable.

Equality: Not Applicable.

Environment: Not Applicable

Community Safety: Not Applicable

Background

In December 2022, ASDA proposed changes to its policy for parking in its car park. The Town Council sent out letters to the ASDA Chairman in January and February 2023 and did not receive any formal response.

In March 2026, ASDA again changed its car parking rules and policy to introduce a reduced maximum period of one hour and thirty minutes (from two hours), and to restrict parking only to ASDA customers.

Summary

There is a long-standing agreement negotiated with Mid Beds Council and Safeway Supermarkets, grandfathered across to CBC and ASDA. The S.106 agreement dated 17th July 2003 is clear at paragraph 9.4.1 that the car park is to be:

“Available for the unrestricted use by members of the general public for parking of private motor vehicles free of charge for a maximum period of two hours.”

The proposed ASDA requirement to restrict the use to only ASDA customers, introduces a restriction which does not align with the original intent of the agreement. This is particularly concerning given the car park was intended to support wider town centre parking provision following redevelopment.

BTC and CBC Officers have obtained legal opinion on the S.106 agreement to determine if ASDA can make the change. The two sets of legal advice to each Council are that ASDA cannot restrict the usage of the car park to only ASDA customers.

Wellers for BTC: *“It was a planning condition that the car park be available for general use, and that this condition has been complied with to date. On this basis the Town Council is justified in objecting to a proposal to restrict car parking to ASDA customers.”*

Pathfinder for CBC: *“The S106 requires Asda to ensure that the car park shall be available for the unrestricted use by members of the general public for parking free of charge for a maximum period of two hours. There is a proviso that at times when car parking is not available for the customers visiting the store, and/or the car park is full, that Asda may (in its absolute discretion on not more than 10 days in any calendar year) in the interests of safety and the free flow of vehicles accessing and egressing the car park, impose methods of control in relation to the use.”*

CBC Planning has confirmed that it has written to ASDA alerting them of the S.106 agreement requirements.

BTC Officers could write to the ASDA Chairman about what is proposed and asking ASDA to honour the original stipulation of the S. 106 agreement regarding unfettered parking duration.

Recommendation

That Members consider and resolve to enable Officers to write to the ASDA Chairman objecting to the proposal.

Ian Campbell
Community Development Manager

[REDACTED]
Subject: Meeting re Tempsford New Town Consultation -17 April at 6:30pm

Dear Councillor,

Following our email of 9th February regarding the proposed new settlement at Tempsford, we are writing to let you know that the Government has now published its [consultation](#) on the New Towns Programme. The indicative boundaries for the Tempsford proposal are shown on page 259 of the [New Towns Programme - Strategic Environmental Assessment](#).

To discuss the consultation and its implications in more detail, we would like to invite one representative from each parish directly or indirectly affected, along with the relevant ward councillor(s), to a joint meeting. This will provide an opportunity to share views, consider the potential impacts, and coordinate feedback to the Government.

Meeting Details

Date: Friday 17th April

Time: 6:30pm

Venue: Stuart Memorial Hall, Church Street, Tempsford, Sandy SG19 2AW

Please let us know if you plan to attend, along with your name.

Sincerely,

Richard, Adam and David

Richard Fuller MP: [REDACTED]

Cllr Adam Zerny: [REDACTED]

Cllr David Sutton: [REDACTED]

[REDACTED]

Local Plan timetable

1. Local Plan timetable

The government has published legislation and guidance that requires all local authorities to adjust the way they prepare Local Plans. This means we've had to review and replace our original plan-making timetable (known as the Local Development Scheme) to ensure we meet the new legal requirements.

We are not starting the Local Plan again. Work is well underway and significant progress has been made. Although the new legislation introduces some new steps, our overall timetable still aims for adoption of the plan by December 2028.

The new timetable formally replaces our Local Development Scheme and does not relate to the Minerals and Waste Local Plan, which will have its own separate timetable.

Below is the current timetable for preparing the Central Bedfordshire Local Plan 2050, which will cover the administrative area of Central Bedfordshire. This timetable may be updated as the plan progresses.

This timetable takes effect from 26 March 2026.

Timetable published 26 March 2026

Publish 'Notice of intention to commence Local Plan preparation'

When: 26 March 2026

Publishing the notice of intention to commence Local Plan preparation is a new requirement. It gives communities and stakeholders advance notice of plan-making and sets out when and how they can get involved. The notice must be published at least 4 months before Gateway 1.

Start of first formal consultation (notice of scoping consultation)

When: 6 May 2026 (4 weeks)

This is a new requirement, but similar to the engagement we've already done. We will use this consultation to check that what we've heard from communities and stakeholders is still relevant.

Date when representations to the scoping consultation must be received

When: 3 June 2026

All comments (representations) on the scoping consultation must be received on or before this date.

Consultation on submitted sites

When: 1 July 2026 (4 weeks)

An opportunity for residents, town and parish councils, councillors and stakeholders to comment on sites submitted through our call for sites. This is not a formal consultation required by legislation.

Date when comments on the submitted sites must be received

When: 29 July 2026

All comments on the submitted sites must be received on or before this date.

Gateway 1 (publication of self-assessment summary)

When: 26 August 2026

This new requirement is a self-assessment summary confirming that we have published the timetable and notice, completed the scoping consultation, and have a project plan in place to begin the formal stage of preparing the Local Plan. Once we complete Gateway 1, we have 30 months to prepare and adopt the plan.

Start of second formal consultation (proposed Local Plan content and evidence consultation)

When: 30 September 2026 (6 weeks)

This second formal consultation sets out the proposed vision, aims and objectives, and a summary of the policy topics the plan will cover. We will also publish a summary of the evidence proposed to support the plan.

Date when representations to the proposed Local Plan content and evidence consultation must be received

When: 11 November 2026

All comments (representations) on the proposed Local Plan content and evidence consultation must be received on or before this date.

Gateway 2

When: 31 March 2027

This new requirement is a formal method of obtaining feedback from a planning inspector on the draft plan and supporting evidence, ensuring our approach aligns with national policy, guidance and legislation.

Third formal consultation (proposed Local Plan consultation)

When: 27 October 2027 (8 weeks)

This 8-week consultation is on the final version of the plan and includes the proposed site allocations.

Date when representations on the proposed Local Plan consultation must be received

When: 22 December 2027

All comments (representations) on the proposed Local Plan consultation must be received on or before this date.

Gateway 3

When: 5 April 2028

This new requirement is a final check by an external assessor to confirm the plan meets planning regulations and the tests of soundness, before formally submitting it for Examination.

Submission of the proposed Local Plan to the Secretary of State for independent Examination

When: 1 June 2028

The proposed Local Plan must be submitted for an independent Examination carried out by a Planning Inspector. The Examination should last no longer than 6 months.

Consideration of adoption of the proposed Local Plan

When: 28 December 2028

Consideration of adopting the proposed Local Plan as the development plan for Central Bedfordshire.

[Webpage feedback](#)



Premises Licence Application

New premises licence

Application received on 31/03/2026

Name of applicant Ertan Salih

Premises address: 15 Hitchin Street, Biggleswade, SG18 8AX

Licensable activities

The sale of alcohol for consumption off the premises Monday to Sunday 07:00hrs to 02:00hrs

Description of the premises

An off licence

The full application can be viewed by arrangement. If you wish to make a representation, please do so via email by **30th April 2026**. Any such representation must relate to one or more of the four licensing objectives: the prevention of crime & disorder; public safety; the prevention of public nuisance and the protection of children from harm.

It is an offence knowingly or recklessly to make a false statement in connection with an application, the maximum fine for which a person is liable on summary conviction is a level 5 fine on the standard scale.

Contact us...

by telephone: 0300 300 8307

by email: licensing@centralbedfordshire.gov.uk

on the web: www.centralbedfordshire.gov.uk

Write to Central Bedfordshire Council, Thorn Turn, Grendall Lane,
Houghton Regis, LU5 6GJ

BIGGLESWADE TOWN COUNCIL
Town Council Meeting 14th April 2026
Item 12a: Financial Management Report for February 2026

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 February 2026 reports is:

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

The projected outturn position after eleven months indicates an underspend of £2,114 for the 2025–26 financial year. The Council has included a provision of £25,000 within the projection to be transferred to the rolling capital budget at year-end. This approach is consistent with the Council's resolution of 21st January 2025 to increase the rolling capital reserves by £25,000 annually, thereby building funds to support future capital expenditure without reliance on PWLB borrowing.

The Financial Management Report for February 2026 is available as Appendix A.

Recommendation:

Members consider and approve the February 2026 Financial Management report.

Ernest Bour
Head of Finance

Appendices:

Appendix A: Financial Management report for February 2026

Biggleswade Town Council		Management Accounts Finance Report 28/02/2026					APPENDIX A	
		Actual	Actual	Budget	Variance	Projected	Committed	COMMENTARY
		FY24/25	FY 25/26	FY 25/26	FY 25/26	Outturn FY 25/26	Expenditure	
ALLOTMENTS	Income	10740	10288	12400	(2112)	10288		Few allotment plots have recently been relinquished, to minimise the number of vacant plots, Officers are offering full plots to existing tenants who currently hold half plots. At present, there is no waiting list for allotment plots.
	Expenditure	2387	4321	7200	2879	6200	0	
	Movement to/(from) Gen Reserve	8353	5967	5200	(4991)	4088		
BURIAL GROUNDS	Income	80045	48359	75018	(26659)	51114		The projected income has been reduced because the actual income has reduced considerably compared to the same time last year. The projected cost has been increased to incorporate the electrical installation review at the old Chapel and the follow - up cost associated with remedial works.
	Expenditure	8433	10195	9900	295	10727	0	
	Movement to/(from) Gen Reserve	71612	38164	65118	(26954)	40387		
CAR PARKS	Income	40698	46903	50500	(3597)	49923		Actual income from the car park for this financial year has reduced compared to the same time as last year due to software issues affecting the new car parking machines during the first quarter. Council Officers have worked with the car park machine provider to implement a permanent resolution to these technical problems. The company has acknowledged the disruption and has compensated the Council by issuing a 16-month credit note for maintenance cost for the Machines. This compensation will help mitigate the impact on the overall budget and support a more stable financial position moving forward. The projected expenditure has been increased to cover the costs related to the external grant and successful insurance claim. An equivalent amount is included in the car park income.
	Expenditure	78937	83261	87701	779	91148	3661	
	Movement to/(from) Gen Reserve	(38,239)	(36358)	(37201)	(4376)	(41225)		
MARKET	Income	20985	20940	23500	(2560)	22626		Projected income has been slightly reduced. Officers have increased efforts to raise awareness of the charter market. The introduction of a monthly Sunday market, in addition to the weekly Tuesday and Saturday markets, is expected to help generate additional income going forward.
	Expenditure	4545	2806	4850	2044	3796	0	
	Movement to/(from) Gen Reserve	16440	18134	18650	(4604)	18830		
TOWN CENTRE GENERAL	Income	79879	8267	3500	4767	8268		Excess actual income over budget relates to external grant received. Excess actual expenditure over budget relates to external grant expenses. The town centre CCTV cabling contract has been increased by 100% by the current provider.
	Expenditure	83436	129335	65050	(66054)	86325	1769	
	Movement to/(from) Gen Reserve	(3557)	(121068)	(61550)	70821	(78057)		
CAPITAL EXPENDITURE	Income	84416	75593	0	0	75593		The Council has received PWLB loan for playground improvements. The commitment relates to the playground improvements which is funded by the PWLB loan. £25k will be transferred to rolling capital at year end.
	Expenditure	212282	42497	94000	(24617)	147120	76120	
	Movement to/(from) Gen Reserve	(127866)	33096	(94000)	24617	(71527)		
PUBLIC CONVENIENCES	Expenditure	17697	13608	16380	2561	16824	211	
CORPORATE MANAGEMENT	Income	1662390	1875481	1862460	13021	1878080		The Council has received the total precept for this financial year. Excess actual income over budget relates to interest income received.
	Expenditure	3700	405	4000	(3595)	4000	0	
	Movement to/(from) Gen Reserve	1658690	1861468	1842080	14055	1857256		
DEMOCRATIC REP'N & MGM'T	Expenditure	9010	6199	12900	6701	11500	0	
CIVIC ACTIVITIES & EXPENSES	Income	1713	1683	0	448	1683		This income represents funds for Mayors Charity. The projected expenditure has been increased to cover related expenditure for the recent visit by delegates from Germany and France.
	Expenditure	3622	2181	3250	214	5933	855	
	Movement to/(from) Gen Reserve	(1,909)	(6697)	(16150)	(6467)	(15750)		
ORCHARD COMMUNITY CENTRE	Income	55055	64948	62000	2948	62693		The introduction of badminton, table tennis, and the repurposing of the Barnett Room are expected to achieve or slightly exceed the budgeted income, driven by anticipated high participation and popularity of these activities. About £4k of the actual income received relates to the next financial year and will be moved to deferred income at year end.
	Expenditure	23903	26577	40580	12365	38917	1638	
	Movement to/(from) Gen Reserve	31152	38371	21420	(9417)	23776		
RECREATION GROUNDS	Income	13190	16499	21500	(5001)	16807		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. Another club has agreed to rent the pitch on long term basis. The projected expenditure has been reduced because of credit received from the utility company for the old depot.
	Expenditure	74705	56553	83730	25617	77322	1560	
	Movement to/(from) Gen Reserve	(61,514)	(40054)	(62230)	(30618)	(60515)		
CENTRAL SERVICES (includes Magistrates Court and Grants)	Income	810	1716	340	442	1716		
	Expenditure	1300576	1311111	1474669	154425	1463686	9133	
	Movement to/(from) Gen Reserve	(1,299,766)	(1309395)	(1474329)	(153983)	(1461970)		
PUBLIC REALM (includes Depot and Repairs & Maintenance)	Income	7350	20900	18600	2300	20900		The projected expenditure has been reduced compared to previous months and this is because the Council has received credits from the utility company for the new depot.
	Expenditure	188264	215758	225608	7568	234079	2282	
	Movement to/(from) Gen Reserve	(180,914)	(194858)	(207008)	(5268)	(213179)		
GRAND TOTALS								
	Income	2057271	2191577	2129818	(16003)	2199691		
	Expenditure	2011497	1904807	2129818	225011	2197577	97229	
	Movement to/(from) Gen Reserve	45774	286770	0		2114		

Fees and charges consultation

The latest news from Central Bedfordshire Council

Have your say on proposed changes to council fees and charges



We're inviting residents, businesses and service users to take part in a six-week consultation on proposed changes to some of our fees and charges.

The consultation opens on Wednesday 8 April 2026 and runs until midnight on Wednesday 20 May 2026, giving you time to review the proposals and share your views before any final decisions are made.

Like many councils, we are facing increasing financial pressures. Changes to government funding mean we expect to receive £17 million less than required for 2026/27, while the cost of delivering services continues to rise.

Although we usually review fees and charges each year in line with inflation, most recently by 3.8% in April 2026, wider cost pressures have increased more quickly. Over the past five years, rising wages, National Insurance contributions, pension costs and service delivery expenses have all added to the cost of running services.

During this time:

- Fees and charges have increased by 25.3%
- The Consumer Price Index has risen by 27.9%
- Average wages have increased by 31.9%

To help ensure services remain sustainable and continue to support our communities, we are proposing a further **6.2% increase to some fees and**

charges from July 2026.

The proposals cover a wide range of services, including:

- Adult social care services
- Highways licences and permits
- Planning services
- Private hire and Hackney Carriage operator and vehicle licences
- Animal and other licensing, including gambling and food premises and street trading
- Environmental services, including pest control
- Room hire in libraries

We want to hear from as many people as possible. Your feedback will help inform our final decisions.

You can take part by completing the online survey or reviewing the full proposals on our website. Paper copies are also available in our libraries.

Find out more and take part:

www.centralbedfordshire.gov.uk/consultations

Find out more and take part



Sent to you by Central Bedfordshire Council

