

To:	Town Mayor and all Members of the Biggleswade Joint Committee	
	<b>Town Councillors:</b>	<b>Cllr. M Russell (Deputy Chairman)</b> Cllr. D Albone Cllr. G Barrett Cllr. C Thomas
	<b>BTC Substitutes:</b>	Cllr. D Strachan Cllr. I Agnew
	<b>BTC Officers:</b>	Karim Hosseini (Interim Town Clerk) Ian Campbell (Community Development Manager) Asia Green (Committee Clerk)
	<b>Central Bedfordshire Councillors:</b>	Cllr. G Fage (Chairman) Cllr. G Tranter Cllr. P How Cllr. S Watkins
	<b>CBC Substitutes:</b>	Cllr. Paul Daniels Cllr. Hayley Whitaker
	<b>CBC Councillors (Non- Members):</b>	Cllr. R Goodchild (Deputy Executive Member for Town and Parish Councils and Town Centres)
	<b>CBC Officers:</b>	Sarah Hughes (Community Engagement Manager)
	<b>Co-Opted Members:</b>	Cliff Andrews (BRCC) Carole Birtwhistle (Community Safety Group) Alex Costa (Community Safety Group) Nick Gurney (Biggleswade Scouting) Sam Simmons
		(Copies to other Town Councillors for information)

## NOTICE OF MEETING

You are hereby summoned to attend a meeting of the **Biggleswade Joint Committee** to be held on **Thursday 16<sup>th</sup> April 2026**, commencing at **7.00pm** at **The Old Court House, 4 Saffron Road, Biggleswade, SG18 8DL**. Central Bedfordshire Council Officers will attend the meeting via Zoom in line with current Central Bedfordshire corporate practice.



Karim Hosseini  
Interim Town Clerk

**THIS MEETING MAY BE  
RECORDED\***

**AGENDA**

**PART A – ADMINISTRATION**

**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**

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

**3. CHAIRMAN’S ANNOUNCEMENTS**

**4. PUBLIC OPEN SESSION**

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

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

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

[https://us06web.zoom.us/webinar/register/WN\\_ysTnojkBQPahKXFpZxGTLw](https://us06web.zoom.us/webinar/register/WN_ysTnojkBQPahKXFpZxGTLw)



## 5. MINUTES OF PREVIOUS MEETINGS

- a. To receive and approve as a correct record the minutes of the Biggleswade Joint Committee meeting held on **Thursday 15<sup>th</sup> January 2026**.

## 6. MATTERS ARISING

From the Minutes of the Biggleswade Joint Committee Meeting held on **Thursday 15<sup>th</sup> January 2026**.

## 7. OUTSTANDING ACTIONS

- a. There are no outstanding actions.

## 8. INVITED SPEAKERS

- a. None.

## 9. ITEMS FOR CONSIDERATION

### a. Graffiti Management

For Members to receive and consider a report from the Biggleswade Community Safety Group (BCSG), along with an update from the Community Development Manager.

### b. CBC Bus Loop & Bus Stop Feasibility Study

For Members to receive a report from CBC Stephen Mooring, Head of Sustainability on the CBC Bus Stop Feasibility Study. (Please note that Stephen Mooring is unable to attend this meeting).

## 10. ITEMS FOR INFORMATION

### a. Health Provision

Councillor Mark Smith, Deputy Leader and Executive Member for Adult Social Care and Health is unable to attend the April meeting of the Biggleswade Joint Committee. Cllr. Smith has offered to attend the July meeting.

Ciceley Scarborough, Service Director for Public Health, has also offered to attend a future meeting to provide an update on Public Health services.

Officers will ensure that arrangements are made for their attendance at the forthcoming BJC meeting in July.

### b. A1 Underpass

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

c. **Land East**

The Terms of Reference for the Land East Strategic Working Group have been agreed by Members, and a date for the first meeting will be set in due course. Members of Biggleswade Town Council have also nominated their representative for the separate Land East of Biggleswade Design Code Forum and Wider Stakeholder Group. The first meeting of this group took place on the 1<sup>st</sup> April 2026. Within the agenda pack are three appendices for information:

Appendix A: Land East of Biggleswade Development Stakeholder Group - Agreed Terms of Reference.

Appendix B: BJC Land East Strategic Working Group - Agreed Terms of Reference.

d. **Local Plan/Call for Sites Timetable**

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

e. **Langford and Biggleswade Community Wind Farm**

For Members to receive a verbal update on recent panel meeting and visit to local schools from the Community Engagement Manager.

f. **ASDA Parking**

For Members to receive a short update from the CBC Community Engagement Manager and the Community Development Manager.

**11. FUTURE AGENDA ITEMS FOR THE BIGGLESWADE JOINT COMMITTEE**

- Street Art

**12. CURRENT AND UPCOMING CONSULTATIONS**

a. **Fees and charges consultation**

Consultation opened: Wednesday 8<sup>th</sup> April 2026

Consultation closes: Wednesday 20<sup>th</sup> May 2026

## 13. EXEMPT

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:

- a. Exempt Minutes of the Joint Committee Meeting Thursday 15th January 2026.
- b. Kings Reach Open Spaces Update.
- c. Town Centre Vision

## 14. DATE OF NEXT MEETING

The next Biggleswade Joint Committee Meeting is scheduled for:

- a. **Thursday 30<sup>th</sup> July 2026.**

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

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





## **PART A – ADMINISTRATION**

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

- a. Apologies were received from the following:

Cllr. I Agnew, Cllr. G Barrett, Town Clerk: Peter Tarrant, Head of Finance: Ernest Bour

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

Carole Birtwhistle, Cllr. R Goodchild.

### **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**

No disclosable non-pecuniary interests were declared.

### **3. CHAIRMAN'S ANNOUNCEMENTS**

- a. The Chairman thanked Officers for their hard work in preparing the papers for the meeting.

### **4. PUBLIC OPEN SESSION**

Mr Mike Wells addressed the Committee regarding Item 9A.

Mr Wells delivered a detailed statement concerning the historic and ongoing issues with safe and sustainable crossing provision across the A1 between Biggleswade and Northill.

He referenced the 2024 planning application relating to the Woodlands Industrial Estate, where the developer had proposed a £3 million contribution toward a bridge or underpass, but where significant concerns had been raised by Active Travel England (ATE).

Mr Wells highlighted that ATE's formal consultation response, which he noted had not been clearly visible on the planning portal, raised extensive concerns regarding: pedestrian and cycling connectivity, the lack of safe and direct routes, the absence of local amenities within walking distance, and the incompatibility of the proposed bridge with national design standards, specifically those contained in LTN 1/20 and Inclusive Mobility.

He outlined in detail the problems associated with overly long ramps in place of an underpass. He stated that long ramps create unsuitable gradients, insufficient width for inclusive use, and are unsuitable for mobility-impaired users unless lifts are installed. However, the installation of lifts would require costly, long-term maintenance.

The Chairman thanked Mr Wells for his contribution.

## 5. **MINUTES OF PREVIOUS MEETINGS**

- a. Members reviewed the Minutes of the Biggleswade Joint Committee Meeting held on Tuesday 18th November 2025.

A typographical error was identified in the spelling of the name “Ian Berry”. The correct spelling is “Iain Berry

A spelling query was raised regarding the word “focuses” in Item 7. The sentence was reworded to “to ensure the committee discussions focus on strategic matters rather than operational matters”

Subject to amendments, Members **APPROVED** the minutes of the Biggleswade Joint Committee Meeting of **18<sup>TH</sup> November 2025**.

## 6. **MATTERS ARISING**

- a. Minutes of the Biggleswade Joint Committee Meeting of 18<sup>th</sup> November 2025.

Page 9 – Item 7a: CBC Call for Sites

Members queried when the committee would discuss the call for sites. It was confirmed that this item should be on the agenda for discussion at the next Joint Committee Meeting

Page 10 – Item 9a: CBC Highways Plan

Members were informed that contact had been made with CBC Highways regarding the roads Members had put forward for prioritisation in the Highway’s Capital Plan. These roads include Hitchin Street, Potton Road, and London Road. The Chairman noted that Highways Officers advised they do not currently have budget or capacity to cost repairs, but ward member sessions are expected, and the matter will be raised again. Members asked that the issue be reconsidered during next year’s budget planning.

Page 11 – Ivel Valley Consultation

It was clarified that the final decision on the Town Council’s response to the Ivel Valley consultation was made at the most recent Town Council meeting. A formal letter and the required response form will be submitted.

Page 12 – Item 9d: Community Governance Review

The Chairman informed Members that a formal response has been submitted, with Ward Councillors copied in.

## 7. **OUTSTANDING ACTIONS**

- c. The outstanding actions were **NOTED**.

## 8. **INVITED SPEAKER**

### a. **Bedfordshire, Luton, Milton Keynes Integrated Care Board**

The Chairman welcomed three representatives from the Integrated Care Board: Kaysie Conroy (Head of Central Bedfordshire Place Team) Nicki Barnes (Head of System & CCG Estates), and Steve Gutteridge (Senior Primary Care Manager).

Ms Conroy, Head of the Central Bedfordshire Place Team, began by providing a broad explanation of the purpose and statutory responsibilities of the ICB.

She explained that Integrated Care Boards are charged with planning, commissioning and overseeing all NHS health services within their geographical area. For the BLMK ICB, this currently covers Bedfordshire, Luton and Milton Keynes, though she noted that significant structural reforms are underway nationally.

Ms Barnes, Associate Director of Estates, and Mr Gutteridge, Senior Primary Care Manager, confirmed that the incoming structural changes will not reduce the operational importance of the place-based teams who directly oversee local health needs. They emphasised that Biggleswade remains a priority area due to rapid population growth and pressure on primary and community services.

The ICB representatives informed Members that the previous “Health Hub” proposals were now deemed to be unaffordable due to the deteriorating condition of Biggleswade Community Hospital. A feasibility study found that the cost of redeveloping Biggleswade Community Hospital alone would exceed £7.5 million, while a fully integrated, purpose-built health hub would cost in the region of £14 million, a level of capital investment neither Central Bedfordshire Council nor the NHS could secure under current financial constraints.

They explained that national policy now places strong emphasis on Neighbourhood Health Centres and the repurposing of existing estate rather than major capital builds, and that further guidance and potential national funding streams were expected imminently.

Members questioned the ICB at length regarding provision for urgent care, the potential relocation of services to Sandy, long-term primary care capacity, the impact of population growth, Section 106 funding, capital allocations across Bedfordshire, and the viability of restoring or replacing existing health estate.

Concerns were repeatedly raised about the inadequacy of current provision in Biggleswade and the strong desire among residents for improved access to services within the town.

The ICB representatives agreed to provide further written responses to questions not addressed during the session, including matters relating to dental service, pharmaceutical provision, and broader strategic planning.

They also agreed to return to the Committee once their current options appraisal had concluded.

The Chairman thanked the ICB for attending.

## 10. ITEMS FOR CONSIDERATION

### a. A1 Underpass

Cllr Russell introduced her detailed written report on the longstanding issue of crossing provision across the A1.

Cllr Russell summarised technical considerations around why the Working Group supports a underpass rather than a bridge, national design requirements, Active Travel England's objections to previous bridge proposals, the strategic importance of active travel connectivity, and recent precedents for the rapid installation of cut-and-cover underpasses elsewhere in the country.

Members acknowledged that with substantial traffic growth expected from the upcoming Universal Studios project, the proposed Tempsford development, and additional regional projects, the A1 is expected to come under greater pressure.

Members emphasised that safe walking and cycling connections between Biggleswade and the surrounding villages are essential and that the current situation, where some residents still attempt to cross the live carriageway at Footpath 7, is unsafe and unsustainable.

Discussion took place on cost, accessibility, future traffic levels and long-term maintenance implications.

It was **RESOLVED**:

1. That Central Bedfordshire Council (CBC) be asked to formally adopt the A1 underpass as Council policy.
2. That Officers write to Central Beds to urge National Highways and/or Active Travel England to conduct a feasibility study for an underpass.
3. That Officers and the A1 Working Group continue pressing central government for A1 improvements, including the underpass.
4. That the local MP be copied into all correspondence.

### b. Land East

The Chairman introduced the draft Terms of Reference for the Land East of Biggleswade Working Group, noting that they had been prepared following the Committee's previous meeting with the developers and were intended to formalise how elected Members would engage with the project going forward.

Members proposed and **AGREED** several amendments to the Terms of Reference.

The Committee then **APPOINTED** its members to the Working Group. In accordance with the Terms of Reference, the Chairman and Vice-Chairman of the Joint Committee would serve automatically. Cllr Tranter was appointed as the Central Bedfordshire Council representative, and Cllr Albone was appointed as the representative of Biggleswade Town Council.

### c. Market Square Vision

This item was deferred for discussion under the exempt session.

**11. FUTURE AGENDA ITEMS FOR THE BIGGLESWADE JOINT COMMITTEE**

- An update from CBC Health representatives, including the Executive member covering Health (Cllr Mark Smith) and an appropriate Officer.
- An item on banking provision, including the outcome of the Town Council's meetings with Post Office representatives and exploration of eligibility for a banking hub.
- The CBC Local Plan "Call for Sites" once published for consultation.

**12. ITEMS FOR INFORMATION**

**a. Current and Upcoming Consultations**

Members **NOTED** this item.

**13. EXEMPT**

**a. Exempt Minutes of the Joint Committee Meeting Tuesday 18th November 2025**

Members made no amendments to the exempt minutes.

Members **APPROVED** the exempt minutes of the Biggleswade Joint Committee Meeting of **18<sup>TH</sup> November 2025**.

**b. Town Vision**

Members **NOTED** the update from Officers.

**14. DATE OF NEXT MEETING**

The next meeting will be held on the **16<sup>th</sup> April 2026** and would take place at the Offices of Biggleswade Town Council at 7pm.

Meeting Closed at **8:52 pm**.



**Biggleswade Community Safety Group**  
**Biggleswade Joint Committee (BJC) 16th April 2026**  
**Item 9a: Graffiti and Other Concerns from Biggleswade Community Safety Group**

In 2025 BCSG linked up with a person who was keen to tackle graffiti across the town and have looked at the types of sites where it occurs and issues involved in its removal. He has tested some of the products available to tackle graffiti on different surfaces and we started planning to run graffiti removal sessions. We worked on risk assessments for doing this with volunteers and realised our insurance would not cover the use of power tools needed for the cleaning process, so we looked to work with the BTC Public Realm team to tackle these issues jointly.

We now plan to survey the town centre locations which have been graffitied and pass on requests for action to the responsible party – in line with the CBC guidance this would include:

- BT cabinets (painted green) – [report to Openreach](#)
- Virgin Media cabinets (painted grey) – [report to Virgin Media](#)
- Electricity substations – [contact National Grid](#)
- Railway lines – [report to Network Rail](#)

For other sites with graffiti, we will first establish who is responsible for them (BTC, CBC, tenant/owner) and then look to address how to clean them and whether any measures could be taken to prevent further graffiti being added at that location. We are looking to work with our contacts at the Amplius Housing Association to determine a first Street Art project– for the BTC sports locker building at the Stratton Way park and will provide more information on this for the next BJC meeting.

The CBC website has a section on Graffiti reporting - a policy and it makes reference to FixMyStreet to report it. It would be useful to get data from the CBC FixMyStreet platform on where graffiti has been reported and whether it has been removed and if it has been re-graffitied since then. The policy also indicates that Fixed Penalty Notices can be issued to people spotted causing graffiti. Have any been issued in Biggleswade (or across the Central Bedfordshire area?)

The other issues reported widely are:

1. Pothole occurrences and reoccurrences – Highways Agency & CBC responsibility.
2. Falls/Injuries from trip hazards on pavements/roads - CBC responsibility.
3. Dangerous parking (on pavements and double yellow lines) - CBC responsibility.
4. Irresponsible behaviour from dog owners – bagging dog excrement but leaving it, hanging in hedges bordering paths at face height rather than placing it in a bin. CBC responsibility.
5. Overhanging vegetation causing issues on pavements, footpaths and cycle ways. No clear responsibility.
6. Shop lifting and the resulting sales in the street of the goods gained for profit.

We do get crime reports from the police that cover Shop lifting (161 incidents in Biggleswade in the twelve months to Feb 26) but the none of the other issues are routinely recorded by the police.

**ACTION for BJC:**

- To note the above issues and request records of volumes of the above incidents reported in the past 12 months so that we can assess the issue and later report back to BJC to determine which actions to prioritise.

Appendices:

Appendix A: CBC Graffiti Info

# Graffiti

Graffiti is street art in public places that has not been asked for. It can range from a "tag" or signature to a mural, and includes painting, writing, soiling, marking or defacing property.

We can investigate graffiti on both public and private property. However, we're only responsible for removing graffiti from land, buildings or assets we own and only when the content is considered to be offensive.

We're not responsible for removing graffiti from privately owned property, however, we will contact the land or property owner to request its removal.

We don't recommend that you attempt to remove graffiti yourself on property that does not belong to you.

If you are found to be responsible for an act of graffiti, you may be issued with a fixed penalty notice.

If you see graffiti on any of the following, please contact:

- BT cabinets (painted green) – **report to Openreach**
- Virgin Media cabinets (painted grey) – **report to Virgin Media**
- electricity substations – **contact National Grid**
- canal side towpaths – **contact Canal & River Trust**
- railway lines – **report to Network Rail**



**Central Bedfordshire Council**  
**Biggleswade Joint Committee, 16<sup>th</sup> April 2026**  
**Item 9b: Biggleswade Bus Feasibility Study Update**

As previously agreed with BTC, CBC has commissioned the feasibility study to examine whether the current bus stop arrangements at Century House remain appropriate and to explore practical alternatives. The study will evaluate:

- The feasibility of relocating some or all bus stops to the High Street and/or Church Street.
- Physical and operational constraints, including space requirements, pedestrian safety, pavement widths, turning radii, and suitability of existing parking bays for bus loading which would rule in or out options for further consideration.
- Infrastructure requirements such as shelters, signage, kerb modifications, power provision and accessibility.
- Implications for bus routing, timetabling, and operator needs.
- Potential impacts on town centre activity, including freeing space for market and event use, either on a permanent or occasional basis.

BTC officers were consulted as part of the work to design the brief used to commission this work and the requirements and aspirations for the town centre have been incorporated into the study scope. They also attended and fed into the site meeting with the consultants.

**Progress and Next Steps:** Work on the feasibility assessment is well advanced. The consultant's final report is expected to be provided to Central Bedfordshire Council at the end of April or early May 2026.

There is no capital currently allocated to deliver recommendations if any are made but the findings will help inform BTC's ongoing work on the Vision for the town Centre with respect to how the bus network and town centre space could function most effectively and the constraints regarding what changes could be explored.

A further update will be brought to the Committee once the final report has been received and reviewed.

### **Market Square Electric Upgrade**

Following joint site meetings with CBC and BTC officers, M-Group has progressed the detailed design work for the Market Square electrical upgrade. This design will include full implementation costings, to be funded through S106 contributions for town centre improvements.

The proposals include the installation of new electrical cabinets that align with the emerging town centre aesthetic agreed with BTC officers, together with enhancements to improve the reliability and security of existing power points. In key locations identified by BTC, the upgrade will also increase capacity to provide three-phase power. The proposal also looks to have each cabinet independently metered, meaning that disruption caused by having to connect back to the current supply/metering point in Century House is avoided.

Subject to receipt of the final design and quotations, it is anticipated that works could begin during the summer/early autumn.

Based on similar schemes and assuming no delays from the District Network Operator (UK Power Networks), the upgrade could be delivered over a two-week period using a phased approach to minimise disruption to the market and other events.

BTC will be consulted prior to finalising the delivery programme to ensure impacts are kept to a minimum and that works do not impact on key events.

Update prepared by Stephen Mooring, CBC Head of Sustainability.



## **Land East of Biggleswade Development Stakeholder Group**

### **Agreed Terms of Reference**

#### **1. Name**

The name of the group is the Land East of Biggleswade Development Stakeholder Group

#### **2. Status**

The group has no legal status but exists to provide a forum for Members and representatives of local community interest groups to help them understand the progress on work being undertaken for the preparation of applications for reserved matters and condition discharges to facilitate the delivery of the development granted outline planning permission, reference no. CB/20/00959/OUT.

#### **3. Aims**

The principal aim of the Stakeholder Group is to maximise communication and liaison on forthcoming applications that will support the delivery of outline planning permission reference no. CB/20/00959/OUT. The Group should allow the maintenance of open dialogue between all relevant parties.

The outline planning permission contains a number of planning conditions and / obligations, the discharge of which may be of interest to members of the Stakeholder Group, including phasing, design coding, access, off-site highways works, travel planning, etc. Reserved Matters applications may also be of interest to members of the Stakeholder Group.

If any modifications to the permission are required, the Stakeholder Group will also allow communication on these modifications.

A sub-group of the Stakeholder Group will form a Design Code Forum; the Terms of Reference for the Forum are appended.

#### **4. Membership**

Membership of the group will comprise:

Members from:

- Central Bedfordshire Council Case Officer Planning – Debbie Quinn, Benjamin Keen and, where relevant, Stuart Robinson.
- Central Bedfordshire Council Portfolio Holder – Cllr Zerny (If interested)
- Central Bedfordshire Council – Ward Members from East Biggleswade x 2 and West Biggleswade x 3 (if interested)
- Biggleswade Town Council x 2 representatives TBC
- TBC (Maybe Biggleswade Football Club? Valencia and Members to be asked to suggest any other groups who may be interested)

Key technical specialists e.g. Highways, Environmental dept will also be invited to attend where appropriate.

The Chair of the group will be Councillor, xxxx Portfolio Holder / Ward councillor for xxxx

a) Appropriate deputies will be able to attend in the nominee's absence. Any deputies will be agreed by the Chair.

b) The group (through the discretion of the Chair) will be able to co-opt other organisations or individuals to join as members as deemed necessary. It will also have the flexibility to invite others to attend meetings in response to a specific item or technical need.

c) All members are responsible for making effective and positive contributions to the meetings and for actively supporting the aims of the group. Dissemination of information within their realm and two way communication with their respective organisations / constituents is the responsibility of each member.

d) The Chair has the discretion to rescind any invitation to attend should it be found that any member is no longer acting within the spirit of the Terms of Reference.

## **5. Meetings**

At the inaugural meeting the group shall decide on the frequency of the meetings, location and time. The meetings shall normally last no more than 2 hours. The meetings will be held quarterly, or more often if required.

If the Chair is unable to attend a meeting, a Ward Member shall take on this task.

An attending CBC Officer will record the key points discussed at the meeting and circulate a summary report to members of the group within two weeks of the meeting. CBC Officers will also be responsible for the preparation of the agenda. An agenda together with summary report from the previous meeting will be distributed electronically at least 4 days before a scheduled meeting.

## **6. Decision-making**

Decisions will rest with Central Bedfordshire Council only.

## **Land East of Biggleswade Design Code Forum**

In relation to the Design Code required by outline planning permission CB/20/00959/OUT

### **Agreed Terms of Reference**

#### **1. Name**

The name of the group is the Land East of Biggleswade Design Code Forum

#### **2. Status**

The group has no legal status but exists to provide a forum to bring together the applicant / developer project team, Council Officers, Members and representatives from Homes England and Biggleswade Town Council to collaboratively develop a Site Wide Design Code for the development granted outline planning permission under reference CB/20/00959/OUT.

#### **3. Aims**

The principal aim of the Design Code Forum is to maximise communication, liaison and collaboration on the Site Wide Design Code for the development of the Land East of Biggleswade to secure a Design Code that has the broad support of stakeholders and will ensure the delivery of a high quality scheme.

Condition 4 of the planning permission requires the submission and approval of a Design Code in advance of the submission of reserved matters applications. The condition contains a detailed list of topics that should be covered by the Design Code.

A Design Code is a detailed technical document which sets out illustrated design rules and requirements to instruct how a site should be physically developed. Design Codes are relevant to landowners, developers, communities and community groups, and Central Bedfordshire Council as well as all other stakeholders who have an interest in the site. Once approved by the Council, a design code would be technical planning guidance that would be used for Development Management purposes in guiding the development.

The Council has published guidance on the preparation of Design Codes, which must be taken into account by the Forum.

An informative attached to the permission requires the Design Code Forum to formally endorse the Design Code prior to its formal submission to the Council. Other than the endorsement of the Design Code, the group has no decision making powers.

The sole aim of the Forum is the production and endorsement of the Design Code. The Forum cannot be used to introduce new aspirations or requirements for the development outside of the criteria listed in Condition 4 and the proposals set out within the outline planning permission.

#### **4. Membership**

Membership of the Forum will comprise:

Members from:

- Central Bedfordshire Council Case Officer Planning – Debbie Quinn and Benjamin Keen.
- Central Bedfordshire Council Portfolio Holder – Cllr Zerny (If interested)
- Central Bedfordshire Council – Ward Members from East Biggleswade x 2 and West Biggleswade x 3 (if interested)

- Biggleswade Town Council x 3 representatives - Cllr. D Albone, Cllr. M Foster and Cllr. M Russell
- Homes England – TBC
- Place Services Urban Design Consultants on behalf of CBC – Jason Yates and Alexandra Wightman
- Valencia on behalf of the Landowner – Benjamin Hooton
- LDA Urban Designers – TBC

Valencia and LDA will not vote on the endorsement of the Design Code.

Key technical specialists e.g. Highways, Landscape, etc will also be invited to attend where appropriate.

The Chair of the group will be CBC Councillor, xxxx

- a) Appropriate deputies will be able to attend in the nominee's absence. Any deputies will be agreed by the Chair.
- b) The group (through the discretion of the Chair) will have the flexibility to invite specialist officers to attend meetings in response to a specific item or technical need.
- c) All members are responsible for making effective and positive contributions to the meetings and for actively supporting the aims of the group.

## **5. Meetings**

- At the inaugural meeting the Forum shall decide on the frequency of the meetings, location and time. The meetings shall normally last no more than 2 hours. The meetings may be held virtually where appropriate. Due to the timetable, meetings are likely to be held monthly.
- If the Chair is unable to attend a meeting, a Ward Member shall take on this task.
- An attending CBC Officer will record the key points discussed at the meeting and circulate a summary report to members of the group within two weeks of the meeting. CBC Officers will also be responsible for the preparation of the agenda. An agenda together with summary report from the previous meeting will be distributed electronically at least 4 days before a scheduled meeting.
- Valencia and their Urban Design Advisors will prepare all materials for consideration including options, plans and drafts, which will be circulated with the agenda in advance of any meeting.

## **6. Decision-making**

- The purpose of the Forum is to collaborate on and endorse a Design Code.
- Decisions taken by the Forum on the Design Code will be taken as a simple majority vote, with the Chair holding a casting vote if it should be necessary.
- Beyond that, all decisions will rest with Central Bedfordshire Council only.



## ASDA Car Park Rule Changes Spring 2026

It would seem that ASDA are changing their car parking rules and policy in breach of previous and long-standing agreements negotiated with Mid Beds Council and Safeway Supermarkets originally.

The new parking rules list conditions that the car park is ' For use while only shopping in store' which will deter people from using the Town Centre. The S.106 agreed with Mid Beds Council when it was Safeway and grandfathered across now to CBC and Asda was for use by visitors to the town centre for up to 2 hours and not just for shopping at Asda.

If the rule about only for shopping at ASDA is enforced, it will be catastrophic for the town centre shoppers and businesses for many reasons.

Officers of BTC and CBC have been looking again at the original S.106 agreement to see if ASDA can actually do this. The legal advice to both Councils is that ASDA cannot.

Wellers for BTC: “Based on the information in the emails it would appear that 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”

Regards

Roger Taylor

 wellers

Legal Expertise. Lasting Impact



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.

Planning have instructed Pathfinder to send the Occupier a letter alerting them of the requirements of the S106 and expect to hear further early next week”.

## **Sarah**

Sarah Hughes  
Community Engagement Manager  
Community and Engagement Team  
Governance Team

## **Central Bedfordshire Council**

CBC Planning have confirmed that they have written to ASDA. This has alleviated the need for BTC to do the same although we have identical independent legal advice.

The rules for parking at ASDA are yet again a bone of contention in the town The issue was previously raised in December 2022 with subsequent letters to the ASDA Chairman in January and February 2023. We didn't ever get proper responses from ASDA.

We could try again with Allan Leighton, the interim Chief Exec of ASDA?  
If we write to Leighton, we can attach the previous three letters to the former Chairman with a short letter about what is being proposed now and asking again that we are consulted and that they seek to honour the spirit of the S.106. agreement.

Ian Campbell  
Community Development Officer  
Biggleswade Town Council  
31.03.2026

