



Ref: Agenda/TCM – 20/10/2026

15th October 2026

Dear Sir/Madam,

All Members of the Town Centre Management Committee are hereby summoned to the Town Centre Management Committee Meeting of Biggleswade Town Council that will take place on **Tuesday 20th October 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

A handwritten signature in black ink, appearing to read "Nicola Sewell".

Nicola Sewell
Town Clerk

Distribution: All Town Councillors
Notice Boards
The Press

Committee Members:

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

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. CHAIRMAN'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_ocBR_6pMRgCmnSWJ73DsOA

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 the minutes of the Town Centre Management Committee Meeting held on **Tuesday 21st July 2026** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. MATTERS ARISING

- a. Minutes of the Town Centre Management Committee Meeting held on **Tuesday 21st July 2026**.

9. ITEMS FOR CONSIDERATION

a. 2027/28 TCM Budget

For Members to receive and consider a report from the Head of Finance and the Town Clerk regarding the TCM budget for the upcoming financial year.

b. Additional Event Ideas

For Members to receive and consider a report from the Deputy Administration & HR Manager outlining potential ideas for additional Town Council events for 2027/2028.

c. Business Forum Update

For Members to receive and consider the below update from the Community Development Manager on the recent Business Forum Event:

The 2026 Business Forum held by the Town Council took place on the morning of Friday 2nd October. Tritax Big Box generously hosted the event at the visually impacting Tritax Symmetry park. Richard Fuller MP delivered a keynote speech, several businesses attended, along with partners from CBC, Job Centre, and the University of Bedfordshire.

Multiple topics were discussed including the national economic picture, the regional and local context, career pathways, skills and development, tourism and emerging opportunities. A note of the event, which was well received by attendees, will be circulated to Forum participants and Members in due course.

d. Universal Theme Park Report

For Members to receive and consider a report from the Community Development Manager outlining the potential opportunities, benefits, costs and wider implications for Biggleswade arising from the proposed Universal theme park development in Bedford.

10. ITEMS FOR INFORMATION

a. Update on Christmas Fair & Light Switch-on Report

For Members to note a report from the Deputy Administration & HR Manager on progress to date in preparations for the 2026 Christmas Fair and Light Switch-On event.

b. Remembrance Sunday Update

For Members to note a report from the Deputy Administration & HR Manager regarding the 2026 Remembrance Sunday event.

c. **Bigg Eats**

For Members to note the below information on the Bigg Eats 2026 programme:

The Bigg Eats catering event has been run in 2026 with MGB as partner. The event is owned by the Town Council and provides an additional income stream. During 2026, there have been Bigg Eats events held on;

- 26th March
- 30th April
- 28th May
- 25th June
- 30th July
- 27th August
- 24th September

At each event there have been seven traders offering a wide range of cuisines and drinks. Public anecdotal feedback from the events has been positive and events have been well attended. Poor weather at two events resulted in low footfall. Additionally, a limited number of Bigg Eats traders supported the May 5km run and will be supporting Oktoberfest.

11. **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_ocBR_6pMRgCmnSWJ73DsOA

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**.

12. **EXEMPT ITEMS**

Members of the Town Centre Management Committee will vote to enter an exempt session due to the confidential nature of the business to be transacted. This will include matters relating to the financial affairs of the Authority and/or ongoing negotiations, which may involve commercially sensitive information.

If Members resolve to proceed into the exempt session, Members of the public and press will be excluded from the meeting under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, and the live streaming of the meeting will be terminated.

Exempt items for discussion:

- a. (Exempt minutes of the Town Centre Management Committee Meeting 21st July 2026).
- b. (Car Parking Report)



MINUTES OF THE BIGGLESWADE TOWN CENTRE MANAGEMENT COMMITTEE
MEETING HELD ON TUESDAY 21st JULY 2026 AT 7.00PM AT BIGGLESWADE TOWN
COUNCIL OFFICES
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL

PRESENT:

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

Mr K Hosseini – Head of Governance
Miss F Gumush - Deputy Administration & HR Manager
Miss A Green – Committee Clerk

Members of the Public – 1

Cllr G Fage - CBC Ward Councillor Biggleswade East

Meeting Formalities:

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

1. APOLOGIES FOR ABSENCE (TCM 001-2026/27)

- a. Apologies were received from the following:
Cllr M Knight, Community Development Manager.
- b. No other apologies were received.

2. DECLARATIONS OF INTEREST (TCM 002-2026/27)

- a. **Disclosable Pecuniary interests in any agenda item:**
No pecuniary interests were declared.
- b. **Non-Pecuniary interests in any agenda item:**
No non-pecuniary interests were declared.

3. **CHAIRMAN'S ANNOUNCEMENTS (TCM 003-2026/27)**

The Chairman congratulated all involved in facilitating Jones' "Run the Wade" event on Sunday 24th May 2026.

The Chairman informed Members that the event had been successfully and safely delivered despite the heat on the day.

He extended thanks on behalf of the Committee to Officers, Jones' Gym, those who volunteered, Safety Marshalls and the Emergency Services.

4. **PUBLIC OPEN SESSION (TCM 004-2026/27)**

a. **Cllr Grant Fage - Ward Councillor Biggleswade East**

Cllr Fage addressed Members in relation to item 9C.

He expressed concern regarding the report on externally illuminated signage, noting that Biggleswade Town Council has a clearly established position on signage within the Conservation Area.

Cllr Fage referred to the Neighbourhood Plan, noting that it explicitly supports externally illuminated signage rather than internally illuminated signage in the Conservation Area.

5. **INVITED SPEAKER (TCM 005-2026/27)**

There were no invited speakers.

6. **MEMBERS' QUESTIONS (TCM 006-2026/27)**

a. There were no Members questions.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS (TCM 007-2026/27)**

a. No amendments were made to the minutes.

The minutes were **APPROVED** as an accurate record of the Town Centre Management Committee held on Tuesday 21st April 2026.

The Chairman was authorised to sign the minutes.

8. **MATTERS ARISING (TCM 008-2026/27)**

Minutes of the Town Centre Management Committee Tuesday 21st April 2026:

Item 9c - Banking Hub Update

Members queried whether the banking hub item remained outstanding.

The Head of Governance advised that a meeting was still being arranged with Ampthill and Sandy Town Council and that progress was ongoing.

Members **REQUESTED** that the matter be pursued as an urgent action and Officers report back to the next Council meeting.

9. **ITEMS FOR CONSIDERATION**

a. **Appointment of a new Deputy Chairman (TCM 009-2026/27)**

Members **RESOLVED** that Cllr North be appointed Deputy Chairman.

b. **St George's Day Celebration Report (TCM 010-2026/27)**

Members took the report as read.

When discussing the report written by the Community Development Manager, Members expressed support in principle for the proposed St George's Day event.

During the discussion, it was noted that the event would need to be held on the Sunday closest to St George's Day to enable the Scouts to participate.

Members emphasised that the scope of the event should be broadened beyond the proposed service and parade. It was **REQUESTED** that Officers explore opportunities for local businesses, schools and community groups to be involved, as well as options for family-friendly activities, subject to budgets and or sponsorship.

Following discussions the Committee **AGREED** the following:

- Members requested that officers contact St Andrew's Church and the Scouts to determine their interest in participating in the proposed St George's Day celebrations, which could include a church service and Scout parade.
- A more comprehensive report be brought back to Town Council, including further detail on the logistics of the event, costs, and a risk assessment.
- That consideration be given to delivering a wider family-friendly event involving local businesses, schools and community groups.

c. **Externally Illuminated and Digital Advertising Signs (TCM 011-2026/27)**

Members took the report as read.

Following discussion, Members agreed that the report required further detail and clearer reference to the Council's existing policies, the Town Centre Masterplan and the Neighbourhood Plan.

Members **RESOLVED** that the item be deferred and that a revised report be brought back to a future meeting. Members also **REQUESTED** that any future report also consider whether the Council should develop a policy position regarding digital and changing displays in the conservation area.

d. **Additional Event Ideas (TCM 012-2026/27)**

Members considered a report from the Deputy Administration and HR Manager outlining potential events for 2027/28.

The Deputy Administration and HR Manager explained that the report was intended to promote early-stage discussion, and a more detailed report would follow in October once costings, sponsorship and event details had been further developed.

Members welcomed the ideas presented, noting the success of existing events and the positive reception of the newly introduced Biggleswade in Bloom.

Members **NOTED** the report.

10. **ITEMS FOR INFORMATION**

a. **Bigg Eats (TCM 013-2026/27)**

The Head of Governance provided Members with a verbal update on Bigg Eats.

It was reported that Bigg Eats 2026 had been delivered successfully to date and had received positive feedback.

The Head of Governance informed Members that discussions were taking place with other parish councils regarding the potential to expand the Bigg Eats event and deliver it in areas outside of Biggleswade.

Members queried what benefit this would bring to Biggleswade, including whether the Council would receive any income from hosting the event elsewhere.

The Head of Governance advised that the initiative could generate income, which could then be reinvested into the town centre and future events.

Members requested further information on attendee feedback, particularly in relation to seating provision, and sought assurance that the number of traders promoted for the event was being delivered.

Members **AGREED** that a detailed report, including feedback and event performance data, should be presented at the next Town Centre Management (TCM) Committee meeting.

Members **NOTED** the update.

b. **Community Safety Report (TCM 014-2026/27)**

Members noted that Officers had recently met with Beds police.

It was questioned whether the police were satisfied that the CCTV cameras were in the most effective positions, particularly given the recent increase in reported criminal activity within the town.

The Head of Governance advised that he had not attended the meeting but understood that CCTV had been discussed.

Members **REQUESTED** that Officers seek clarification from the police on whether the current CCTV locations are the most effective for protecting the town, Council assets, and supporting policing activities.

Members also **REQUESTED** confirmation as to whether the police are satisfied with the existing CCTV coverage.

Members **NOTED** the report.

c. **Run the Wade (TCM 015-2026/27)**

Members took the report from the Community Development Manager concerning Run the Wade as read.

Members raised concerns regarding rumours that marshals had been subjected to abuse by drivers and that some vehicles may not have adhered correctly to road closures.

The Head of Governance confirmed that there had been some issues on the day, though the event remained safe.

Members acknowledged the success of the event and expressed support for its continued development.

It was **SUGGESTED** that future events could benefit from better coordination between the main event and associated town centre activities. Stalls, refreshments, and other supporting activities should be available for spectators and supporters while participants are taking part in the event to maximise the foot traffic in the town centre.

Members **NOTED** the report.

11. PUBLIC OPEN SESSION (TCM 016-2026/27)

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

Members of the Town Centre Management Committee held a vote to close the meeting to discuss the following exempt items:

- a. (Exempt minutes of the Town Centre Management Committee Meeting 21st April 2026).
- b. (Car Parking Report)

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 7.57 pm.

12. EXEMPT (TCM 017-2026/27)

- a. **Exempt minutes of the Town Centre Management Committee Meeting 21st April 2026**

No amendments were made to the minutes.

The minutes were **APPROVED** as an accurate record of the Town Centre Management Committee held on Tuesday 21st April 2026.

The Chairman was authorised to sign the minutes.

- b. **Car Parking Report**

Members considered the report from the Community Development Manager and the Head of Governance.

Following discussion, Members **AGREED** with some of the recommendations contained within the report and advised that a further report would be presented to Members in due course.

The Chairman closed the meeting at **7:57pm**

BIGGLESWADE TOWN COUNCIL
Town Centre Management Committee 20th October 2026
Item 9a: 2027/2028 TCM Budget

Implications of Recommendations

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

Finance: To be determined.

Equality: An equality impact assessment has not been completed.

Environment: Not applicable.

Community Safety: Not applicable.

Background

The Council agreed the budget planning cycle for 2027/28 (Appendix A) at the Council Meeting on 14th April 2026 after it was discussed at the Finance & General Purposes Meeting on 17th March 2026.

Officers have conducted a zero-based budgetary assessment by:

- a) Recalculating every account code to determine the new year's commitment after detailed consultation with operational managers.
- b) Recalculating all revenue streams.
- c) Making allowances for pay and price inflation where relevant.
- d) Identifying cost reduction and efficiency savings where relevant.
- e) Referring to the recent 5-year medium term financial strategy.

Assumptions

Tax Base

The tax base (number of eligible properties for precept calculation) for 2027/28 will be confirmed by CBC by the end of October 2026. CBC Financial Planning have confirmed that the figure will be final and BTC cannot appeal against the final figure.

Price Inflation

A CPI allowance of 3 % (August 2026 CPI) is included where relevant. The CPI allowance for September 2026 will be known around 21st October 2026, and the draft budget will be adjusted accordingly.

Fees and Charges for 2027/28

The suggested fees (Appendix C) in this report have been incorporated into the new budget for 2027/28. The draft fees and charges will be discussed at the next Finance & General Purposes Meeting on 1st December 2026. The new fees and charges have been calculated after due regard to benchmarking data with other similar Councils.

Cost Reduction & Efficiencies

The overall cost reduction for the TCM Committee is relatively small, however, the overall estimated cost reduction for the whole Council is £34,787. Efficiency savings will continue to be identified on non-salary accounts headings. This will include negotiation of a variety of contracts in the new financial year. The Council has consistently identified efficiencies and cost reduction over the past six years, amounting to a figure of around £187,479.

Revenue Growth and Cost Pressures

Officers have applied good accounting practice in understanding potential areas of revenue growth and, where relevant, have included estimated cost pressures within the draft budget (Appendix B).

Capital Assumptions, Match Funding & S106

Officers will be sourcing any capital growth request for 2027/28 (Appendix F) from external grant funding. This strategy was agreed by Members during the budget setting process last year. Members agreed for Officers to source any match funding for the grant from the rolling capital reserve.

Opportunities for external funding will continue to be actively pursued by Officers to mitigate any impact upon the budget. Officers will continue to engage with colleagues at CBC to access S106 funding.

Recommendation

Members to consider and offer some guidance for TCM budget 2027/28. This information will then inform a report to F& GP and Council for proper resolution and is consistent with the 2027/2028 budgeting process.

Nicola Sewell
Town Clerk

Ernest Bour
Head of Finance & RFO

Appendices:

Appendix A: Original Estimate Planning Cycle for 2027/28.

Appendix B: TCM Growth Requests & Cost Pressures for 2027/28 (A3 Version Provided).

Appendix C: TCM Proposed Annual Fees 2027/28.

Appendix D: Detailed TCM Accounts Codes 2027/28 (A3 Version Provided).

Appendix E: TCM Efficiencies and Cost Reductions 2027/28.

Appendix F: Appendix F TCM Draft Capital Growth Request 2027/28

Appendix A: 2027 – 2028 ORIGINAL ESTIMATE PLANNING CYCLE

Ref	Date	Description	Attendees/Officer Lead	Output	Stages	Status
1.	3 rd September 2026	Communicate with Central Bedfordshire Council to acquire deadlines for submission of precept request.	Ernest Bour	Clean CBC timetable.	Determine budget timeline with CBC	Completed
2.	7 th September 2026	Clean estimate of all payroll staffing costs, including projection of pay inflation.	Ernest Bour, Helen Calvert	Clean estimate of Staff costs for 26/27.	Produce draft budget	Completed
3.	10 th September 2026	Review staff payroll costs.	Nicola Sewell, Ernest Bour and Helen Calvert	Staff costs reviewed in-depth.	Produce draft budget	Completed
4.	14 th September 2026	Review latest projected outturn for 26/27 after half-year accounts finalised.	Nicola Sewell and Ernest Bour	Projected outturn 26/27.	Produce draft budget	Completed
5.	15 th September 2026	Management Meetings to identify 26/27 growth requirements, revenue projections and price inflation.	Nicola Sewell, Ernest Bour, Karim Hosseini, Harry Henderson, Ian Campbell, Helen Calvert	Identification of 26/27 growth requirements, revenue projections and general reviews.	Produce draft budget	Completed
6.	17 th September 2026	Management Meetings to identify 26/27 growth requirements, revenue projections and price inflation.	Nicola Sewell, Ernest Bour, Karim Hosseini, Harry Henderson, Ian Campbell, Helen Calvert	Identification of 26/27 growth requirements, revenue projections, identify cost reductions including efficiencies and general reviews.	Produce draft budget	Completed
7.	22 nd September 2026	Provide a thorough update to Mayor, Deputy Mayor F&GP Chair and Deputy Chair.	Nicola Sewell, Ernest Bour Mayor, Deputy Mayor F&GP Chair and Deputy Chair.	Internal progress update meeting	Incorporate Member commentary	Completed
8.	23 rd September 2026	Enter suggested new Original Estimate for 27/28, onto Rialtas.	Ernest Bour	27/28 original draft budget in Rialtas.	Produce draft budget	Completed
9.	24 th September 2026	Thorough accuracy and sense-check review of suggested new Original Estimate for 27/28, on Rialtas.	Nicola Sewell and Ernest Bour	27/28 original draft budget in Rialtas fully reviewed for accuracy.	Produce draft budget	Completed

10.	29 th September 2026	Informal consultation with broader Members at Council.	All Members	Broad Member sign off.	Broad Member consultation	Completed
11.	6 th October 2026	Formal evening meeting with Public Lands & Open Spaces Committee members	All PLOS Committee Members, Nicola Sewell, Karim Hosseini, and Ernest Bour	To discuss and review PLOS Budget for 27/28.	Incorporate Member commentary	Completed
12.	20 th October 2026	Formal evening meeting with Town Centre Committee members.	All TCM Members, Nicola Sewell, Karim Hosseini, and Ernest Bour	To discuss and review TCM Budget for 27/28.	Incorporate Member commentary	
13.	3 rd November 2026	Formal evening meeting with Personnel Committee members.	All Personnel Committee Members, Nicola Sewell, Karim Hosseini, and Ernest Bour	To discuss and review Personnel Budget for 27/28.	Incorporate Member commentary	
14.	17 th November 2026	Provide a thorough update to Mayor, Deputy Mayor, F&GP Chair and Deputy Chair.	Nicola Sewell, Ernest Bour, & Members	Fully informed Mayor, Deputy Mayor Chair and Deputy Chair of F&GP.	Mayor , Deputy Mayor ,F&GP Chair & Deputy Chair Overview	
15.	1 st December 2026	Formal evening meeting with Finance & General Purposes Committee members.	All F&GP Members, Nicola Sewell, Karim Hosseini and Ernest Bour	To discuss and review F&GP Budget for 27/28.	F&GP resolution	
16.	15 th December 2026	Informal consultation with broader Members at Council.	All Members	Broad Member sign off.	Broad Member consultation	
17.	5 th January 2027	Sign off at F&GP Committee.	All F&GP Members, Nicola Sewell, Karim Hosseini and Ernest Bour	Agree on a formal resolution ready to be presented to Town Council on 19 th January.	Incorporate Member commentary	
18.	19 th January 2027	Sign off at Town Council.	Town Council	Final precept agreed by Members.	Council consideration & resolution	
19.	20 th January 2027	Complete CBC forms with precept request.	Ernest Bour	To be signed by Ernest Bour as RFO.	Communicate precept to CBC	

APPENDIX B: COST PRESSURE AND GROWTH REQUESTS FOR BUDGET 2027/28

Nominal Code	Cost Centre	Budget 26/27	Actual 26/27	Committed 26/27	Draft Budget 27/28	Amount Requested	Reason	Comment
Grounds Maintenance	Car Parks	£12,000	£650	£8,660	£15,500	£3,500	New fencing Dan Albone Car Park	Cost Pressure
Car Park Lease	Car Parks	£36,000	£18,000	£0	£36,000	£10,800	To cover annual rent after review of the Rose Lane lease in May 2027	Cost Pressure
Rates	Car Parks	£28,371	£27,139	£0	£29,898	£1,527	To cover Rose Lane car park rates.	Cost Pressure
Christmas Activities	Town Centre	£13,000	£0	£0	£19,000	£6,000	To cover marketing, security, stage and PA system and performance acts.	Cost Pressure
War Memorial & Remembrance Service	Town Centre	£1,500	£48	£202	£2,700	£1,200	To cover security, PA system, marketing etc	Cost Pressure
Equipment	Town Centre	£800	£1,050	£1,507	£1,550	£750	Replacement of temporary road barriers and signs – markets, events	Cost Pressure
Market Sq Events	Town Centre	£6,500	£446	£0	£15,100	£900	Festival of Sports and Fitness – alongside Run the Wade, cost for competition prizes, face painting etc.	Cost Pressure
CCTV	Town Centre	£32,000	£26,131	£0	£32,960	£960	To cover inflation, the increase in CCTV running costs annually	Cost Pressure
Christmas Lights	Town Centre	£22,958	£11,479	£0	£23,647	£689	To cover minor repairs for the Christmas lights	Cost Pressure
Computer	Car Parks	£0	£0	£0	£5,000	£5,000	Annual running cost for electronic parking permits, Imperial compatible	Growth Request
Market Sq Events	Town Centre	£6,500	£446	£0	£15,100	£7,200	Charter Market Event to commemorate the 800th year celebration, cost include stage, performance act, security etc.	Growth Request
Market Sq Events	Town Centre	£6,500	£446	£0	£15,100	£500	St George's Day Event for hall hire costs, marketing etc.	Growth Request
					£39,026			

APPENDIX C: BIGGLESWADE TOWN COUNCIL

SCALE OF CHARGES FOR MARKET STALL RENTS ETC

SUGGESTED FEES EFFECTIVE FROM 1 APRIL 2027

Discussions have taken place with the Town Clerk, Head of Finance, Head of Governance and Strategic Partnership, Community Development Manager, Public Realm Manager and Administration and HR Manager.

It is believed that market stall holders will accept an inflation rise, but nothing more.
Officers have performed a small benchmarking exercise; the results are on the next page.

MARKET STALLS	2024/2025	2025/2026	2026/2027	2027/2028	Rationale behind suggested new rate
Payment due at time of booking					
Rent of single pitch 10' x 10'	£18	£18	£19	£20	2026/7 x Aug 26 CPI = £19 x 3%=£19.57, rounded.
Rent of double pitch 10' x 20'	£30	£31	£32	£33	2026/7 x Aug 26 CPI = £32 x 3%=£32.96, rounded.
Rent of pitch larger than a double	£35	£36	£37	£38	2026/7 x Aug 26 CPI = £37 x 3%=£38.11, rounded.
Tuesday market flat fee for all stalls regardless of size	£18	£18	£19	£20	2026/7 x Aug 26 CPI = £19 x 3%=£19.57, rounded.
Clearance of market trade waste. Minimum charge	£60	£61	£63	£65	2026/7 x Aug 26 CPI = £63 x 3%=£64.89, rounded.
Christmas Fair-Food and Drink vendors	£40	£40	£41	£42	2026/7 x Aug 26 CPI = £41 x 3%=£42.23, rounded.
Christmas Fair -Other stall holders	£20	£20	£21	£22	2026/7 x Aug 26 CPI= £21 x 3%=£21.63, rounded.
Advent Saturday Market-Christmas	£18	£18	£19	£20	2026/7 x Aug 26 CPI = £19 x 3%=£19.57, rounded.

CHARITY STALLS	2023/2024	2024/2025	2026/2027	2027/2028	Rationale behind suggested new rate
Payment due at time of booking					
Charitable/voluntary organisation (Fees refundable if the Charity turns up)	£17	£18	£19	£10	It is proposed that Charitable/voluntary organisation will be charged with a non-refundable fee of £10. This will reduce transactional fees for refunds and administration time in processing refunds.

One charity stall is available at each Market.
Two bookings are allowed per year for each charitable organisation.

Market fees benchmarking exercise – 2026/27 prices for similar size Town Councils.

Market Stalls – Biggleswade Town Council		
Single Pitch 10' x 10'	£19	
Double Pitch 10' x 20'	£32	
Larger than double	£37	
Lighting of stall	Free	
Tuesday Market flat fee for all stalls regardless of size	£19	
Clearance of unauthorised waste	£63	
Christmas Fair: Food and Drinks vendors	£41	
Christmas Fair: Other stall holders	£21	
Charity Stall	£19	
Market Stalls – St Neots Town Council-Craft Market		
Standard Pitch(3m x 3m space)/Hired Stall	£15 per market	
Catering Pitch	£20 per market	
Registered Charity/Community Group (3m x 3m space) A gazebo, table and chairs can be provided if required for the first visit	£10 per market	
Market Stalls – Flitwick Town Council		
Pitch regardless of size	From £11	
Electricity	£2.50	
Charity	Free	
Market Stalls – Baldock		
Pitch regardless of size	£10	
Market Stalls – Hitchin		
Tuesday	£7 per stall	
Friday/Saturday	From £12 per stall for Casuals	£8 for New Traders
Saturday-Craft and Farmers Market	£20 including parking and Electricity	
Car Park Permits	£3 per day	Electricity: £1 a day
Market Stalls – Leighton Buzzard		
Pitch regardless of size (permanent traders) 3m x 3m	£19	
Pitch regardless of size (casual traders) 3m x 3m	£23	
3m x 3m gazebo or 3m x 2.5m canopy umbrella-Start ups	£15	
Handmade & Craft Market	£20	
Charity Stalls & Community Market	First pitch is FREE followed by... Charity stall on a Tuesday or Saturday at £10 per Market, a maximum of 4 weeks.	
Gazebo, tables, chairs	Free	

SCALE OF CHARGES FOR PARKING PERMITS

FEES EFFECTIVE FROM 1 APRIL 2027

Discussions have taken place with the Town Clerk, Head of Finance, Community Development Manager and Head of Governance

These have been increased by inflation only, with roundings for practicability.

RESIDENT PARKING	2025/26	2026/27	2027/28	Rationale behind suggested new rate
Monthly Permit	£24	£24	£25	$2026/7 \times \text{Aug } 26 \text{ CPI} = £24 \times 3\% = £24.72$, rounded.
Quarterly Permit	£54	£54	£56	$2026/7 \times \text{Aug } 26 \text{ CPI} = £54 \times 3\% = £55.62$, rounded.
Half-yearly	£102	£102	£105	$2026/7 \times \text{Aug } 26 \text{ CPI} = £102 \times 3\% = £105.06$, rounded.
Annual Permit	£169	£169	£174	$2026/7 \times \text{Aug } 26 \text{ CPI} = £169 \times 3\% = £174.07$, rounded.

BUSINESS PARKING	2025/26	2026/27	2027/28	Rationale behind suggested new rate
Monthly Permit	£72	£72	£74	$2026/7 \times \text{Aug } 26 \text{ CPI} = £72 \times 3\% = £74.16$, rounded.
Quarterly Permit	£109	£109	£112	$2026/7 \times \text{Aug } 26 \text{ CPI} = £109 \times 3\% = £112.27$, rounded.
Half-yearly	£163	£163	£168	$2026/7 \times \text{Aug } 26 \text{ CPI} = £163 \times 3\% = £167.89$, rounded.
Annual Permit	£299	£299	£308	$2026/7 \times \text{Aug } 26 \text{ CPI} = £299 \times 3\% = £307.97$, rounded.

Draft Parking Places Order – Schedule Part I

	1	2		3		4	5	6
	Name of Parking Place	CLASS OF VEHICLE PERMITTED TO USE THE PARKING PLACE AND POSITION IN WHICH VEHICLE MAY PARK		Days Hours of Operation of Parking Place and scale of charges. 6.00pm – 8.00am any hours no charge		Maximum period for which a vehicle may be left	Scale of parking permit in force Fees effective from 1 April 2027	Scale of charge for vehicles in Class 5 and vehicles in class 6
		CLASS	POSITION					
1.	Mill Lane	1,2,3,4	Wholly within a marked parking bay	Mon-Fri Up to 2 hrs Up to 3hrs Up to 4hrs	8.00 am-6.00 pm Free £ 1.60 £ 2.10	4hrs No return within 3hrs	No parking permits	Not Permitted
2.	St Andrews Street	1,2,3,4	Wholly within a marked parking bay	Mon-Fri Up to 2 hrs Up to 3hrs Up to 4hrs	8.00 am-6.00 pm Free £ 1.60 £ 2.10	4hrs No return within 3hrs	Resident Permits: Annual £174.00 Bi Annual £105.00 Quarterly £56.00 Monthly £25.00 Market Trader Permits	Not Permitted (Other than Market Traders)
3.	Dan Albone	1,2,3,4	Wholly within a marked parking bay	Mon-Fri Up to 2 hrs Up to 3hrs Up to 4hrs Up to 6hrs Max 10 hrs	8.00 am-6.00 pm Free £ 1.60 £ 2.10 £ 2.60 £ 5.20	10hrs No return within 4hrs	Worker Permits: Annual £308.00 Bi Annual £168.00 Quarterly £112.00 Monthly £74.00	Not Permitted
4.	Chestnut Avenue	1,2,3,4	Wholly within a marked parking bay	Mon-Fri Up to 1 hr Up to 2 hrs Up to 3hrs Up to 4hrs	8.00 am-6.00 pm Free £ 1.10 £ 1.60 £ 2.10	4hrs No return within 3hrs	No parking permits	Not Permitted
5.	Rose Lane	1,2,3,4	Wholly within a marked parking bay	Mon-Fri Up to 2 hrs Up to 3hrs Up to 4hrs Max 6hrs	8.00 am-6.00 pm Free £ 1.60 £ 2.10 £ 2.60	6hrs No return within 4hrs	Worker Permits: Annual £308.00 Bi Annual £168.00 Quarterly £112.00 Monthly £74.00 Resident Permits: Annual £174.00 Bi Annual £105.00 Quarterly £56.00 Monthly £25.00 Market Trader Permits	Not Permitted
6.	White Hart	1,2,3,4	Wholly within a marked parking bay	Mon-Fri Up to 1hr	8.00 am-6.00 pm Free	1hr No return within 2hrs	No parking permits	Not Permitted

The TRO will be amended after Council approval.

SCALE OF CHARGES FOR EVENT SPONSORSHIP

FEES EFFECTIVE FROM 1 APRIL 2026

Event	Sponsorship Package	2026/27	2027/28	Rationale behind suggested new rate
Bigg Eats Food Festival	General Event Package	£260	£300	$2026/7 \times \text{Aug } 26 \text{ CPI} = £260 \times 3\% = £267.80$
Reindeer in the Square	General Event Package	£260	£300	$2026/7 \times \text{Aug } 26 \text{ CPI} = £260 \times 3\% = £267.80$
Easter Party & Egg Hunt	General Event Package	£260	£300	$2026/7 \times \text{Aug } 26 \text{ CPI} = £260 \times 3\% = £267.80$
Christmas Fair & Light Switch on	Christmas Package	£620	£650	$2026/7 \times \text{Aug } 26 \text{ CPI} = £620 \times 3\% = £636.60$
Individualised Tailored Package	Various			To be negotiated with the Council

NB: VAT will be added to all sponsorship fees.

General Event Package:

Branding at event

Branding on all printed publicity including event posters

Publicity before, during and after the event

Free gazebo pitch at the event

Christmas Package:

Branding at event

Branding on all printed publicity including event posters

Publicity before, during and after the event.

Inclusion in all event publicity printed & online

Free gazebo pitch at the events

APPENDIX D: DETAILED DRAFT BUDGET FOR 2027-28

Code	Description	25/26	25/26	26/27	26/27	26/27	26/27	27/28	Variance
		Budget	Actual YTD	Budget	Actual YTD	Projected	Committed	Draft Budget	
									3%
105 CAR PARKS									
1077	INC-S106 GRANTS	£0	£6,305	£0	£0	£0	£0	£0	£0
1088	INC-CAR PARKING FEES	£36,000	£32,008	£33,000	£11,840	£33,000	£0	£33,990	£990
1089	INC - PARKING PERMITS WORK	£10,000	£6,774	£5,000	£1,695	£5,000	£0	£5,150	£150
1091	INC-MISCELLANEOUS	£0	£3,118	£0	£0	£0	£0	£0	£0
1189	INC-PARKING PERMITS RES	£4,500	£4,097	£3,000	£1,173	£3,000	£0	£3,090	£90
	Total Income	£50,500	£52,303	£41,000	£14,708	£41,000	£0	£42,230	£1,230
4011	RATES	£28,700	£26,771	£28,371	£27,139	£27,139	£0	£29,898	£1,527
4013	RENT	£1	£1	£1	£0	£1	£0	£1	£0
4026	COMPUTER	£0	£0	£0	£0	£0	£0	£5,000	£5,000
4037	GROUNDWORK MAINTENANCE	£12,000	£10,608	£12,000	£650	£12,000	£900	£15,500	£3,500
4038	MAINTENANCE CONTRACT	£7,000	£5,400	£7,000	£2,380	£7,000	£0	£7,210	£210
4042	EQUIPT MAINT/REPAIR	£2,000	£1,794	£2,000	£227	£2,000	£1,604	£2,060	£60
4065	GRANT EXPENDITURE	£0	£6,505	£0	£0	£0	£0	£0	£0
4092	CARD PROCESSING FEES	£2,000	£1,758	£2,000	£611	£2,000	£0	£2,060	£60
4126	CAR PARK LEASE	£36,000	£36,000	£36,000	£18,000	£36,000	£0	£46,800	£10,800
	Overhead Expenditure	£87,701	£88,838	£87,372	£49,007	£86,140	£2,504	£108,529	£21,157
	<i>Movement to/(from) Gen Reserve</i>	<i>-£37,201</i>	<i>-£36,535</i>	<i>-£46,372</i>	<i>-£34,299</i>	<i>-£45,140</i>		<i>-£66,299</i>	<i>-£19,927</i>
106 MARKET									
1085	INC-TUESDAY MARKET RENTS	£4,000	£4,866	£4,000	£1,922	£4,000	£0	£4,120	£120
1086	INC-SATURDAY MARKET RENTS	£19,500	£17,854	£18,000	£6,953	£18,000	£0	£18,540	£540
1091	INC-MISCELLANEOUS	£0	£270	£0	£0	£0	£0	£0	£0
1100	INC-MAKERS MARKET	£0	£0	£0	£722	£1,500	£0	£0	£0
1145	INC-CHRISTMAS ACTIVITIES	£0	£126	£0	£0	£0	£0	£0	£0
	Total Income	£23,500	£23,116	£22,000	£9,597	£23,500	£0	£22,660	£660
4011	RATES	£1,600	£1,546	£1,600	£1,635	£1,635	£0	£1,684	£84
4014	ELECTRICITY	£2,250	£1,682	£2,250	£1,841	£2,250	£0	£2,318	£68
4032	PUBLICITY	£1,000	£0	£1,000	£0	£500	£0	£500	-£500
	Overhead Expenditure	£4,850	£3,228	£4,850	£3,476	£4,385	£0	£4,502	-£348

Code	Description	25/26	25/26	26/27	26/27	26/27	26/27	27/28	Variance
		Budget	Actual YTD	Budget	Actual YTD	Projected	Committed	Draft Budget	
	Movement to/(from) Gen Reserve	£18,650	£19,888	£17,150	£6,121	£19,115		£18,158	
107 TOWN CENTRE GENERAL									
1071	INC-SPONSORSHIP	£0	£2,500	£5,000	£1,433	£5,000	£0	£5,150	£150
1072	INC-ADVERTISING	£0	£0	£750	£219	£750	£0	£750	£0
1077	INC-S106 GRANTS	£0	£2,526	£0	£0	£0	£0	£0	£0
1078	INC-MISC GRANTS	£0	£0	£0	£15,960	£15,960	£0	£0	£0
1091	INC-MISCELLANEOUS	£0	£523	£0	£240	£240	£0	£0	£0
1094	INC-TC FESTIVAL	£0	£0	£0	£0	£0	£0	£0	£0
1144	INC-BIGGS EATS	£2,500	£1,667	£2,500	£1,833	£2,500	£0	£2,575	£75
1145	INC-CHRISTMAS ACTIVITIES	£1,000	£1,088	£1,000	£0	£1,000	£0	£1,030	£30
	Total Income	£3,500	£8,303	£9,250	£19,685	£25,450	£0	£9,505	£255
4007	HEALTH & SAFETY	£600	£577	£2,500	£1,803	£2,500	£24	£2,000	-£500
4036	PROPERTY MAINTENANCE	£700	£509	£700	£100	£700	£282	£721	£21
4037	GROUND'S MAINTENANCE	£1,500	£1,005	£1,500	£468	£1,500	£526	£1,545	£45
4065	UKSPF Expenditure	£0	£53,628	£0	£0	£15,960	£108	£0	£0
4116	WAR MEMORIAL & REMEMBRANCE SERVICE	£1,500	£1,083	£1,500	£0	£1,500	£47	£2,700	£1,200
4128	EQUIPMENT	£800	£641	£800	£505	£800	£23	£1,550	£750
4138	MARKET SQUARE EVENTS	£4,600	£4,748	£6,500	£446	£6,500	£0	£15,100	£8,600
4140	CHRISTMAS ACTIVITIES	£8,350	£12,754	£13,000	£0		£0	£19,000	£6,000
4144	CCTV	£30,000	£38,196	£32,000	£26,131	£32,000	£0	£32,960	£960
4145	CHRISTMAS LIGHTS	£17,000	£26,954	£22,958	£0	£22,958	£0	£23,647	£689
	Overhead Expenditure	£65,050	£140,094	£81,458	£29,453	£84,418	£1,010	£99,223	£17,765
	Movement to/(from) Gen Reserve	-£61,550	-£79,614	-£72,208	-£9,768	-£58,968		-£89,718	
110 PUBLIC CONVENIENCES									
4012	WATER RATES	£1,300	£894	£1,300	£96	£1,300	£0	£1,000	-£300
4016	CLEANING COSTS	£12,480	£12,624	£12,480	£3,120	£12,480	£0	£12,854	£374
4017	JANITORIAL MATERIALS	£1,000	£1,264	£1,000	£1,080	£1,200	£118	£1,236	£236
4036	PROPERTY MAINTENANCE	£1,000	£1,144	£1,000	£500	£1,000	£0	£1,030	£30
4042	EQUIPT MAINT/REPAIR	£200	£32	£200	£0	£200	£0	£206	£6
4047	MATERIALS/TOOLS	£400	£144	£400	£0	£400	£0	£412	£12
	Overhead Expenditure	£16,380	£16,100	£16,380	£4,796	£16,580	£118	£16,738	£358

Code	Description	25/26	25/26	26/27	26/27	26/27	26/27	27/28	Variance
		Budget	Actual YTD	Budget	Actual YTD	Projected	Committed	Draft Budget	
	<i>Movement to/(from) Gen Reserve</i>	<i>-£16,380</i>	<i>-£16,100</i>	<i>-£16,380</i>	<i>-£4,796</i>	<i>-£16,580</i>		<i>-£16,738</i>	<i>-£358</i>
	Total Income	£77,500	£83,722	£72,250	£43,990	£89,950	£0	£74,395	£2,145
	Total Expenditure	£173,981	£248,260	£190,060	£86,732	£191,523	£3,632	£228,992	£38,932
	Net Income over Expenditure	-£96,481	£92,528	-£117,810	-£42,742	-£101,573	-£3,632	-£154,597	-£36,787

APPENDIX E: EFFICIENCIES AND COST REDUCTIONS

Code	Description	26/27 Budget	27/28 Draft Budget	Variance
102 ALLOTMENTS				
4104	REFUSE COLLECTION	£2,000	£1,500	-£500
106 MARKET				
4032	PUBLICITY	£1,000	£500	-£500
107 TOWN CENTRE GENERAL				
4007	HEALTH & SAFETY	£2,500	£2,000	-£500
110 PUBLIC CONVENIENCES				
4012	WATER RATES	£1,300	£1,000	-£300
115 ORCHARD COMMUNITY CENTRE				
4011	RATES	£6,000	£5,500	-£500
4012	WATER RATES	£3,200	£2,200	-£1,000
4015	GAS	£6,000	£5,000	-£1,000
4017	JANITORIAL MATERIALS	£1,000	£700	-£300
901 CENTRAL SERVICES				
4003	EMPLOYERS SUPERANN.	£216,887	£204,447	-£12,440
4005	AGENCY STAFF	£10,000	£5,000	-£5,000
4009	STAFF TRAVEL	£2,000	£1,000	-£1,000
4025	INSURANCE	£27,000	£24,253	-£2,747
4026	COMPUTER	£74,000	£65,000	-£9,000
Total Cost Reduction				-£34,787

APPENDIX F: Draft Capital Growth Request

Description	Reason	Source of Funding	Amount	Matched Funding up to 20%	Comment
Town Centre x 3 Electronic information boards	Revenue generation	External Grant	£15,000		S106
Set up Cost For Electronic Permit	Efficiency	External Grant	£10,000		S106
			£25,000	£0	

BIGGLESWADE TOWN COUNCIL
Town Centre Management (TCM) Committee 20th October 2026
Item 9b: Additional Event Ideas

Implications of Recommendations

Corporate Strategy: ECONOMY: A Thriving Town. Develop a programme of events for the Town Centre.

Finance: All existing events are within the current budget. New event ideas have been included in the budget growth report for TCM 2027/28. (Approved by Town Clerk and RFO)

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Officers have been working to increase the footfall to the Market Square and other green spaces and put Biggleswade on the map with different and exciting events.

Below is a summary of the event ideas.

Existing Events

Children's Easter Egg Hunt

Date: Saturday 27th March 2027

Cost to the Town Council: Approximate cost of £725

Location: Franklin's Recreation Ground or Kings Reach

This event has been held at Franklins Recreation Ground for the past two years. The cost of this event is based on the hire of a magician, a costumed mascot who will make various appearances during the time of the event, a face painter, easter egg hunt for the children, prizes, and Officers overtime costs. It is planned that food trucks will be invited to attend and charged a fee.

Biggleswade in Bloom

Date: From January to August. Despite it being a small number of people taking part, it was successful for the first time we ran this competition this year.

Cost to the Town Council: £350 with possible sponsorship from local businesses and garden centres to cover the event.

Location: Biggleswade itself

Many towns across the UK successfully run "In Bloom" initiatives, often linked to the wider Anglia and Britian in Bloom movements.

These events:

- Improve the visual appeal of the area.
- Encourage environmental responsibility and biodiversity.
- Strengthen community engagement.
- Support local businesses through increased footfall and publicity.

This is a friendly competition and celebration and will be open to residents, businesses, schools and community groups. Based on feedback last year, there will be more categories to select winners.

A community planting day will be organised in mid-May where public spaces can be brightened with flowers and those participating could send in before and after photos.

Children's Halloween and Christmas Parties at The Orchard Community Centre

Date: 31st October and 28th November 2027

The parties are run by professional party organisers.

New Proposed Events

800th Anniversary of the Charter Market (just for 2027)

Proposed date: June/July

This will be held to celebrate the 800th anniversary of the Charter Market.

The cost to BTC would be approximately £6,200. This would include:

- Characters in costumed roles including Henry III,
- The event Management Service/Insurance - in advance and on site- inc travel.
- A guaranteed team of 20 performers with tents, to include children's activities, Living History, Replica of the Charter, a couple of knights and a minstrel.

Other ideas relating to the Charter Market anniversary could be to start 'An 800 Market Tile' project which is created by current traders, schools, community groups, Council staff, Councillors amongst others.

The theme would be 'what the market means to me' and would entail drawings and/or symbols with dates and names and would be a year-long project, which could be unveiled at the end of the year (possibly the Christmas fair). This would then make the anniversary a year-long legacy and not just a single event.

The cost of this is dependent on materials to be used and S106 funding.

Recommendations

For Members to consider the new events and associated costs proposed in the report.

Funda Gumush
Deputy Administration & HR Manager

BIGGLESWADE TOWN COUNCIL
Town Centre Management (TCM) Committee 20th October 2026
Item 9d: Universal Theme Park Report

Implications of Recommendations

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

Finance: There is no town council budget allocation.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Members have requested this report for discussion tonight. The costs and benefits which arise from the opening of Universal theme park in 2031, should bring multiple positive economic and wellbeing outcomes for Bedford Borough and the surrounding area. Additionally, the East-West rail link, two new train stations, improvements to the A1 'black cat' junction and the A421, the CBC 'call for sites' developments in town, and a new town at Tempsford, will further provide added pressures and benefits as both development and demographic influx occur out to 2050.

Summary

On the assumption that Universal will open in summer 2031 and other programmes listed above mature on schedule, Officers assess that the town council could act on the presented opportunities ahead of actual delivery dates of each programme.

It should be noted that the immediate benefits arising from Universal theme park will be applicable to those villages and towns most proximate to the park, i.e. those within the first five to 10 miles radius.

Biggleswade at approximately 12 miles distance still retains geographic importance to the theme park, for three strategic opportunities which present (including several others);

1. Hospitality beds and town tourism: There are currently approximately 45 rooms available in the town centre across a handful of establishments and quality. The Crown (Wetherspoons), Stratton House Hotel, and a few at guest houses. Air B&B rooms availability is unknown and applies in this context.
2. Museum and tourist information centre: There is no facility currently existing in the town centre despite the growing number of important historical and archaeological finds unearthed by development activity. The national scheme for vacant shop units could be used to source a high street vacant unit to become a new museum and information centre. The advent of Universal theme park is likely to increase onward tourist visits to town hence boosting the need to create a suitable museum and information centre for the town. Funding could be sought from the three S106 funding lines allocated for libraries in town, possibly combining the museum function with an enhanced library. New tourist signage would need to be installed across the town and the green heritage plaques would form part of the heritage.
3. Orbital bus service: No orbital bus service for the town exists, although it is needed both for workers and visitors. It would be possible to stretch the bus requirement either from or to the town as more settlements are built and networks improved. Works buses serving Universal (Amazon, Holme Farm, Tritax Symmetry Park, others) would support those on low wages and without access to personal transport. However, Universal would need to be a destination per se, as it is likely to routinely attract high visitor volumes.

4. Positive Biggleswade business momentum. Current efforts to boost local business across multiple parameters including development and construction need to have a hub in Biggleswade, including via the ongoing business forum.

The above strategic benefits would need S106 funding with CBC support, external private business financial engagement and/or national government financial/strategic support. Officers would need to engage at all levels to realise the benefits for the town. It may be necessary for the town council to consider investing in targeted local advertising at the Universal theme park to showcase the town's strengths and maximise the pull towards Biggleswade for Universal theme park visitors who may choose to explore the wider county. It may be possible to invite a Universal representative to speak at a future council meeting.

Recommendation

That Members note this report.

Ian Campbell
Community Development Manager

BIGGLESWADE TOWN COUNCIL
Town Centre Management (TCM) Committee 20th October 2026
Item 10a: Update on Christmas Fair & Light Switch-on Report

Implications of Recommendations

Corporate Strategy: Community: A Town to Be Proud Of. Work closely with the voluntary, community, faith and social enterprise sectors to build a strong community.

Finance: Funds to be sourced from existing budgets (Christmas activities and Christmas Lights). Sponsorship will reduce expenditure related to the Christmas Fair & Light Switch on event. (Approved by Town Clerk and RFO)

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Communication with stakeholders

Officers have been working since March with key stakeholders and partners to ensure that the annual Christmas Fair & Light Switch on runs smoothly. All important elements, including informing the local shop keepers, businesses and residents of the event have been completed. Letters will be distributed by hand over the next few days.

Safety Advisory Group

All relevant legal paperwork has been completed in the way of risk assessments, event management plans, temporary traffic regulation orders and Central Bedfordshire Council's Safety Advisory Group (SAG) event notification form. Officers have received approval from Streetworks for the road closure as well as a positive response from the SAG.

Officers have also hired a private security company who will be placed at strategic points in the Square and road closures. Discussions and site briefings with regards to the event have been held with the company.

Suppliers

Purchase order requests have been approved for all preferred suppliers and Officers will continue to liaise with the suppliers to coordinate logistics.

Christmas Lights

Following their successful tender last year, the Festive Lighting Company will be decorating the Christmas Tree as well as the High Street a week before the event.

Electrical work

Officers have met with the electrician commissioned to work on the lights switch-on to determine positioning of traders.

Positioning of traders

Station Road will be used for Jamie D Harris and his funfair rides which will enable more traders to be centred around the Market Square and White Hart Car Park this year.

Christmas Tree

All being well, the delivery of the Christmas Tree from Woods Farm is confirmed as the 20th November 2026. The Christmas Tree this year has once more been sponsored by the The Surfin Café and the Council is grateful for their support. The lighting company and electrician have been notified in order to decorate the tree and market square.

Sponsors

This year we have been fortunate that several companies will be sponsoring our Christmas Light Switch on. As well as Surfin Café, Tritax Big Box, PMC speakers, Chai Brunch Café in partnership with PhoneTech and Grant Palmer will be sponsoring the event. Grant Palmer will be carrying our adverts on their buses in return for our promotion of their services.

Performers

A line-up of performers including theatre, schools and choirs has been organised and their line-up has now been confirmed to them. Following the light switch on which will be at 6pm this year in order for families to be able to stay for the event, there will be a tribute act 'Being Elton' – a tribute act to Elton John featuring the tribute act Dua Lipa. Following the survey we carried out last year, many commented that the act was excellent but on too late for them to stay and participate.

Marketing

Marketing of the event began in late August, in the form of social media posts calling for traders and then continued with advertising the event and updates. This will continue with teasers of which stalls to expect at the market. A billboard near the 'Sainsbury's roundabout' has been hired this year to advertise the event and will run for 6 weeks ahead of the event. The advert will go up on 16th October 2026. Banners will also be hung at various strategic locations in the town with the logos of all our sponsors.

Mayors Charity

This year again, plastic baubles which are detachable, will be marketed and sold to raise money for the Mayor's chosen charities – MAGPAS and Biggleswade Baptist Church Food Bank. Christmas bears will be sold as well to help raise money for the charities.

Recommendations:

For Members to note the contents of the report.

Funda Gumush
Deputy Administration & HR Manager

BIGGLESWADE TOWN COUNCIL
Town Centre Management 20th October 2026
Item 10b: Remembrance Sunday Update

Implications of Recommendations

Corporate Strategy: ASPIRATIONS: COMMUNITY: Protect the distinctive character and heritage of Biggleswade.

Finance: Funding sourced from existing budget. (Approved by Town Clerk and RFO)

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Each year, in the build-up to the Remembrance Sunday service (this year to be held on 8th November 2026), Officers and a few Members meet intermittently with representatives of the Royal British Legion (RBL) to consult and to progress plans. A meeting with all stakeholders took place on Thursday 8th October 2026.

Summary

All legal documentation has been completed with relevant legal processes followed. This includes an event management plan, risk assessments, temporary traffic regulation order for road closures and the Central Bedfordshire Council's (CBC) Safety Advisory Group event notification form. The SAG has confirmed that this event is amber security level meaning additional security and event staff training are required. Officers, conscious of Martyn's Law, have hired a security company for the event who will be placed at strategic points in the town.

As in previous years, the parade will gather at the transport interchange. However, due to ongoing road works by Anglian Water, the route will be slightly different this year. The High Street Road closure will be implemented between 10am and 11:30am.

The parade will proceed along Saffron Road, to Teal Street and along St Andrew's Road with a right turn onto the High Street before concluding on Market Place in front of the war memorial.

The Parade Marshall will be assisted by other Marshalls to help keep the parade in line and to ensure that the parade arrives and is ready on time. As per last years' service, the parade will be dismissed from the Market Place as feedback was positive on this change. The dismissal will need to be carried out swiftly and safely and all group leaders have been briefed on this change this year.

Officers have sent the Order of Service out to all stakeholders and the event has been advertised on Town Council notice boards as well as the Town Council's social media pages.

Christopher Sharwood-Smith MBE, His Majesty's Deputy Lieutenant of Bedfordshire will be the honoured guest at the event this year.

Recommendations:

For Members to note the report.

Funda Gumush
Deputy Administration and HR Manager

Appendix:

Appendix G: Remembrance Sunday Email Correspondence (Appendix G has been circulated to Members separately due to the nature of the information contained in the briefing).

