Ref: Agenda/Council – 10/11/2026

5th November 2026

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the Council Meeting of Biggleswade Town Council that will take place on **10th November 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



Nicola Sewell
Town Clerk

Distribution: All Town Councillors
Notice Boards
The Press

AGENDA

1. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting.

Members who cannot attend a meeting should tender apologies to the Town Clerk and the Committee Clerk.

2. DECLARATIONS OF INTEREST

To receive Statutory Declarations of Interests from Members in relation to:

a. Disclosable Pecuniary interests in any agenda item.

If a Member has declared a Disclosable Pecuniary interest, they must withdraw from the meeting during consideration of the item to which the interest relates. If the Member has been granted a dispensation by the Council, they must still declare the interest but may take part in the discussion and vote.

b. Non-Pecuniary interests in any agenda item.

This is an interest which is not pecuniary (as defined) but is nonetheless so significant that a member of the public with knowledge of the relevant facts, would reasonably regard to be so significant that it would materially impact upon your judgement of the public interest. Upon identification Members can take part in any vote.

3. TOWN MAYOR'S ANNOUNCEMENTS

4. PUBLIC OPEN SESSION

To adjourn for a period of up to 15 minutes to allow members of the public to put questions to 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_dKFX1szAThy85LggINGTdg

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

5. INVITED SPEAKER

a. None.

6. MEMBERS' QUESTIONS

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

a. For Members to receive and consider the minutes of the Town Council Meeting held on **Tuesday 13th October 2026** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

b. For Members to receive and consider the minutes of the Extraordinary Town Council Meeting held on **Tuesday 25th August 2026** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

c. For Members to receive and consider the minutes of the Town Council Meeting held on **Tuesday 14th July 2026** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

This set of minutes is being presented for reconsideration following the identification of an error in the attendance record. The minutes have been amended accordingly and are submitted for approval in their revised form.

d. For Members to note the minutes of the Public Land & Open Spaces Committee meeting held on **Tuesday 6th October 2026** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

e. For Members to note the minutes of the Town Centre Management Committee meeting held on **Tuesday 20th October 2026** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. MATTERS ARISING

a. Minutes of the Council Meeting held on **Tuesday 13th October 2026.**

b. Minutes of the Council Meeting held on **Tuesday 25th August 2026.**

9. ITEMS FOR CONSIDERATION

a. Town Councillor Vacancy of Office and Arrangements for Co-Option

For Members to note that, in accordance with the relevant statutory requirements, Cllr Skilton's office as a Town Councillor became vacant on 28th October 2026 following six months' non-attendance at meetings. A formal Notice of Vacancy has been published by the Deputy Returning Officer for the Biggleswade (Part Ivel) ward.

Members are invited to note that:

- Local electors have until 17th November 2026 to request a poll to fill the vacancy. Such a request must be made in writing to the Returning Officer and supported by ten electors for the ward.
- Should a valid request be received, an election will be arranged by the Returning Officer and held no later than 26th January 2027.
- If no request for an election is received within the statutory period, the vacancy will be filled by co-option.

If no election is called, Officers will advertise the vacancy from 18th November 2026. Members are invited to consider whether the co-option process should be undertaken at the December or January Town Council meeting to allow sufficient time for applications to be received.

Officers are suggesting that the Co-option should take place at the 12th January 2027 Town Council meeting to enable sufficient time for candidates to apply and for Members to consider those applications.

b. Risk Register Report

For Members to receive and consider a written report from the Town Clerk regarding the risk register.

c. S106 Priorities

For Members to receive and consider a report from the Head of Governance and the Head of Finance regarding Section 106 funding allocated to the town.

d. St Andrew's School Staff Parking Facilities

For Members to receive and consider correspondence from St Andrew's school regarding the withdrawal of allocated parking provision in the Dan Albone Car Park.

e. Proposed Public Electric Vehicle Charging Hubs

For Members to receive and consider a letter from CBC's Senior Sustainable Transport Officer regarding the opportunity to install electric vehicle charging points within BTC owned assets.

f. Anglian Water Discharge into the River Ivel Query

For Members to receive and consider a response regarding the queries raised discharge into the River Ivel.

Additionally, Members are asked to note an Anglian Water's response to planning application **CB/26/02678/FULL**. (The supporting documentation is available to the public within the non-exempt agenda papers and is available to Members via SharePoint.)

g. **BEST Proposed Consultations**

For Members to receive and consider information regarding two public consultations being undertaken by Bedfordshire Schools Trust (BEST) and to determine whether the Town Council wishes to submit comments prior to the close of the consultations.

Proposal to Extend Age Range

BEST is proposing to extend the age range of Samuel Whitbread Academy to establish it as a full secondary school for pupils aged 11-18 (Years 7-13) from September 2028.

The proposal supports Central Bedfordshire Council's strategic programme to transition from a three-tier to a two-tier education system across the local authority area. BEST considers the extension of the Academy's age range to be aligned with and supportive of this wider educational transition.

The consultation closes on the 12th November at 12pm.

Admissions Consultation

In accordance with the requirements of the School Admissions Code, BEST has launched a six-week public consultation on proposed changes to its admission arrangements for the 2028/29 academic year (September 2028 entry).

The proposed changes for Samuel Whitbread Academy are:

- Introduction of a Year 7 admission point from September 2028, with a Published Admission Number (PAN) of 90.
- Reduction of the Year 9 Published Admission Number (PAN) from 380 to 360.
- Amendments to the oversubscription criteria for admission to Year 9.

The consultation closes on the 12th November at 12pm.

All supporting documentation is available to view on the Samuel Whitbread Academy website, or on SharePoint for Members.

h. **Proposed Temporary Road Closure – Drove Road, Biggleswade**

For Members to receive and consider a letter from CBC Highways, informing of an upcoming road closure on Drove Road, and a subsequent diversion route via B1040, B1042, A1, A6001 and vice versa to enable the works on Cooks Lane to be undertaken safely. Works will take place from 2nd January 2027 to the 4th February 2027, 24 hours a day.

i. **Proposed Temporary Road Closure – Dunton Lane, Biggleswade**

For Members to receive and consider a letter from CBC Highways, informing of an upcoming road closure on Dunton Lane, and a subsequent diversion route via Saxon Drive, Baden Powell Way, B1040, Sutton Rd and vice versa, to enable the works to be undertaken safely. Works will take place on 21st December 2026 between 9:30 am and 3:30 pm.

j. **Proposed Temporary Road Closure – High Street/ London Road, Biggleswade**

For Members to receive and consider a letter from CBC Highways, informing of an upcoming road closure on High Street/ London Road, Biggleswade, and a subsequent diversion route via A6001, A1 and vice versa, to enable the pre surface dressing patching, surface dressing and iron works to be undertaken safely. Works will take place from 15th to 26th February 2027 between 9:30 am and 3:30 pm.

k. **CBC Consultation: Minerals and waste plan scoping consultation**

For Members to receive and consider information regarding the Bedfordshire Minerals and Waste Plan 2050 Scoping Consultation, being undertaken jointly by Bedford Borough Council, Central Bedfordshire Council and Luton Borough Council, and to determine whether the Town Council wishes to submit comments in response to the consultation.

The consultation represents the first stage in the preparation of a new Minerals and Waste Plan and seeks views on the issues that should be considered in planning for Bedfordshire's future minerals and waste needs up to 2050, including mineral extraction, waste management facilities, impacts on local communities, highways, the environment and the wider countryside.

The consultation closes on the 27th November at 11pm.

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

Minerals and Waste Plan Scoping Consultation

10. PLANNING APPLICATIONS

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

a. **CB/26/03005/FULL - 37 London Road, Biggleswade, SG18 8ED**

Single storey rear and side extensions following removal of the single storey rear buildings. Two storey side extension. External alterations including new garage roof and a first-floor rear Juliette balcony.

The Planning Officer has approved an extension, allowing the Town Council until 11th November to submit its formal response to the planning application.

b. **CB/26/03027/FULL - 34 Holme Court Avenue, Biggleswade, SG18 8PF**

Erection of a single-storey rear extension. Alterations to fenestration on the front and side elevations of the partially converted garage and removal of the existing roof chimney.

Officers have requested an extension from the Planning Officer and, at the time of publication of this agenda, are awaiting a response.

c. **CB/26/03025/FULL - 15 Nursery Close, Biggleswade, SG18 0HR**

Erection of a first-floor side extension above existing extension.

The Planning Officer has approved an extension, allowing the Town Council until 11th November to submit its formal response to the planning application.

d. **CB/26/02584/ADV - 11-13 Market Square, Biggleswade, SG18 8AS**

Advertisement: 1 internally illuminated fascia sign and 1 internally illuminated projecting sign.

e. **CB/26/02253/NMA - Land South Of, Potton Road, Biggleswade**

Non-Material Amendment to Planning Permission CB/07/02189/RM. Amendment sought for the equipment in the play area.

The Planning Officer has approved an extension, allowing the Town Council until 11th November to submit its formal response to the planning application.

f. **CB/26/03255/FULL - 117 Biggleswade Road, Upper Caldecote, Biggleswade, SG18 9BH**

First floor rear extension, single storey front porch, one side facing rooflight, two sun tunnels and alterations to the rear fenestrations.

PLANNING APPEALS - FOR INFORMATION ONLY

g. **CB/26/01586/FULL - 2 Lawrence Road, Biggleswade, SG18 0LS**

For Members to note that an appeal has been made by the applicant against planning application CB/26/01586/FULL.

CB/26/01586/FULL: *Erection of a 1.8m high timber fence following removal of existing 1m high fence".*

*The above planning application was most recently considered by Members at the Town Council Meeting held the 14th July where Members raised **NO OBJECTION** to the above application, subject to consultation with neighbours and consideration of their comments.*

11. PLANNING APPLICATION OUTCOMES

a. There are no new Planning Application Outcomes (by exception applications only) as of **Tuesday 5th November.**

12. ACCOUNTS

a. **Financial Administration**

i. **Position & Accounts for September 2026 (Period 6 Financial Year 2026/27)**

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

i. Balance Sheet to 30/09/2026.
ii. Detailed Income & Expenditure to 30/09/2026.
iii. Payment Listing from 01/09/2026 to 30/09/2026.
iv. Summary Income & Expenditure to 30/09/2026.

ii. For Members to note the Clerk authorised payments for the October BACs run under delegated authority on 30th October, to avoid any potential for late charges for the Council, which could have been incurred through a delay in payments being processed.

13. ITEMS FOR INFORMATION

a. **Quarterly Bank Reconciliations**

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

b. **Banking Hub Report**

For Members to receive a brief report from the Town Clerk providing an update on the latest information regarding options for future banking provision in Biggleswade.

14. PUBLIC OPEN SESSION

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

Please register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_dKFX1szAThy85LggINGTdg

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

15. EXEMPT ITEMS

Members of the Town Council will 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, as well as confidential personnel matters (such as staffing, pay, grievance, disciplinary or welfare issues), which may involve personal data and 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:

- (Exempt Minutes of the Town Council Meeting Tuesday 13th October 2026).
- (Exempt Minutes of the Extraordinary Town Council Meeting Tuesday 25th August 2026).

b. Matters Arising from the Exempt Minutes:

- (Exempt Minutes of the Town Council Meeting Tuesday 13th October 2026).
- (Exempt Minutes of the Extraordinary Town Council Meeting Tuesday 25th August 2026).

c. (Town Council Investment Strategy).
d. (Long Term Town Centre Vision Report).
e. (Telecoms Report).

MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING HELD ON TUESDAY 13th OCTOBER 2026 AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL

PRESENT:

Cllr M Foster (Deputy Mayor)
Cllr D Albone
Cllr I Agnew
Cllr G Barrett
Cllr J Jones
Cllr M Russell
Cllr D Strachan
Cllr C Thomas

Mr K Hosseini – Head of Governance & Strategic Partnerships
Mr E Bour – Head of Finance & Deputy RFO
Miss A Green – Committee Clerk

Members of the Public – 1

ONLINE:

Cllr S Sajid

Meeting Formalities:

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

1. APOLOGIES FOR ABSENCE (TC 179-2026/27)

a. Apologies were received from the following:

Cllr M Knight, Cllr M North, Cllr J Woodhead (Mayor), Town Clerk.

In the absence of the Mayor, Cllr M Foster (Deputy Mayor) chaired the meeting.

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

Cllr S Sajid.

c. No other apologies were received.

2. DECLARATIONS OF INTEREST (TC 180-2026/27)

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

No disclosable pecuniary interests were declared.

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

Cllr Strachan declared a non-pecuniary interest in item 9c (CBC Proposed Temporary Road Closure – London Road, Biggleswade).

3. TOWN MAYOR'S ANNOUNCEMENTS (TC 181-2026/27)

a. The Deputy Mayor advised Members that three reports originally expected to be presented by Officers at the meeting had been withdrawn from the agenda prior to publication. An update was provided on the reasons for their withdrawal and the work being undertaken to bring the reports forward for consideration at a future meeting.

4. PUBLIC OPEN SESSION (TC 182-2026/27)

No members of the public were present online or in the Chamber.

5. INVITED SPEAKER (TC 183-2026/27)

a. There was no invited speaker.

6. MEMBERS' QUESTIONS (TC 184-2026/27)

a. There were no Members' questions.

7. MINUTES AND RECOMMENDATIONS OF MEETINGS (TC 185-2026/27)

a. No amendments were made to the minutes.

The minutes were **APPROVED** as an accurate record of the Town Council Meeting held on Tuesday 8th September 2026.

b. The Chairman was authorised to sign the minutes.

8. MATTERS ARISING (TC 186-2026/27)

a. There were no matters arising from the minutes.

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9. ITEMS FOR CONSIDERATION

a. External Audit Limited Assurance Review (TC 187-2026/27)

The Head of Finance provided Members with a brief overview of the report.

He reported that the External Auditor found no issues requiring further action and identified no concerns regarding the Council's governance or accounting arrangements as reported within the AGAR.

Members were advised that the report had been published on the Town Council website and on BTC noticeboards, in accordance with the relevant statutory requirements.

Members **NOTED** the positive audit outcome and commended the Head of Finance and the Finance Team for their work.

b. CBC Town & Parish Charter Report (TC 188-2026/27)

Members considered the report from the Town Clerk regarding the potential development of a Town and Parish Council Charter with Central Bedfordshire Council (CBC).

Members welcomed the proposal to develop a Town and Parish Charter and noted that such a charter could improve working relationships with CBC.

Members expressed concern that the development of a Charter could result in the transfer of responsibilities and associated costs to town and parish councils.

Members emphasised that any Charter should be developed in partnership with town and parish councils through a transparent process that includes consultation and engagement with Members.

Following further discussion Members **AGREED** the following:

- To note the report and the accompanying CBC Town and Parish Council Charter presentation, and that a further presentation is anticipated at the forthcoming Joint Committee meeting on 22nd October 2026.
- To authorise Officers to provide feedback on behalf of the Council during the Charter's development.
- To emphasise the importance of meaningful consultation with town and parish councils, including opportunities for direct Member involvement, as part of the Charter's development and request that opportunities for direct involvement by elected Members be incorporated into the Charter development process.
- To support Member participation in the CBC Town and Parish Council Charter Working Group.
- That a further report setting out the final Charter and any implications for Biggleswade Town Council be presented to Council prior to adoption by Central Bedfordshire Council.

c. **CBC Proposed Temporary Road Closure – London Road, Biggleswade (TC 189-2026/27)**

Members considered the proposed temporary road closure of London Road, Biggleswade, together with the associated diversion route via the B1040, Baden Powell Way and Saxon Drive, to facilitate carriageway repair works between 11th and 13th December, from 8:00 pm to 5:00 am.

Members welcomed the proposed highway works and recognised the importance of the repairs being undertaken.

Members raised the following concerns in connection to the proposal:

- The assigned diversion route and the likelihood of increased traffic using residential roads, including Home Court Avenue and Dells Lane, as unofficial alternative routes.

- The potential disruption the repair works could cause should works overrun into the next day due to it being the busy pre-Christmas trading period.

Members **NOTED** the proposed temporary road closure and **AGREED** the concerns raised would be conveyed to Highways.

d. **Proposed Temporary Road Closure – Dunton Lane, Biggleswade (TC 190-2026/27)**

Members considered the proposed temporary road closure of Dunton Lane, Biggleswade, together with the associated diversion route via Saxon Drive, Chambers Way, A6001 and vice versa or Saxon Drive, Baden Powell Way, B1040, B1042, High St, Eyeworth Rd, Cambridge Rd, Biggleswade Rd, Dunton Lane and vice versa, to facilitate Mastic asphalt patching between 13th January to the 14th January, from 8:00 am to 6:00 pm.

Members **NOTED** the proposed temporary road closure.

e. **Anglian Water Discharge into the River Ivel Query (TC 191-2026/27)**

Members considered the responses received from the Environment Agency regarding discharges into the River Ivel.

Members expressed dissatisfaction with the responses received, highlighting that they did not adequately address the queries raised.

Members **AGREED** that Officers seek further clarification from Anglian Water and the Environmental agency to address the outstanding concerns previously raised by Members.

f. **NALC Survey: Local Council Provision of Public Toilets (TC 192-2026/27)**

Members **AGREED** that Officers complete the survey on behalf of the Council, encouraging individual Members to respond independently if they wish.

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g. **NALC campaign for a Dependants' Carers' Allowance (TC 193-2026/27)**

Members **AGREED** that individual Councillors may submit responses to the consultation should they so wish.

h. **CBC & Town and Parish Elections 6th May 2027 (TC 194-2026/27)**

Members discussed information received from CBC relating to the 2027 local elections and associated costs.

Officers advised that provision for potential election costs of approximately £18,000 would be incorporated within future budget planning should all wards become contested.

Members **NOTED** the information received from CBC and **AGREED** to include appropriate budget provision for future election costs within the 2027/28 budget.

i. **Health Provision Working Group (TC 195-2026/27)**

Following a brief discussion, Members **AGREED** that a Health Provision Working Group be established, comprising of Councillors Strachan, Barrett, Russell, Jones and Foster.

Members **REQUESTED** that Officers contact the Mayor to ascertain whether he wished to join the Working Group.

10. PLANNING APPLICATIONS

a. **CB/TRE/26/00415 - Shortmead House, Shortmead Lane, Biggleswade, SG18 0FG (TC 196-2026/27)**

Works to Trees Protected by Tree Preservation Order MB/TPO/6/2002: Prune back lateral branches of Mature Beech trees T1 and T2 and immediate garden area by up to 2.5 to 3 metres, reduction back to suitable, viable secondary growth points as branches are overhanging neighbouring properties.

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

b. **CB/26/02365/ADV - Planning application 173 London Road, Biggleswade, SG18 8EJ (TC 197-2026/27)**

Advertisement: Installation of a free standing internally illuminated digital display screen and removal of existing.

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

c. **CB/26/02290/FULL - 85 Potton Road, Biggleswade, SG18 0DZ (TC 198-2026/27)**

Replacement doors and ground floor windows.

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

d. **CB/26/00500/REG3 - St Andrews Lower School Nursery Unit, Brunts Lane, Biggleswade, SG18 0LY (TC 199-2026/27)**

Siting of new classroom building.

This planning application is being reconsidered following the receipt of amendments relating to the above property.

The updated documents include:

A510 - Proposed Block Plan - 16.09.2026
A511 - Proposed Site Plan - 16.09.2026
A2000 - Proposed Floor Plan - 16.09.2026
A2200 - Proposed Elevation 01 - 16.09.2026
A2201 - Proposed Elevation 02 - 16.09.2026
A2202 - Proposed Elevation 03 - 16.09.2026
A2203 - Proposed Elevation 04 - 16.09.2026

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

e. **CB/26/02836/SDOC - Land East of Langford Road, Langford Road, Biggleswade (TC 200-2026/27)**

Discharge of Section106 agreement obligations attached to planning permission ref. CB/23/03801/OUT. Discharge of obligations 15.1, 15.2 & 15.3 Custom build

This planning application was not considered by Members; the Chairman struck the application from the agenda.

f. **CB/26/02890/FULL - 32 Shortmead Street, Biggleswade, SG18 0AP (TC 201-2026/27)**

Demolition of two agricultural buildings. Erection of one agricultural building, part single and part two storey with solar panels on the eastern roof slope

The Town Council has **NO OBJECTION** to the application. Members welcomed the applicant's efforts to find a way forward for the site and noted that the proposal seeks to address concerns raised through previous refusals by providing a replacement barn that reflects the scale, form, materials and agricultural character of the existing structure. Members further noted that the replacement building would provide an indication of the historic building previously on the site, whilst delivering a usable agricultural facility and incorporating clean energy.

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g. **CB/26/02574/LB - The Red Lion, 1 London Road, Biggleswade, SG18 8ED (TC 202-2026/27)**

Listed Building Conversion of former Public House to a dwelling house, demolition of single storey rear extension and smoking shelter with conversion of outbuilding into garage/store

The Town Council **STRONGLY OBJECTS** to the application. The Town Council **OBJECTS** to the application on the basis that it conflicts with Policy BTC 1:4 of the Biggleswade Neighbourhood Plan through the loss of commercial town centre premises and active frontage.

Whilst Members acknowledged that the building has been vacant for an extended period of time, Members were not satisfied that sufficient evidence had been provided to demonstrate that continued commercial use of the property is no longer viable. Additionally, Members further expressed concern that alterations to the property have been undertaken without planning consent, prior to the determination of the application.

The Town Council therefore requests that the application be **REFUSED** on the grounds that it would result in the loss of a commercial town centre premises and conflicts with the objectives of Policy BTC1:4 of the Biggleswade Neighbourhood Plan.

h. **CB/26/02564/FULL - Holme Mill House, Langford Road, Biggleswade, SG18 9JX (TC 203-2026/27)**

Sub-division of existing cottage into two properties.

This planning application was not considered by Members; the Chairman struck the application from the agenda as the property referenced is not within the Biggleswade boundary.

i. **CB/26/02853/FULL - 12 Aston Croft, Biggleswade, SG18 8GR (TC 204-2026/27)**

Loft conversion with rear facing dormer window and Velux rooflights to front and rear elevations

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

j. **CB/26/02773/FULL - 1 Coates Road, Biggleswade, SG18 8US (TC 205-2026/27)**

Change of use of detached domestic garage to a dog grooming salon, including associated internal alterations.

The Town Council has **NO OBJECTION** to this application, subject to consultation with neighbours and consideration of their comments as well as consideration of any impact on neighbouring properties.

PLANNING APPEALS - FOR INFORMATION ONLY

k. **CB/26/00286/FULL - Car park A1 London Retail Park, London Road, Biggleswade (TC 206-2026/27)**

CB/26/00286/FULL: "Installation of an electric vehicle charging hub and associated infrastructure".

*The above planning application was most recently considered by Members at the Town Council Meeting held the 6th June where Members **NOTED** the planning appeal.*

*The decision against this appeal has been received as **'Allowed with Conditions'.** The conditions are as follows:*

1. *The appeal is allowed and planning permission is granted for the installation of electrical infrastructure and associated works to support an electric vehicle charging hub at A1 London Retail Park, Biggleswade, Central Bedfordshire SG18 8PS in accordance with the terms of the application, Ref CB/26/00286/FULL, subject to the following conditions:*

2. *The development hereby permitted shall begin not later than 3 years from the date of this decision.*

3. *The development hereby permitted shall be carried out in accordance with the following approved plans: 25040_01 Rev D, 25040_02 Rev C, 25040_03 Rev C, 53032_T Rev 0 and 53032_T_UG Rev 0. 3) The development hereby permitted shall be carried out fully in accordance with the Arboricultural Impact Assessment by Maydencroft (Amended May 2026), including its Arboricultural Method Statement and Tree Protection Plan.*

4. *Replacement tree planting, as shown on the approved plans and as detailed in the Arboricultural Impact Assessment by Maydencroft (Amended May 2026), including its Appendix G, shall be carried out in the first available planting season following completion of the development. Any tree planted pursuant to this condition that dies, is removed, becomes seriously damaged or diseased within a period of five years from the date of planting shall be replaced in the next available planting season with another of a similar size and species.*

(Secretary of State (2026) Planning Appeal Decision: A1 London Retail Park, Biggleswade – Electric Vehicle Charging Hub (Ref. 6010226), Planning Inspectorate, Decision Ref: 6010226.)

Members **NOTED** the planning appeal.

11. PLANNING APPLICATION OUTCOMES (TC 207-2026/27)

There are no new Planning Application Outcomes (by exception applications only) as of Tuesday 7th October.

12. ACCOUNTS

Financial Administration

a. **Position & Accounts for August 2026 (Period 5 Financial Year 2026/27) (TC 208-2026/27)**

The Head of Finance outlined the report to Members.

The projected outturn after month five suggests a deficit of £20,153 at the end of the financial year 2026-27.

If the deficit remains at year end and cannot be offset by underspend within the existing approved budget, it will be funded from the General Reserve. The financial position will be monitored closely and kept under regular review throughout the remainder of the financial year.

Members **NOTED** the report.

13. ITEMS FOR INFORMATION

a. **Reforms to Planning Committees and the National Scheme of Delegation (TC 209-2026/27)**

Members received information regarding proposed reforms to planning committees and the national scheme of delegation.

Concern was expressed that the changes would reduce democratic accountability and diminish the influence of local councils and ward councillors within the planning process.

The information was **NOTED**.

b. **CBC Be a Councillor Event (TC 210-2026/27)**

Members noted details of Central Bedfordshire Council's "Be a Councillor" event to be held on 15th October 2026.

During discussion, Members suggested that Biggleswade Town Council consider hosting its own event ahead of the 2027 elections. To encourage prospective candidates and provide information regarding the role and responsibilities of a Town Councillor.

Members **AGREED** that Officers prepare and present a report to a future Town Council meeting outlining proposals and recommendations for Members' consideration.

c. **Bedfordshire Association of Town & Parish Councils Annual Report & Accounts 2025-26 (TC 211-2026/27)**

Members **NOTED** the Bedfordshire Association of Town and Parish Councils Annual Report and Accounts.

DRAFT

14. PUBLIC OPEN SESSION (TC 212-2026/27)

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

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

a. (Exempt Minutes of the Town Council Meeting Tuesday 8th September 2026).
b. (Land East Report).
c. (Accounting Treatment and Investment of Funds for Negotiations under Legal Prerogative).
d. (HR Update).

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

The meeting was closed to the public and live streaming was concluded at 8:06.

15. EXEMPT (TC 213-2026/27)

a. Exempt Minutes of the Town Council Meeting Tuesday 8th September 2026

No amendments were made to the minutes.

The exempt minutes were **APPROVED** as an accurate record of the Town Council Meeting held on Tuesday 8th September 2026.

The Chairman was authorised to sign the minutes.

b. Land East Report

Members considered the report written by the Town Clerk.

Following a detailed discussion of the report, Members **AGREED** that a further report on the matter be brought back to Council in due course, once the necessary information and supporting details had been obtained.

c. Accounting Treatment and Investment of Funds for Negotiations under Legal Prerogative

Members considered the report written by the Head of Finance.

Following a detailed discussion of the report, Members requested that a further report be presented at the November Town Council Meeting.

The Deputy Mayor closed the public meeting at **8:06pm**

DRAFT

MINUTES OF THE EXTRAORDINARY BIGGLESWADE TOWN COUNCIL MEETING HELD ON TUESDAY 25th AUGUST 2026 AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL

PRESENT:

Cllr M Foster (Deputy Mayor)
Cllr D Albone
Cllr I Agnew (until 8:25 pm)
Cllr G Barrett
Cllr J Jones
Cllr M Russell
Cllr M North
Cllr D Strachan

Mrs N Sewell – Town Clerk
Miss A Green - Committee Clerk

Members of the Public – 2:

Cllr G Fage: CBC Ward Councillor - Biggleswade East

Meeting Formalities:

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

1. **APOLOGIES FOR ABSENCE (TC 127-2026/27)**

a. **Apologies were received from the following:**

Cllr M Knight, Cllr A Skilton, Cllr S Patel, Cllr C Thomas, Cllr J Woodhead (Mayor).

In the absence of the Mayor, Cllr M Foster (Deputy Mayor) chaired the meeting.

b. No other apologies were received.

2. **DECLARATIONS OF INTEREST (TC 128-2026/27)**

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. TOWN MAYOR'S ANNOUNCEMENTS (TC 129-2026/27)

a. There were no announcements.

4. PUBLIC OPEN SESSION (TC 130-2026/27)

Cllr G Fage - CBC Ward Councillor, Biggleswade East

Cllr Fage addressed Members in relation to Item 5a, a presentation from the invited speakers, Persimmon Homes East Midlands.

He welcomed the reduction in dwelling numbers from the outline consented scheme of 416 dwellings to approximately 353 dwellings, noting that this would provide greater opportunities for landscaping, green infrastructure, and enhancements to the overall quality of the development's design.

Cllr Fage raised queries regarding the following matters:

- Provision of bungalows along the southern boundary adjoining existing residential properties.
- Protection and enhancement of the Green Wheel and public rights of way.
- Measures to minimise disruption from construction traffic.
- Opportunities to incorporate high-quality street furniture reflecting Biggleswade's rural character and heritage.

5. INVITED SPEAKER (TC 131-2026/27)

a. Persimmon Homes East Midlands

The Deputy Mayor welcomed Ben Walker, Head of External Affairs, Andrew Gray, Planning Consultant, and Gary Culver, Technical Team, representing Persimmon Homes East Midlands.

The presentation delivered by Persimmon Homes East Midlands detailed proposed access arrangements, including secondary access via Baden Powell Way from Potton Road and an ANPR-controlled bus gate designed to restrict through traffic whilst maintaining access for buses and emergency vehicles.

Members were advised that the proposed development would provide approximately 353 dwellings, including 30% affordable housing (approximately 106 homes). Representatives informed Members that the affordable housing provision would be comprised of a mix of affordable rental and shared ownership properties.

Members were informed of various green initiatives and amenities that would be delivered within the development such as:

- Extensive green infrastructure proposed throughout the site,
- Play areas,
- Allotments,
- A Community Orchard,
- Ecological corridors,
- Sustainable drainage features,
- As well as the incorporation of biodiversity enhancements that exceeded statutory requirements.

It was also confirmed that all properties along the southern boundary of Parcel B would be single-storey bungalows to provide a sensitive transition to neighbouring residential areas.

Details were provided regarding landscaping proposals, public open space, acoustic mitigation adjacent to the railway line, and revised play area designs incorporating accessible and inclusive equipment following previous comments from the Town Council. The developer also outlined the proposed design code and character areas intended to create distinct identities across the development.

Members sought clarification on the following:

- The operation and enforcement of the proposed ANPR-controlled bus gate.
- The distribution of affordable housing across the development.
- The proposed phasing of development and anticipated build sequence.
- The design, visual impact and effectiveness of the proposed railway noise mitigation measures.
- Integration of the development with the Green Wheel and wider public rights of way network.
- Construction management arrangements, including communication with residents, site management, construction traffic, dust suppression measures and wheel-washing facilities.
- The future management and ownership of public open spaces and community assets.
- Availability of full-fibre broadband infrastructure throughout the development.
- Water conservation measures and other sustainability initiatives.
- Proposed off-site highway improvements and the cumulative impact of development on the local road network.
- Architectural detailing, materials and opportunities to reflect local character and vernacular building styles.

Members expressed concern regarding the cumulative impact of development on local infrastructure and the future management of public open spaces.

Strong support was expressed for public adoption of open spaces wherever practicable. The developer welcomed further discussions with the Town Council regarding future management arrangements.

Members emphasised the importance of protecting the character of the Green Wheel and surrounding rights of way, maintaining high design standards, and ensuring continued engagement between the developer, the local planning authority and the Town Council throughout the Reserved Matters and condition discharge processes.

Cllr Fage welcomed the revised southern boundary arrangements and noted that the reduction in dwelling numbers had enabled a more favourable layout and increased opportunities for landscaping and green infrastructure.

The Deputy Chairman thanked the Persimmon Homes representatives for attending and welcomed their continued engagement with the Town Council as the development proposals progressed.

6. MEMBERS' QUESTIONS (TC 132-2026/27)

There were no Members' questions.

7. MINUTES AND RECOMMENDATIONS OF MEETINGS (TC 133-2026/27)

a. Members **NOTED** that the minutes would be presented to the Council meeting scheduled for 8th September 2026 for consideration.

b. Members **NOTED** the minutes of the Town Centre Management 21st July 2026.

8. MATTERS ARISING (TC 134-2026/27)

a. Cllr Strachan raised concerns regarding recent reports of sewage leaking into the River Ivel and enquired whether Officers were aware of the issue and, if so, what action had been taken to address the matter.

The Head of Governance advised that Officers had recently received correspondence from an individual residing outside the parish regarding the matter, he explained that the email was due to be shared with Members as part of the weekly status report.

Members expressed the view that the issue warranted immediate action.

It was **AGREED** that Officers would contact both Anglian Water and the Environment Agency as a matter of urgency to seek clarification on the reported issue and provide an update to Members.

9. ITEMS FOR CONSIDERATION

a. Town Banking Provision Update (TC 135-2026/27)

Members received an update regarding investigations into banking hub provision.

The Clerk reported following a visit to the banking hub in Ampthill with representatives involved in its establishment and operation.

The Town Clerk advised that:

- Ampthill met the criteria required by LINK for banking hub provision.
- Significant work had been required to secure the facility.
- The process commenced in 2019, and the hub opened in 2024.
- The facility appeared well-used and beneficial to local businesses and residents.

Members discussed the report and acknowledged that Biggleswade does not currently satisfy all the eligibility criteria.

Following discussion Members **AGREED** the following:

Efforts to secure improved banking provision should continue.
Opportunities relating to enhanced Post Office services should also be explored.
Improved financial services were necessary given the continuing growth of the town.

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b. **Invitation to discuss Arlesey Councils McDonalds Item (TC 136-2026/27)**

Following a brief discussion, Members **AGREED** that Cllr Foster engage with representatives of Sandy Town Council to share factual experiences and lessons learned from Biggleswade's experience, including matters relating to litter management and operational impacts.

Members highlighted that any such discussion would not constitute an expression of support for, or opposition to, any planning proposal by Biggleswade Town Council.

10. PLANNING APPLICATIONS

a. **CB/26/01792/FULL - 17 Coltsfoot, Biggleswade, SG18 8SR (TC 137-2026/27)**

Erection of a single storey side extension for garage. Demolition of fence and shed.

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

b. **CB/26/02199/FULL - 75 Daffodil Drive, Biggleswade, SG18 8YU (TC 138-2026/27)**

Single storey rear extension with rooflight and insertion of a ground floor side window.

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

c. **CB/26/02449/EPD - Eastern ELC Sub Station, Holme Crescent, Biggleswade, Bedfordshire, SG18 8DF (TC 139-2026/27)**

Electricity Works Permitted Development (Install a new 10kVA generator on new concrete foundation. Install power duct from source to genny. Install wide cable trunking on concrete base. Install AMF panel on a new pole fixed to concrete base. Retain the Eltek PSU cabinet)

The Town Council has **NOTED** to this application.

11. PLANNING APPLICATION OUTCOMES (TC 140-2026/27)

There were no planning application outcomes on this agenda.

12. ACCOUNTS

a **Financial Administration (TC 141-2026/27)**

Position & Accounts for May 2026 (Month 2 Financial Year 2026/27)

The Position & Accounts for June 2026 (Month 3 Financial Year 2026/27) will be presented at the Town Council meeting on 11th August.

13. ITEMS FOR INFORMATION (TC 142-2026/27)

a. There were no items for information.

14. PUBLIC OPEN SESSION (TC 143-2026/27)

a. Cllr G Fage - CBC Ward Councillor, Biggleswade East

Cllr Fage addressed Members in relation to item 5a (Persimmon Homes East Midlands) and item 10c (Planning application CB/26/02449/EPD).

In relation to Item 5a, Cllr Fage welcomed the approach taken by Persimmon in engaging with the Town Council regarding the forthcoming Land North development and reiterated his support for the reduction in housing numbers, to help improve the overall design and layout of the development.

In relation to Item 10c, Cllr Fage suggested that the Town Council proactively engage with Central Bedfordshire Council Officers regarding the discharge of planning conditions associated with upcoming major developments, to ensure that important local issues continue to be considered as applications progress.

Members **AGREED** that discussion with the relevant CBC Planning Officers regarding future engagement opportunities would be beneficial and **REQUESTED** that Officers monitor which Planning Officer is assigned to each major development application.

15. EXEMPT (TC 144-2026/27)

Exempt Minutes of the Town Centre Management Committee 21st July 2026

Members **NOTED** the exempt minutes.

Town Centre Vision

Following discussion Members **AGREED** a further report come to Council in due course.

The Deputy Mayor closed the public meeting at **8:38pm**

DRAFT

MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING HELD ON TUESDAY 14th JULY 2026 AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL

PRESENT:

Cllr J Woodhead (Mayor)
Cllr M Foster (Deputy Mayor)
Cllr I Agnew
Cllr D Albone (until 8.18pm)
Cllr G Barrett
Cllr Guilcher
Cllr M Knight
Cllr M North
Cllr S Patel
Cllr M Russell
Cllr S Sajid
Cllr D Strachan

ONLINE:

Cllr C Thomas

Mrs N Sewell – Town Clerk
Mr K Hosseini – Head of Governance & Strategic Partnerships
Mr E Bour – Head of Finance & RFO
Mr I Campbell – Community Development Manager
Miss H Calvert – Administration & HR Manager

Members of the Public – 1

Meeting Formalities:

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

1. APOLOGIES FOR ABSENCE (TC 040-2026/27)

a. Apologies were received from the following:

Cllr J Jones.

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

Cllr C Thomas.

c. No other apologies were received.

2. DECLARATIONS OF INTEREST (TC 041-2026/27)

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. TOWN MAYOR'S ANNOUNCEMENTS (TC 042-2026/27)

a. The Mayor provided Members with an update on his recent civic engagements. Since the last Town Council meeting, the Mayor has undertaken the following activities:

- Attended the Bedfordshire Scouts AGM, where the Lord Lieutenant of Bedfordshire, Susan Lousada, was appointed President of Bedfordshire Scouts.
- Opened the "Trains at Trinity" event hosted by the Trinity Methodist Church.
- Opened the "Stratfest" event at Stratton School.

b. The Mayor extended his thanks to the Deputy Mayor, Cllr Foster, for presenting awards to the winners of the Biggleswade in Bloom competition. He noted that this was the first year the Town Council had run the event, which had proved to be a success. The Mayor concluded by thanking Officers for their hard work in co-ordinating and delivering the competition.

c. The Mayor paid tribute to a much-respected resident of Biggleswade, Mr Bernard Newman, who recently passed away, aged 98.

The tribute made by the Mayor on the evening reads as follows:

"This evening, I wanted to pay tribute in this Chamber to a well-known figure in Biggleswade who passed away recently at 98 years. Bernard Newman was a true stalwart of the town and while never a member of this body I think it is an appropriate place to pay tribute and put his contribution on record on behalf of Biggleswade Town Council.

After education in local schools, Bernard undertook his National Service in the Army, as many young men did in those days. He later ran a Market Gardening business in Biggleswade and sent fruit and vegetables on the train to Covent Garden and other markets for sale. While the Market Gardening aspect is an important part of the town's story, I would argue Bernard's personal contribution to his Church and Community was even greater.

Bernard, a long-term resident of Sun St was a committed Methodist attending Trinity Church on Shortmead St, until a few months before he died. Bernard met his beloved wife Joan there and later married in the Church. Over his time, he was variously Sunday School Superintendent, Property Steward and chief organiser of the Trinity Thursday Lunches. Reverend Leslie Noon of Trinity Methodist Church regarded Bernard as an 'everyday saint' for his contribution over many, many years.

While working and raising a family, Bernard also volunteered as a retained firefighter in Biggleswade for a total of 36 years, retiring aged 60. The last twenty years of his service saw him serve as Station Officer in charge of the station. There will be countless people locally whose lives and property will have been saved by Bernard and his crew over the years. For his long service to Bedfordshire Fire and Rescue Service, Bernard was awarded the BEM – British Empire Medal.

In 1989 he became involved in local politics and was successfully elected three times as a Conservative member for 'Biggleswade Ivel Ward' on Bedfordshire County Council (Beds CC). I believe in 1997 his re-election came down to 2 votes over a certain 'D. Albone' who many of us will know in this Chamber! Bernard stood down in 2001 and for the rest of the existence of Beds CC, Cllr Madeline Russell took over then held the seat.

Bernard lived at his home in Sun St until a few months before he passed away maintaining his independence until the end."

Members held a minute silence in memory of Mr Newman.

c. There were no further announcements.

4. PUBLIC OPEN SESSION (TC 043-2026/27)

a. **Member of the Public**

A member of the public raised concerns regarding vehicles travelling the wrong way along the one-way section of The Baulk.

Key concerns included:

- Regular incidents involving cars, vans and HGVs.
- Estimated frequency of 8–10 incidents per day.
- Insufficient signage at one end of the Baulk.

Members **AGREED** that the matter should be referred to Central Bedfordshire Highways and Bedfordshire Police. The possibility of enforcement cameras was also suggested.

b. Councillor Grant Fage

Councillor Fage addressed the Council regarding Ivel Valley School consultation. Cllr Fage encouraged continued support for the preferred option combining elements of Options 1A and 1B. Cllr Fage highlighted concerns regarding construction impacts and the bridleway dividing the site.

Councillor Fage also spoke on the Call for Sites Consultation and encouraged a coordinated and unified Town Council response.

5. INVITED SPEAKER (TC 044-2026/27)

Cllr Adam Zerny, Leader, Central Bedfordshire Council (CBC).

The Mayor welcomed Councillor Adam Zerny, Leader of Central Bedfordshire Council, to the meeting.

Councillor Zerny began his address by noting that Members were already aware of the Government's current proposals for a new town at Tempsford. He explained that no final decision had yet been made, and that neither the scale of housing provision nor the final development boundary had been confirmed.

Cllr Zerny explained that the area shown in the previous consultation was intended to illustrate the potential sphere of influence of the development, rather than the area proposed for construction.

He expressed the view that, should the Tempsford development proceed, construction would likely begin in the area between Tempsford and St Neots and expand from there. He also suggested that only a limited amount of development was likely to be completed before the next General Election.

Members raised concerns regarding the potential pressure on the A1, the scale of growth, the impact on neighbouring communities, and the need to ensure that local councils had a meaningful voice in the process. Cllr Zerny acknowledged these concerns and confirmed that he would welcome further discussion as the proposals develop.

The Mayor thanked Cllr Zerny for attending.

6. MEMBERS' QUESTIONS (TC 045-2026/27)

Councillor Strachan raised concerns regarding speeding on Holme Court Avenue.

It was **RESOLVED** that Bedfordshire Police and Community Speed Watch be asked to monitor traffic speeds and assess the extent of the issue.

7. MINUTES AND RECOMMENDATIONS OF MEETINGS (TC 046-2026/27)

a. Minutes of the Town Council Meeting held on Tuesday 9th June 2026

It was **RESOLVED** that the minutes of the meeting held on 9th June 2026 be approved as a correct and accurate record of the meeting.

The Chairman was authorized to sign the minutes.

Members welcomed the introduction of reference numbers within the minutes.

b. Minutes of the Finance and General Purposes Committee Meeting held on Tuesday 30th June 2026

Members **NOTED** the minutes.

8. MATTERS ARISING (TC 047-2026/27)

a. Minutes of the Council Meeting held on Tuesday 9th June 2026.

Parking and Road Safety

The Town Clerk reported that correspondence had been sent to Central Bedfordshire Council regarding road safety concerns. The response received indicated that parish and Town Councils would be required to fund requested safety improvements.

Members expressed concern regarding this position and agreed that further discussions would be required.

Mayoral Charity Donations

Members noted that funds had been presented to the Mayor's chosen charities.

9. ITEMS FOR CONSIDERATION

a. Risk Management Policy (TC 048-2026/27)

Members considered the updated Risk Management Policy.

It was **RESOLVED** to adopt the Risk Management Policy and that the document be uploaded to the website.

b. Financial Regulations Policy (TC 049-2026/27)

Members considered the updated Financial Regulations Policy.

It was **RESOLVED** to adopt the Financial Regulations Policy and that the document be uploaded to the website.

c. CBC Consultation – Ivel Valley School and College (TC 050-2026/27)

Members discussed the consultation on proposals relating to Ivel Valley School and College.

Members raised concerns regarding:

- Safe movement between split school sites.
- Bridleway access arrangements.
- Construction noise and dust.
- Management of asbestos-containing materials.
- Potential impacts upon pupils, particularly those with additional needs.

Members **AGREED** the following:

- To support the school's aspirations to improve facilities through the preferred Option 1 proposal.
- To submit a formal Town Council response highlighting concerns relating to construction impacts and safe connectivity between school sites.
- To encourage individual Councillors to submit responses where they wished to do so.

d. **CBC Consultation – Local Transport Plan (TC 051-2026/27)**

Members considered the consultation.

It was **RESOLVED**:

- To establish an informal Councillor working group meeting in August 2026 to formulate a Town Council response.
- The recommendations of the group to be considered formally by Council in September 2026 before submission.

e. **CBC Consultation - Central Bedfordshire Local Plan 2050 Strategic Environmental Assessment (SEA) Scoping Report (TC 052-2026/27)**

Members expressed concern regarding:

- The scale and complexity of the consultation material.
- Potential development sites within and around Biggleswade.
- Infrastructure implications and cumulative impacts.

Members **RESOLVED** the following:

- To convene a dedicated Council meeting on 28th July 2026 to consider:
  - The Call for Sites consultation.
  - The Strategic Environmental Assessment Scoping Report.
- To seek an extension to the consultation deadline for the Strategic Environmental Assessment if required.
- To invite ward Councillors to participate in discussions.

Strategic Environmental Assessment Scoping Report (TC 053-2026/27)

As written above, Members **AGREED** to a dedicated Council meeting on 28th July 2026 to consider the Strategic Environmental Assessment as well as the Call for Sites consultation.

f. **CBC Parish & Town Council Road Safety Partnership (TC 054-2026/27)**

Members **RESOLVED** to defer consideration until the September Council meeting.

g. **Business Forum Update (TC 055-2026/27)**

Members considered proposals for a future Business Forum.

Concerns were raised regarding:

- Timing during the summer period.
- Potential attendance levels.
- The need to maximise business engagement.

It was **RESOLVED** to postpone the event and identify a suitable alternative date later in the year. The Council thanked Officers for the work undertaken to date.

h. **Proposed Temporary Road Closure – Crab Lane (TC 056-2026/27)**

The proposed closure was noted.

i. **TRO-101 – Potton Road, Biggleswade – Waiting Restrictions (TC 057-2026/27)**

The proposed order was noted.

10. PLANNING APPLICATIONS

a. **CB/26/01690/FULL - 62 Drove Road, Biggleswade, SG18 8HD (TC 058-2026/27)**

Construction of 5m dropped kerb, 6 sqm block paving driveway and drainage channel to a soakaway.

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

b. **CB/26/01586/FULL - 2 Lawrence Road, Biggleswade, SG18 0LS (TC 059-2026/27)**

Relocation and height increase of boundary fence.

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

c. **CB/TCA/26/00284 - Beaumont Park Nursing Home, Shortmead Street, Biggleswade, SG18 0AT (TC 060-2026/27)**

Works to Trees within a Conservation Area: Reduce crown of Oak (T1) to 21m height and 4.5m radius. Reduce Oak (T2) to 19m and 5.5m radius. Reduce crowns of Yews (T3 and T4) and shape to 6m, radius 3.5m. Remove deadwood and raise crowns of London Plane (T5) to 4.5m above ground level. Sycamore (T6) deadwood only. Repollard Limes (T7 and T8) at previous height.

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

d. **CB/26/01107/FULL - 17 Derwent Avenue, Biggleswade, SG18 8LY (TC 061-2026/27)**

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

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

e. **CB/26/01236/FULL - Unit G, A1 Retail Park, London Road, Biggleswade, SG18 8NE (TC 062-2026/27)**

External alterations including new front doors, installation of plant room and replacement external condenser units to the rear.

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

f. **CB/TRE/26/00319 - Beaumont Park Nursing Home, Shortmead Street, Biggleswade, SG18 0AT (TC 063-2026/27)**

Works to trees protected by Tree Preservation Order MB/4/1988/T1 and T2: Remove deadwood and raise crowns to 4.5m above ground level to London Plane (T5) Deadwood to Sycamore Tree (T6).

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

g. **CB/26/01957/FULL - 34 Courtlands Drive, Biggleswade, SG18 8PQ (TC 064-2026/27)**

Demolition of rear extension. Erection of single storey rear extension with roof lantern.

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

h. **CB/26/01792/FULL - 17 Coltsfoot, Biggleswade, SG18 8SR (TC 065-2026/27)**

Erection of a single storey side extension for garage. Demolition of fence and shed.

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

i **CB/26/01344/FULL - 159 Holme Court Avenue, Biggleswade, SG18 8PB (TC 066-2026/27)**

Single storey side/front extension as a garage.

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

j. **CB/26/01399/FULL - 136 Hitchin Street, Biggleswade, SG18 8BP (TC 067-2026/27)**

Creation of dropped kerb.

The Town Council has **NO OBJECTION** to this application, subject to consultation with neighbouring properties and consideration of any comments received. The Council also requests that Central Bedfordshire Council's Highways Team review the proposed location of the dropped kerb, as it does not appear to align with the location of the proposed garage.

k. **CB/26/01957/FULL - 34 Courtlands Drive, Biggleswade, SG18 8PQ (TC 068-2026/27)**

Duplication of item 9g.

l. **CB/26/01901/FULL - 28 Jupiter Way, Biggleswade, SG18 8EW (TC 069-2026/27)**

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

m. **Planning appeal: CB/26/00249/FULL - 2 Lincoln Crescent, Biggleswade, SG18 8HW (TC 070-2026/27)**

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

Members **NOTED** the planning application.

11. PLANNING APPLICATION OUTCOMES (TC 071-2026/27)

This report was **NOTED**.

12. ACCOUNTS

a **Financial Administration (TC 072-2026/27)**

Position & Accounts for May 2026 (Month 2 Financial Year 2026/27)

Members **NOTED** the documentation.

13. ITEMS FOR INFORMATION

a. **Biggleswade Joint Committee Q3 Meeting Date (TC 073-2026/27)**

Members expressed concern regarding the cancellation of a scheduled meeting.

It was **RESOLVED**:

- To hold Joint Committee meetings on 24th November 2026 and 14th January 2027.
- To communicate this position to Central Bedfordshire Council.

b. **ASDA Car Parking (TC 074-2026/27)**

Members **NOTED** that two hours' free parking at Asda was now available and clearly advertised.

The Council welcomed the outcome and recognised the efforts of Members and Officers in securing this change.

DRAFT

c. **Anglian Water Update (TC 075-2026/27)**

The Town Clerk reported following a meeting with Anglian Water representatives that:

- Works had temporarily stopped due to health and safety issues but had resumed.
- Concerns regarding signage and diversions had been raised.
- Discussions were ongoing regarding road closures and residents' access.
- Completion of works was anticipated by the end of September 2026.
- Anglian Water had expressed willingness to support community projects.

The update was **NOTED**.

d. **St Andrews Primary School Letter (TC 076-2026/27)**

Members considered correspondence from pupils suggesting community improvements, including a splash park.

It was **RESOLVED** that the Mayor write a positive response thanking the pupils for their suggestions and advising that the ideas would be retained for future consideration.

e. **Members Address Update (TC 077-2026/27)**

Members noted changes regarding publication of Councillors' home addresses.

The Town Clerk confirmed that Town Councillor addresses had been removed from the Town Council website and agreed to clarify that address details had also been removed from the CBC website.

14. PUBLIC OPEN SESSION (TC 078-2026/27)

No one from the public wished to speak.

15. EXEMPT (TC 079-2026/27)

a. **Exempt Minutes of the Council Meeting Tuesday 9th June 2026**

Members **AGREED** the minutes subject to correcting a spelling error.

b. **Discussion of the upcoming sale of local sports club**

Members discussed the upcoming sale of a local sports club.

c. **Sporting Venue Leases**

Members discussed the sporting venue leases.

d. **Maintenance Update**

Members received a maintenance update.

e. **Future Grass Sport Provision in Upcoming Developments**

Members discussed Future Grass Sport Provision in Upcoming Developments.

The Mayor closed the meeting at **9.11pm**

DRAFT

MINUTES OF THE BIGGLESWADE PUBLIC LANDS & OPEN SPACES MEETING HELD TUESDAY 6TH OCTOBER 2026 AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL

PRESENT:

Cllr M Foster (Chairman)
Cllr M Knight (Deputy Chairman)
Cllr I Agnew
Cllr M North
Cllr C Thomas
Cllr D Strachan
Cllr J Woodhead (Ex-officio Member)

Mrs N Sewell –Town Clerk & Chief Executive
Mr E Bour – Head of Finance and RFO
M H Henderson – Public Realm Manager
Miss A Green – Committee Clerk

Members of the Public – 0

ONLINE:

Mr K Hosseini - Head of Governance and Strategic Partnerships

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**

a. Cllr D Albone, Cllr A Skilton.

b. No other apologies were received.

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. **CHAIRMANS ANNOUNCEMENTS**

The Chairman made no announcements.

4. PUBLIC OPEN SESSION

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

5. INVITED SPEAKER

No guest speaker was invited.

6. MEMBERS' QUESTIONS

a. There were no Members questions.

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

a. No amendments were made to the minutes.

The minutes were **APPROVED** as an accurate record of the Public Land & Open Spaces Meeting held Tuesday 31st March 2026.

b. The Chairman was authorised to sign the minutes.

8. MATTERS ARISING

a. Minutes of PLOS Committee Meeting 31st March 2026.

Item 5 - Members' Questions

Members queried whether negotiations with the Cricket Club and Athletics Club had concluded. Officers advised that they were still awaiting a response from the Council's solicitors.

Members **AGREED** that Officers provide a written update once further information is received.

b. There were no further matters arising from the minutes.

9. ITEMS FOR CONSIDERATION

a. **Budget 2027/28**

Members considered the draft budget proposals, growth requests, fees and charges, and capital programme for 2027/28.

Following discussion, Members **AGREED** the following:

- The Committee recommend to Council that provision for depot business rates be based on CPI increases rather than the proposed £5,000 budget provision.
- Officers continue negotiations regarding the depot rent review and provide an updated position as part of the ongoing budget-setting process once revised figures are confirmed.
- Officers review the proposed increase in the allotment pest control budget and give further consideration to the level of provision as part of future budget discussions.

- Officers review the increasing pest control costs as part of future reviews of fees and charges.

- Officers amend the presentation of the Capital Programme to clearly distinguish the Town Council's financial contribution from grant-funded elements.

- Officers continue discussions with the electricity supplier regarding billing concerns and investigate opportunities to reduce energy consumption and improve efficiency.

- Officers continue to explore proposals for padel and tennis court facilities and report back to Members on potential delivery and operating models in due course.

10. ITEMS FOR INFORMATION

a. PLOS Presentation and Status Report

A presentation was shared on screen reflecting the work and initiatives being carried out by the Public Realm team (PR).

The Public Realm Manager shared the excellent work being conducted by the PR team.

The presentation included photographs of a number of completed PR projects, including play area improvements, allotment enhancements, sports facility upgrades, environmental initiatives, Car park improvements, chapel restoration works, community garden projects and the Community Planting Day.

The Committee thanked the Public Realm Manager and the PR Team for their excellent and continued hard work.

b. Updates to the Dan Albone Green Area

Members **NOTED** the update.

CBC Highways Issue Dan Albone Green Area

Members received information regarding an exposed electrical cable within Dan Albone Car Park green area.

Officers advised that Central Bedfordshire Council had accepted responsibility for the issue and had raised a works order to rectify the problem, although no timescale had been provided.

Members expressed concerns regarding the proposed method of repair and suggested that any reinstatement should ensure the cable remains accessible for future maintenance whilst also being appropriately protected.

Members **REQUESTED** that Officers continue to engage with CBC Officers, ensure that works are undertaken to an appropriate standard, and provide further updates as the matter progresses.

11. PUBLIC OPEN SESSION

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

Members of the Public Lands and Open Spaces Committee held a vote to close the meeting to discuss the following exempt items:

a. (Exempt Minutes of the Public Land & Open Spaces Committee Meeting 31st March 2026).
b. (Play Areas and General Green Spaces Report).
c. (CBC Maintenance Update).

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 livestreaming was suspended at 7:47pm.

12. EXEMPT

a. Play Areas and General Green Spaces Report

The Interim Town Clerk provided Members with a brief overview of the report.

Following discussion of the report Members **RECOMMEND** that the resolutions as outlined within the report be discussed at the June Meeting of the Town Council.

b. CBC Maintenance Update

The Interim Town Clerk and Public Realm Manager provided Members with a brief verbal update.

Following detailed discussion of the Officer's update Members **NOTED** the update.

The Chairman closed the public meeting at **7:47 pm**

DRAFT

MINUTES OF THE BIGGLESWADE TOWN CENTRE MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY 20th OCTOBER 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 M Knight
Cllr D Strachan
Cllr C Thomas
Cllr M Foster (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 – 0

ONLINE:

Mr I Campbell – Community Development Manager (From 7:33pm).

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

a. Apologies were received from the following:

Cllr D Albone, Cllr G Barrett, Cllr J Woodhead (Ex-officio Member), Community Development Manager.

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

Community Development Manager.

c. No other apologies were received.

2. DECLARATIONS OF INTEREST

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

The Chairman informed Members that he attended the 2026 BTC Business Forum event. He noted that the event was well attended and well organised.

The Chairman thanked Officers for their work in delivering the event.

4. PUBLIC OPEN SESSION

a. There were no members of the public either online or in the Chamber.

5. INVITED SPEAKER

There were no invited speakers.

6. MEMBERS' QUESTIONS

a. Members questioned whether it was necessary for exempt Item 13b (Car Parking Report) to be discussed during the exempt session.

The Clerk advised that the item had been classified as exempt due to commercially sensitive nature of matters related to car parking specifically the live contracts for BTC owned car parks. However, it was noted that, provided Members exercised caution and avoided reference to ongoing contractual matters, the item could be discussed in open session.

The Clerk emphasised that the decision ultimately rested with Members.

Members **AGREED** to defer the decision on whether the item should be considered in exempt or open session until later in the agenda, when Members will vote to determine whether to resolve to exclude the press and public and close the public meeting.

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

a. No amendments were made to the minutes.

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

b. The Chairman was authorised to sign the minutes.

8. MATTERS ARISING

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

Item 10b – Community Safety Report

Members queried whether Officers had received a response from Bedfordshire Police (Beds Police) regarding the actions agreed at the previous TCM meeting:

- *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.*

The Head of Governance advised that Officers had received a very brief response in August stating that they had no additional information to provide.

Members **SUGGESTED** that there may be merit in raising the matter with Beds Police again in light of the recent incidents of criminal activity within the town.

b. There were no further matters arising from the minutes.

9. ITEMS FOR CONSIDERATION

a. 2027/28 TCM Budget

The Head of Finance provided Members with a detailed overview the report regarding the TCM budget for the upcoming financial year.

The Head of Finance highlighted the following:

- The tax base (number of eligible properties for precept calculation) for 2027/28 will be confirmed by CBC by the end of October 2026.
- 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
- The new fees and charges have been calculated after due regard to benchmarking data with other similar Councils.
- The overall cost reduction for the TCM Committee is relatively small, however, the overall estimated cost reduction for the whole Council is £34,787.

Following detailed consideration of Appendices A-F, Members **RECOMMENDED** the budget, as presented, to the Finance and General Purposes Committee for consideration in December.

During discussion, Members **REQUESTED** that the report to Finance and General Purposes include further detail regarding the proposed 800th Anniversary of the Charter Market event. Specifically, Members requested that Officers provide information on anticipated costs, potential funding opportunities and sponsorship arrangements to enable informed consideration prior to final budget approval being sought.

b. Additional Event Ideas

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

The Committee reviewed the schedule of events presented in the report, laid out as follows:

Existing Town Council Events:	New Proposed Town Council Events:
Children's Easter Egg Hunt. Biggleswade in Bloom. Children's Halloween and Christmas Parties at The Orchard Community Centre.	800th Anniversary of the Charter Market (2027 only).

Members thanked the Deputy Administration and HR Manager for the detailed report.

Following detailed consideration of the report, Members **REQUESTED** that Officers prepare a report for the next Town Centre Management Committee meeting providing a comprehensive review of each event delivered as part of the 2026 events programme. The review should include attendance figures, income and expenditure, sponsorship secured, and key lessons learned. Members considered that this information would assist the Committee in evaluating the success of individual events and determining which events should be supported as part of the 2027 programme.

Members also **SUGGESTED** that Officers investigate the development of an Events Policy. The policy should clearly identify those events considered to be core Town Council events and establish a framework for the consideration, approval and delivery of new or non-recurring events. This would provide greater clarity and consistency when assessing future event proposals.

Members **NOTED** the report.

c. **Business Forum Update**

Members **NOTED** the update as laid out within the agenda.

d. **Universal Theme Park Report**

The Head of Governance provided Members with an overview of the report produced by himself and the Community Development Manager.

The Head of Governance highlighted the key information/key areas for growth to Members:

- A lack of hotel provision within Biggleswade. The Universal development may present the opportunity for Biggleswade to have additional hospitality and town tourism opportunities.

- There is no facility currently existing in the town centre despite the growing number of important historical and archaeological finds unearthed by development activity.

- No orbital bus service for the town exists, although it is needed both for workers and visitors. Universal may result in Biggleswade being linked in to existing transport loops, additionally works buses serving Universal (Amazon, Holme Farm, Tritax Symmetry Park, others) could be a potential option arising from the development.

Following detailed discussion of the report Members **AGREED** the following:

- That a working group be established to identify opportunities and priorities for Biggleswade arising from the proposed Universal Theme Park development.
- That the working group prepare a list of potential opportunities, priorities and requests on behalf of the town.
- That representatives from Universal be invited to engage with the Town Council once the working group has completed its initial work.

10. ITEMS FOR INFORMATION

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

The Committee received an update from the Deputy Administration and HR Manager regarding preparations for the 2026 Christmas Fair and Light Switch-On Event.

Members took the majority of the report as read, with the Deputy Administration and HR Manager highlighting that, following feedback received from the public after last year's event, the Christmas Light Switch-On would take place at **6.00 pm** this year to enable more families to attend and remain at the event. Members were also advised that the event layout had been amended to increase stall capacity and enhance the overall visitor experience.

Members asked for clarification on the usage and deployment of external security personnel.

Officers explained that the external security personnel would be used to manage safety arrangements and would assist with event management, road closures and public safety. The decision has been made based on advice of Safety Advisory Group and Beds Police

Members **NOTED** the update.

b. Remembrance Day Update

The Committee received an update from the Deputy Administration and HR Manager regarding preparations for the 2026 Remembrance Sunday Parade.

Members thanked the Deputy Administration and HR Manager for her report and **NOTED** its contents.

c. Bigg Eats

Members received an update from the Head of Governance on the 2026 Bigg Eats programme.

Following a brief discussion Members **REQUESTED** that a detailed report, including feedback and event performance data, financial information showing income, expenditure and overall financial performance. should be presented at the next Town Centre Management (TCM) Committee meeting.

11. PUBLIC OPEN SESSION

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

Members revisited the discussion surrounding whether the report needed to be exempt.

Following discussion, Members **RESOLVED** that the report be removed from considered in public session, on the basis that discussion of the report would not disclose commercially sensitive information or prejudice the Town Council's commercial interests.

b. **Car Parking Report**

Members considered the report detailing options for the future management of Town Council car parks.

During discussion, Members noted concerns regarding the reliability of ANPR technology, the potential impact on customer experience and privacy considerations associated with its use.

Cllr Knight provided an overview of the conclusions reached by the Car Parking Working Group, advising that the Group's preferred approach was to:

- Retain worker and resident permits for long-stay parking in selected Town Council car parks.
- Introduce reusable parking discs to enforce maximum stay periods.

Members expressed broad support for a controlled free parking model, which they considered could enhance the attractiveness of the Town Centre and provide a competitive advantage for Biggleswade.

It was further noted that the introduction of electronic permits could be progressed independently of any wider decision regarding the future parking management model.

Following discussion Members **RESOLVED** the following:

- That the implementation of an electronic permit system is taken forward.
- That Officers undertake further investigation into a controlled free parking scheme utilising parking discs and associated enforcement arrangements.
- That further work be undertaken on the development of a wider parking strategy and policy framework to support future decision-making.
- That a further report be brought back to Members setting out detailed implementation options, costs and implications.

c. 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 July 2026).

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

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 **RESOLVED** that the report be removed from considered in public session, please see above.

The Chairman closed the meeting at **9:04 pm**

DRAFT

BIGGLESWADE TOWN COUNCIL
Town Council Meeting 10th November 2026
Item 9b: Risk Register Review Report

Implications of Recommendations
Corporate strategy: PERFORMANCE: A Council that Delivers: Maintain annual reviews of risk management procedures in line with best practice, further mitigated by regular reviews of the Council's Business Continuity Plan.
Performance: Take an enterprise approach to managing and mitigating risk and opportunity.
Finance: Modest budget implications associated with external training, induction materials and specialist governance support.
Equality: Not Applicable.
Environment: Not Applicable.
Community Safety: Not Applicable.

Purpose of Report

To present the Councillor Risk Register for review and to provide Members with a strengthened framework of mitigation measures designed to reduce governance, conduct, operational and reputational risks associated with the role of elected Members.

The report responds to the Council's request for further consideration of the controls, policies and training arrangements available to mitigate councillor-related risks and to ensure the Council remains compliant with current legislative and governance requirements.

Background

As part of the Council's wider governance and risk management arrangements, Members requested a review of risks associated with the discharge of councillor responsibilities and the controls in place to mitigate those risks.

Whilst elected Members bring valuable local knowledge, strategic leadership and democratic accountability, there are recognised governance risks associated with the role, including:

- Conduct and behaviour
- Compliance with statutory obligations
- Data protection responsibilities
- Cyber security
- Decision-making
- Attendance and engagement
- Member/Officer relationships
- Reputational risk.

The live Risk Register identifies these risks and the controls currently in place.

This report sets out additional measures that may further strengthen the Council's governance framework.

Legislative and Governance Context

The Council has a statutory duty to promote and maintain high standards of conduct among elected Members under Sections 27 and 28 of the Localism Act 2011. Councils must adopt and maintain a Code of Conduct consistent with the Nolan Principles of Public Life and maintain appropriate arrangements for the registration and management of interests.

Members are also individually responsible for complying with requirements relating to the declaration and registration of interests and adherence to the Council's adopted Code of Conduct.

The Council is required to ensure that personal information is processed securely and in accordance with the requirements of UK GDPR and the Data Protection Act 2018. These responsibilities apply equally to councillors where council business is conducted electronically or where personal data is accessed or processed as part of their role.

The Council has further committed to maintaining positive standards of behaviour and professional working relationships through its governance arrangements and alignment with the NALC and SLCC Civility and Respect Programme.

Review of Principal Risks

Following review of the risk register, the most significant residual risks remain:

Cyber Security and Information Governance

Objective

To strengthen the Council's cyber security arrangements, improve compliance with data protection legislation and ensure Members and Officers are equipped to handle Council information safely and appropriately.

Proposed Cyber Security Controls

The following cyber security controls are recommended to strengthen protection of Council information assets and improve compliance with data protection legislation:

- Mandatory use of Council email accounts for Council business.
- Multi-Factor Authentication (MFA).
- Prohibition of email auto-forwarding to personal accounts.
- Password management guidance.
- Data breach reporting procedures.
- Annual cyber awareness training.
- Regular review of ICT compliance arrangements.

Actions and Implementation

The Council will continue to work with its IT provider to maintain appropriate cyber security measures, including Multi-Factor Authentication (MFA), account security monitoring, system updates, secure cloud storage and backup arrangements. These measures will be reviewed periodically to ensure they remain proportionate and effective in responding to evolving cyber security threats.

Members will be offered cyber security awareness training through BRCC's "We Can Do IT" programme, together with data protection and GDPR training delivered through Breakthrough Communications or other suitable providers. Training will form part of the Council's wider Member Development Programme, with attendance monitored to identify any areas where additional support may be required.

Councillor Email and ICT Acceptable Use Policy

A dedicated policy will be developed and presented for adoption. The policy will establish:

- Acceptable use requirements.
- Security expectations.
- Data handling standards.
- Records retention requirements.
- Responsibilities when using personal devices.

This policy will provide clarity for Members and promote consistency in the management of Council information.

An updated Councillor Email and ICT Acceptable Use Policy will be drafted and presented for adoption. The policy will establish clear expectations regarding:

- Use of Council email accounts for Council business.
- Password security and Multi-Factor Authentication.
- Storage and sharing of Council information.
- Use of personal devices for Council business.
- Reporting cyber security incidents and data breaches.
- Appropriate retention and disposal of records.

Actions and Implementation

To support compliance, practical guidance and one-to-one assistance will be made available to Members where required. This support may be delivered by officers or the Council's IT provider and will focus on safe device use, secure access to Council systems, email management and identifying phishing attempts or cyber security risks.

Cyber security and data protection responsibilities will also form part of the induction programme for newly elected Members and will be reinforced periodically through refresher training and governance briefings.

Where reports contain exempt or confidential information, agenda papers and reports will include appropriate reminders regarding Members' responsibilities for handling sensitive information.

Member and Officer Relationships

Objective

To strengthen understanding of the respective roles of Members and Officers, promote effective governance and ensure clear accountability for decision-making and service delivery.

Review of Member / Officer Protocol

The Council should review and re-adopt its Member/Officer Protocol to reinforce:

- The strategic role of Members.
- The operational role of Officers.
- Appropriate communication channels.
- Escalation routes where concerns arise.
- Expectations regarding contact with staff.

Annual governance workshops should also be delivered to support understanding and compliance with the Protocol.

Actions and Implementation

A guidance note will be prepared and circulated setting out the distinction between the strategic role of Members and the operational responsibilities of Officers. The guidance will include practical examples to assist both Members and Officers in understanding where responsibilities should appropriately sit.

Examples will include:

- Development of policy versus implementation of policy.
- Project approval versus project delivery.
- Strategic oversight versus operational management.
- Staffing matters and lines of management responsibility.
- Procurement and contract administration.
- Communications with external organisations and stakeholders.

To ensure consistent application of these principles, the Member/Officer Protocol will be reviewed and presented to Council for re-adoption. The review will ensure expectations regarding communication, access to staff, decision-making and escalation of concerns remain clear and current.

Officer report templates will be revised where appropriate to clearly identify:

- The strategic decision being sought from Members.
- Any delegated powers being relied upon.
- The operational actions required to implement the decision.
- The officer responsible for delivery.

This approach will help reinforce the distinction between governance and operational responsibilities and reduce the potential for misunderstanding.

The guidance will be incorporated into Member induction arrangements and supplemented by periodic governance workshops involving both Members and Officers. These sessions will provide opportunities to discuss practical governance issues and reinforce understanding of respective roles and responsibilities.

Councillor Social Media Policy

Objective

To support responsible use of social media by Members, protect the Council's reputation and reinforce standards of conduct in online communications.

Actions and Implementation

Given the growing influence of digital communication, consideration will be given to adopting a dedicated Social Media Policy which:

- Clarifies when Members are acting in a personal capacity and when they may be perceived as representing the Council.
- Promotes respectful online engagement.
- Reinforces Code of Conduct obligations.
- Supports protection of the Council's reputation.

The policy would be incorporated into Member induction arrangements and supported through governance training and periodic guidance updates.

Training and Knowledge

Objective

To ensure Members and Officers possess the knowledge, skills and understanding necessary to fulfil their responsibilities effectively and support high standards of governance.

Actions and Implementation

The Clerk will maintain a rolling Member Development Programme informed by legislative changes, emerging risks, audit recommendations and identified training needs.

Training opportunities provided through BATPC, NALC, SLCC, Breakthrough Communications and other appropriate organisations will be actively promoted through Member briefings, Council communications and direct notifications.

To maximise accessibility and participation, training will be delivered through a combination of:

- External training courses and conferences.
- Online learning opportunities.
- In-house workshops.
- Governance briefings delivered by the Clerk.
- Topic-specific training linked to current Council business and emerging issues.

A central training record will be maintained to monitor participation and identify any gaps in knowledge or development needs.

Following future elections, a structured induction programme will be delivered for all new and returning Members covering:

- Governance and decision-making.
- Councillor responsibilities and powers.
- Financial management and accountability.
- Code of Conduct requirements.
- Data protection and information governance.
- Planning and regulatory responsibilities.
- Member and Officer relationships.

The Council will also introduce a quarterly governance bulletin highlighting legislative changes, governance updates, learning points and forthcoming training opportunities.

Consideration will be given to introducing an annual Member Governance Declaration through which Members confirm they have reviewed key governance documents, undertaken relevant training and complied with Council policies and procedures.

Confidential Information and Exempt Business

Objective

To ensure confidential and exempt information is handled appropriately and in accordance with legal and governance requirements.

Actions and Implementation

Guidance on the handling of confidential and exempt information will form part of Member induction and ongoing governance training.

Periodic reminders will be issued through Member briefings, governance updates and training sessions to reinforce responsibilities relating to confidential information and data protection.

Where reports contain exempt information, clear reminders regarding confidentiality obligations will be included within agenda papers and reports.

The Council will periodically review document access permissions and information management arrangements to ensure sensitive information is only accessible by authorised individuals.

Implementation and Monitoring

The recommendations contained within this report will be implemented through the Council's existing governance framework and overseen by the Town Clerk.

Progress will be monitored through:

- Annual review of governance risks.
- Monitoring of training attendance and completion rates.
- Annual review of governance-related policies and procedures.
- Review of any Code of Conduct complaints or governance concerns.
- Monitoring of data breaches and cyber security incidents.
- Review of compliance with declarations of interest requirements.
- Feedback from Members and Officers regarding governance arrangements.
- Periodic reporting to Council on implementation progress.

This monitoring framework will ensure that the measures identified within this report are not only adopted but embedded into the Council's day-to-day operations and subject to ongoing review and continuous improvement.

Performance indicators may include:

Measure	Target
Councillor induction completed	100%
Mandatory training completion	100%
Register of Interests compliance	100%
Significant data breaches	0
Annual governance declaration completion	100%

Financial Implications

There may be modest budget implications associated with external training, induction materials and specialist governance support. These costs can be accommodated within existing training and governance budgets or considered as part of future budget-setting processes.

Risk Implications

The recommendations set out within this report are intended to reduce the likelihood and impact of councillor-related governance, conduct, cyber security and reputational risks and support the Council's wider corporate governance framework.

Recommendations

Members are recommended to:

1. Note the contents of the Councillor Risk Register.
2. Endorse the enhanced mitigation measures set out within this report.
3. Approve the implementation of a Member Development and Training Framework.
4. Approve the development and review of associated governance policies including:
    - Member/Officer Protocol;
    - Councillor Email and ICT Acceptable Use Policy;
    - Councillor Social Media Policy;
    - Councillor Induction and Development Programme.
5. Request officers to undertake a post-election governance review following the 2027 local elections.
6. Receive an annual update on Councillor Risk Register performance and mitigation progress.

Nicola Sewell
Town Clerk

Appendices: (Available via SharePoint, hard copies available by exception).

Appendix (A): Live Risk Register.

BIGGLESWADE TOWN COUNCIL
Town Council 10th November 2026
Item 9c: Section 106 Town Centre Report

Implications of Recommendations
Corporate Strategy: ECONOMY: A Thriving Town. The Town Council will support businesses and other initiatives designed to enhance the Market Square and the town centre offer, providing a wide range of amenities for residents and visitors, and work with Central Bedfordshire Council to identify potential opportunities for economic investment.
Finance: From the projected £332,000 section 106 town centre funds, £150,000 is allocated to the power infrastructure market square works, with a residual £182,000 available.
Equality: Not applicable.
Environment: Not applicable.
Community Safety: Not applicable.

Background

The 25th September Town Centre S106 Working Group meeting discussed several options for improving the Market Square area and recommended that Officers should provide an updated agreed list of options for this Town Council meeting. The improvement works all draw from the current S106 town centre funding pots with the intention of delivering short term improvements i.e. measured in months. The Town Centre Vision work continues as part of the long-term improvements for the town centre vision i.e. several years and will draw from future S106 funding, which is not part of this report.

Summary

CBC Officers have highlighted that a prompt town council decision on the market square improvements is required to enable the operational works to be completed this financial year. The item options and quantities represent Officers' recommendations agreed with CBC Officers. Options are subject to discussion and can be reformulated to minimise any underspend within the £182,000 S106 total. Any resolution will be subject to Highways and CBC Asset Team approval as the final decision-makers.

Appendix B sets out the short-term improvement options which align with the town centre vision high level principles. All suppliers have now confirmed that it is not possible to build and supply a new modular pagoda for eventing/covered market.

Appendix C shows a CBC produced plan of the Market Square area with some improvement options included, such as three new CBC planted trees.

Appendices D1 and D2 include some street furniture images options.

Officers assess that delivering the options set out in Appendix B by end March 2027, would improve the look, pedestrian safety, and functionality of the market square by;

- Repairing and improving the most damaged/uneven pavement surfaces
- Upgrading the street furniture to matching uniform black and gold heritage design
- Marking the 800th royal market charter anniversary with a permanent memorial
- Improving the look and green ambience of market square with planters.

Table one: Item Options to Improve Market Square (S106 town centre allocation)

Item description	Unit cost £	Quantity	Subtotal cost £	S106 Allocation £
Hanging baskets black and gold with reservoir	183	60	11,000	60,000
Market square War Memorial black & gold planters	235	16	3,760	As above
Removable (lock) bollards black & gold	329	25	8,225	As above
Large square black & gold planters	555	6	3,330	As above
Sundries and fitting planters and bollards	N/A	N/A	5,000	As above
Plants (one off) for 12 x planters	N/A	12	2,000	As above
Medium rectangle black & gold planters	277	6	1,662	As above
Floor commemorative round stone carving 800 years	10,000	N/A	10,000	As above
Digital totems	9,000	2	18,000	As above
Drinking water fountain	8,000	1	8,000	As above
Market Square CBC car park	N/A	N/A	3,023	42,000
Six BTC car parks	N/A	N/A	10,000	As above
E permits software one off costs	18,000	N/A	18,000	As above (TCM 019-2026/27)
Levelling worst pavements	N/A	N/A	80,000	80,000
Total	**N/A**	**N/A**	**182,000**	**182,000**

** The procurement of the e-permits software was agreed by Members at the meeting of 21st July 2026, where Members "**AGREED** that subject to cost, Officers procure the electronic wider permits software offer (option six) and implement this as soon as possible in all council car parks." The ongoing annual revenue cost is £5,000.*

Replacement Items and Justification:

- Planters and Hanging Baskets: Replacing all 'end of life' planters and hanging baskets across the town with new black items with reservoirs. This will provide a needed visual boost to the town centre appearance and war memorial. The 60 hanging baskets will be a like for like replacement; the war memorial planters will go from eight to 20 planters to enhance the full length of the railings. The new baskets will feed into the Biggleswade in bloom, Anglia in bloom initiatives.
- Bollards: Directly replacing the disparate collection of 24 'end of life' green and grey bollards across the square with 24 new uniform black and gold removable and lockable bollards to smarten the square. The new bollards configuration would be flexible and removed for most of the year to allow for free pedestrian movement. Bollards would be re-inserted only for specific events to enhance security.
- Unlevel Pavements: Highways would conduct a market square visit to identify how many unlevel pavement pedestrian sections there are within the triangle section from Century House to the apex at Station Road. The survey would provide a costed estimate for levelling the worst pavement sections via mono-blocking to improve health and safety. Highways would undertake the works due to their ownership of most of the square. It is not possible to accurately estimate the number of pavement areas which could be mono block improved within the current budget, although Officers assess some pavement areas would be improved using the c.£80k allocation.

New Items and Justification:

- Planters: Introducing new medium and large black and gold resin planters in key locations to significantly 'green up' the market square ambience and sustainability, using contained growth plants. Greening the square is included in the vision's high-level principles and the planters' black/gold colour would provide good contrast for the visually impaired.
- Totems: Introduce two new digital totems in the square (High Street wall & Century House notice board wall) to provide timely public communications and to source new advertising income.

- Drinking Font: Introduce a second attractive drinking water fountain hopefully next to the Victorian water font to draw from its heritage and improve safe eventing.
- Car Parking: Improve the appearance of the tired CBC car parking spaces in market square and all six BTC car parks via new lining, signage, potholes filling, and fencing.
- Car Parking Model: Introduce new E permits software, new signage, and the new Traffic Regulation Order (TRO) for the BTC car parks offer. (TCM 019-2026/27)
- Commemorative Feature: Introduce a new permanent stone carved circular feature on the ground and new mosaic artwork to commemorate the 800th anniversary of the Royal Charter Market, with circular seating and plants.

Recommendations

That Members note the report and in principle;

- Agree with a final list of S106 expenditure options for the market square items in table one, and,
- Enable Officers to share the in-principle list with CBC Assets and Highways for their agreement, with onward procurement and implementation by the end of March 2027.

Ian Campbell	Karim Hosseini	Ernest Bour
Community Development Manager	Head of Governance	Head of Finance

Appendices:

Appendix (B): S106 town centre allocation and item options for expenditure.
Appendix (C): CBC plan of Market Square with three trees.
Appendix (D1): Street furniture images.
Appendix (D2): Street furniture images.

Appendix B

TOWN CENTRE IMPROVEMENTS SECTION 106 FUNDING

This has been agreed to date with CBC Officers
All excluding VAT and subject to fin regs and three quotes process
NB- the Hitchin street stretch from the Vape shop down to the Chicken shop is excluded from these improvements which start from CH and stretch east.
Quanitities and costs assume before any supplier discounts are applied
CBC Highways and CBC Assets Team need to provide final approval and then Highways would need to conduct the bollards installation works due to H&S and ownership of most of the square

Item description	Unit cost £	Quantity	Subtotal cost £	c.S106 Allocation £	Justification
Hanging baskets black and gold with resevoir	183	60	11,000	60,000	Cell E5 pot is committed for all E5 related items. To replace all town wide green hanging baskets which are old and not in keeping with the town centre black and gold vision
Market square War Memorial black & gold planters	235	16	3,760	cell E5 pot	To replace the existing old green planters not in keeping with black and gold vision and boost the total quantity to cover both lengths
Removable (lock) bollards black & gold	329	25	8,225	cell E5 pot	To replace existing black and green bollards, 26 needed in total, 24 replcement and 2 new for 2 passageways. Operations could have all 26 removed when events not happening
Large square black & gold planters	555	6	3,330	cell E5 pot	To provide some screening and enhance green feel
Sundries and fitting planters and bollards	n/a	n/a	5,000	cell E5 pot	Cat scanning, sand, cement, ballast, hoist, labour etc
Plants (one off) for 12 x planters	n/a	12	2,000	cell E5 pot	Bedding plants, summer, winter., spring twice yearly. S106 one-off.
Medium rectangle black & gold planters	277	6	1,662	cell E5 pot	Six on WH car park, any extra could be spread across the square
Market Square car park	Pending	n/a	3,023	42,000	Cell E15 pot is committed for line marking, potholes, signage, uniform bollards, parking signage will be put onto lampposts
Six BTC car parks	Pending	n/a	10,000	cell E19 pot	BTC car parks line painting, potholes, signage, bollards, walls, fences
E permits software one off costs	18,000	n/a	18,000	cell E19 pot	To improve the BTC car parking offer, widen e permits scope, resolved subject to funding, software, signage, new TOR.
Either mosaics or floor memorial stone carving 800 years	10,000	n/a	10,000	cell E5 pot	Decision on either hanging mosaics on CH wall, large planters, or Xmas tree ground circle space with circular bench seating and plants, includes 800 years event cost
Levelling the worst pavement sections	80,000	n/a	80,000	80,000	Uncommitted. Highways do a study to identify approx half a dozen pavement sections which could be levelled for the 80K.
Digital totems in market square	9,000	2	18,000	cell E5 pot	Public communications highly productive, new advertising income etc, could be wall mounted, single sided or in shop window.
1 x water drinking fountain	4,000	1	8,000	cell E5 pot	WH car park east side
Total	n/a	n/a	**182,000**	**182,000**	Nil over/under spend

CBC Delivery

Electrical infrastructure January 2027				150,000	Committed, will deliver up to c. 55 traders, with some in Hitchin street and Station road too.

Levelling four worst pavements and trees planting somewhere	50,000	CBC approximation. Possibly plant 3 trees, 2 in the market square locations, 1 to th enorth of the war memorial location. The 4th outside rosso lounge will not be replanted, the area can become a new parking space for car/bikes/motorbike

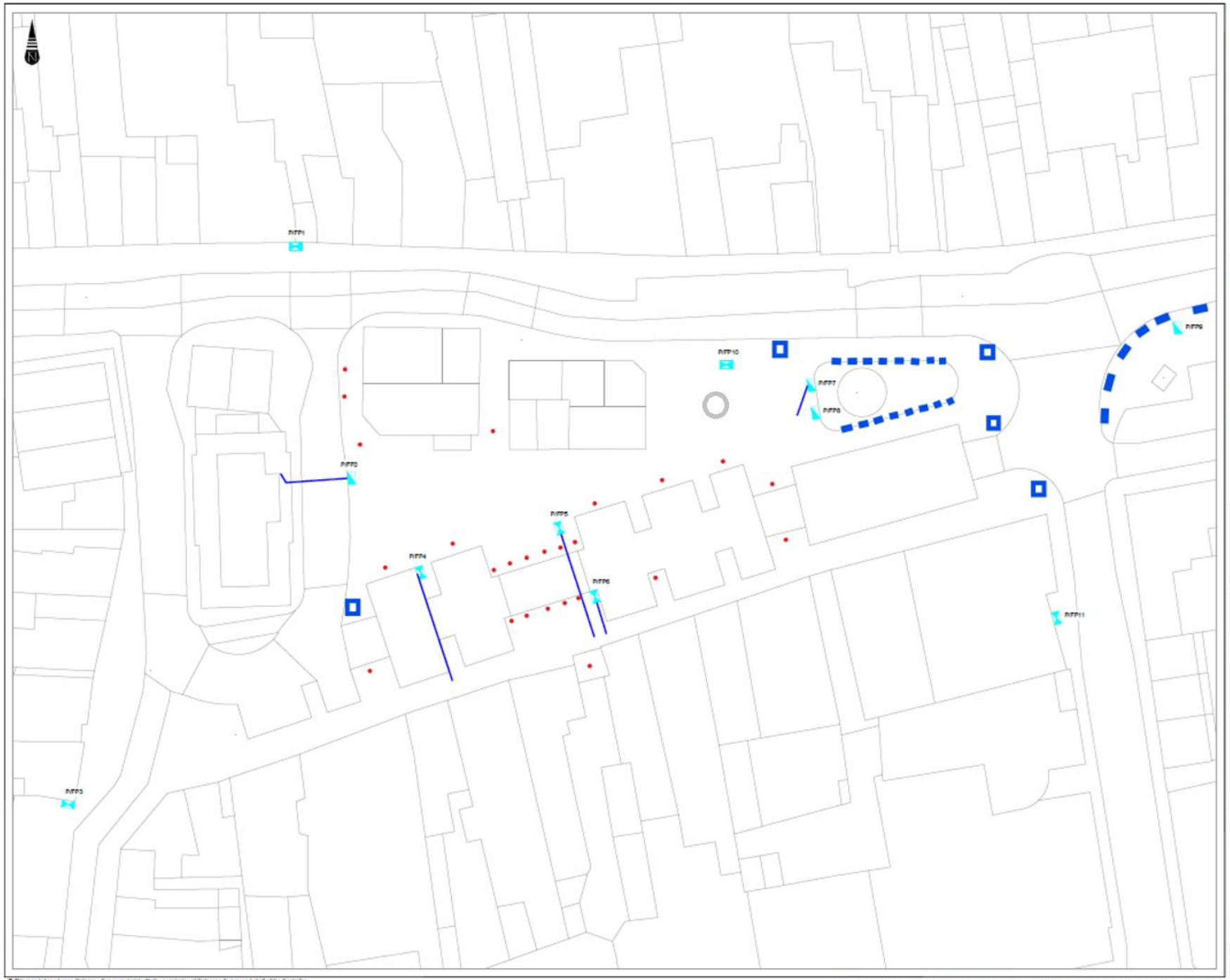
Other discussed Options

Digital bus signs at all town centre bus stops. CBC already dealing with this under the bus strategy with other funding allocation

Free town centre Wifi, interesting but not for now other towns have mixed results

Software/hardware for footfall monitoring with on costs each year, costs similar to the pagoda option.

Mobile modular Pagoda events/covered market, option discounted as 6 specialist companies have turned down the intersting idea as too risky for them



Notes:

1. DO NOT SCALE FROM THIS DRAWING.
2. SITE VERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION.
3. REPORT ALL DISCREPANCIES TO THE DRAWING ORIGINATOR IMMEDIATELY.
4. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL RELEVANT DOCUMENTS AND DRAWINGS.
5. ALL WORKS TO BE COMPLETED IN ACCORDANCE WITH CURRENT VERSION OF THE CENTRAL BEDFORDSHIRE COUNCIL STREET LIGHTING SPECIFICATION.
6. ALL SPOILS AND WASTE ARISING FROM STREET LIGHTING WORKS TO BE TESTED AND PASSED TO THE APPROPRIATE ENVIRONMENTAL ADVISOR WHO WILL PROVIDE THE DISPOSAL INSTRUCTION TO ENSURE EH5040 REQUIREMENTS ARE MET.
7. NUMBERS PREFIXED 'E' REFER TO EXISTING FEEDER PILLAR. NUMBERS PREFIXED 'P' REFER TO PROPOSED FEEDER PILLAR.
8. EXACT LOCATION OF PROPOSED FEEDER PILLARS TO BE AGREED ON SITE WITH CENTRAL BEDFORDSHIRE COUNCIL.
9. FOR DETAILS ON BOTH EXTERNAL AND INTERNAL INFORMATION REGARDING THE SINGLE PHASE FEEDER PILLAR SEE DRAWING: FP-56F-01 & PAD5401A.
10. FOR DETAILS ON BOTH EXTERNAL AND INTERNAL INFORMATION REGARDING THE 3 PHASE FEEDER PILLAR SEE DRAWING: FPA340 & PAD5401B.
11. REINSTATEMENT OF GROUND UPON COMPLETION OF PROPOSED WORKS TO MATCH THE EXISTING AS REASONABLY PRACTICABLE.
12. THIS DRAWING IS TO BE PRINTED IN COLOUR.

KEY:

PROPOSED SINGLE PHASE DNO SUPPLIED FEEDER PILLAR - 7No.

PROPOSED THREE PHASE DNO SUPPLIED FEEDER PILLAR - 4No.

INDICATIVE ADDITIONAL TRENCHING FOR DNO SUPPLIES

Residual Risk Assessment

Wherever possible, risk is designed-out of this proposal during the design process. Where this is not possible the risk is indicated by this symbol.

SIGNIFICANT ITEM HEALTH & SAFETY RISKS

1. Underground Services - Refer to Stat plans prior to commencement of any works.

Large Planter

Bollard

Small Planter

Rail mounted Planter

800th Market charter anniversary slab

Replacemet tree

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Appendix D1 Street Furniture









Representative images




ASK
30










Free Shipping
FASTEST GROWING SHOP FITTINGS
UK's No.1
SUPPLIER
3-YEAR
3
WARRANTY
LIFETIME
TECHNICAL SUPPORT
SHAKESPEARE'S 450TH BIRTHDAY PARTY
#ShakespearesBirthday

Appendix D2

Street Furniture Images

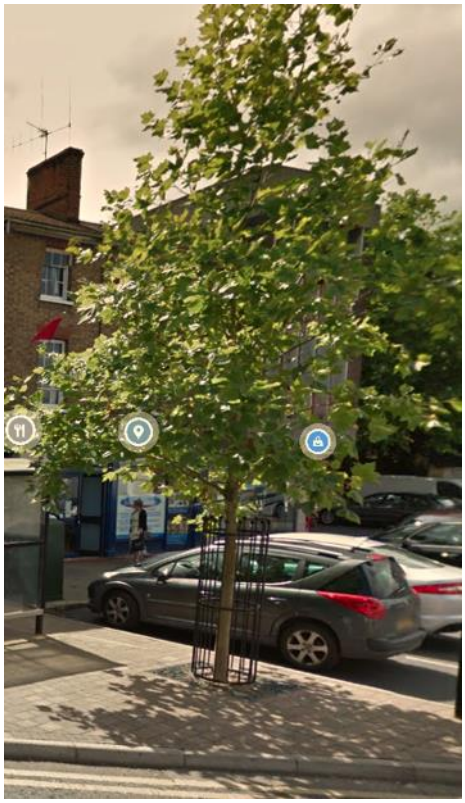
BM/36 Smooth Bollard | Wybone The Heritage bollard will have the same gold banding as the planter .The cost is £252.00 . If you would like to add a socket kit so that removal is easy this adds £77.00 to the cost .



VP Square Flower Planters with Plinths | Wybone This is the largest square planter available which measures 838mm square and a height of 711mm . This is made higher if it is sat on a plinth which adds 100mm . Very striking . Cost is £554.99
The planter for the railing which would mimic what you have but in Glass fibre . The cost is £235.00 .







Hanging Basket inc reservoir black only. 80cm. 60cm deep.

Aesthetically pleasing planter with a smaller footprint.



41cm x 41cm Black only




BIGGLESWADE
TOWN COUNCIL



Socket fixing for bollards



Aspire, Believe, Celebrate

St Andrew's VC Primary School
West – Brunts Lane, Biggleswade, Beds. SG18 0LY
East - Bantock Way, Biggleswade, Beds. SG18 8UQ
Headteacher: Mrs. S. Rolfe

Tel: [redacted]
Email: office@standrews.beds.sch.uk

7.10.26

Dear Members of the Town Council,

RE: Formal Representation Concerning the Withdrawal of Allocated Staff Parking Facilities (Planning Condition 7, Ref: 24/395/REG3)

I am writing in my capacity as Chair of Governors at St. Andrew's VC Primary School to express the Governing Board's urgent concern regarding the recent withdrawal of designated parking provisions for our staff.

St. Andrew's VC Primary School constitutes a cornerstone of the Biggleswade community. Operating across two sites with a workforce of 70 staff members, our school caters to over 900 pupils who are part of the Biggleswade community. Beyond delivering high-quality education, we fulfil a vital civic role in nurturing responsible, community-minded young citizens.

Following Central Bedfordshire Council's implementation of the two-tier educational reorganisation, our West Site on Brunts Lane experienced a significant reduction in outdoor play space and staff parking to accommodate temporary educational facilities for our expanded pupil body.

To mitigate this operational impact and secure necessary regulatory consent, Planning Condition 7 of Planning Permission 24/395/REG3 stipulated that supplementary staff parking would be made available at either the Dan Albone or Rose Lane car parks. The Town Council has responsibly honoured this arrangement until September of this year, at which point access was rescinded without prior notification or consultation.

The sudden termination of this arrangement presents severe operational and public safety challenges:

- Staff Accessibility & Retention: Staff face substantial disruption in securing appropriate parking, directly impacting daily school operations.
- Traffic & Environmental Congestion: The displacement of staff vehicles has increased traffic density and parking pressure throughout the surrounding residential streets.
- Safeguarding & Public Safety: Heightened vehicular traffic and manoeuvering in the immediate vicinity of the school site during peak drop-off and pick-up periods pose a direct risk to the safety of our pupils and the wider public.

In light of these implications, I formally request that the Town Council reconsider its position and immediately restore staff parking access at the Dan Albone or Rose Lane car parks in accordance with Planning Condition 7 of 24/395/REG3.

Thank you for your attention to this critical matter. I look forward to your prompt response regarding how we may resolve this issue constructively.

Yours sincerely,

Martin Emsley
Chair of Governors
St. Andrew's VC Primary School

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

Date: 24/09/2026

Dear Sir/Madam

PRIVATE & CONFIDENTIAL

Proposed public electric vehicle charging hubs

I am writing on behalf of Central Bedfordshire Council to explore the potential installation of public electric vehicle charge points at:

- Chestnut Avenue Car Park
- St Andrews Street Car Park
- Mill Lane Car Park
- White Hart Car Park
- The Orchard Community Centre
- Drove Road Recreation Ground/Biggleswade Bowls Club

The Council is significantly expanding the public charging network across Central Bedfordshire as part of a national infrastructure programme. Our focus is to provide convenient and reliable charging for residents who cannot install a charge point at home, including people living in flats or properties without off-street parking.

Since 2023, the Council has delivered 26 local charging hubs in towns and villages across Central Bedfordshire, providing 186 charge points. These hubs have demonstrated how car parks and community venues can provide a useful local charging option for residents, visitors and users of local facilities. We have been identifying additional locations to build on this programme.

Your sites have been included on a list of potential locations following assessments of:

- the size and layout of the car park
- proximity to residents without access to home charging
- the availability of a suitable electricity connection
- likely cable routes and installation requirements
- accessibility and safety considerations
- the potential to install a bank of charge points appropriate to size and use of the car park.

At this stage, however, **no final decision has been made to use the site**. Any proposal would remain subject to your organisation's agreement and would be subject to further technical surveys, a viable electricity connection, an acceptable site design and any necessary consents. The number and location of charging spaces would be developed in consultation with you.

What the proposal could offer

Subject to feasibility and agreement, the sites could host a bank of publicly accessible charge points suitable for the size and use of the car park and the surrounding community. This could:

- give nearby residents without home charging a convenient local option, generally within a five to ten-minute walk
- provide a useful facility for people visiting or using local amenities
- support the transition to EVs, while reducing emissions and improving local air quality
- complement the Council's planned programme of on-street charging
- provide an income to your organisation without it having to install, operate or maintain the equipment.

The Council is currently finalising a 15-year concession contract with **Believ**, an established national public charge point operator with experience of working in partnership with local authorities. The operator would be responsible for the design, electricity connection, installation, operation and ongoing maintenance of the charge points, as well as customer payments and 24-hour customer support. The operator would meet the relevant installation costs, supported by the Council's government grant funding.

Proposed agreement and income

Before work could begin, Believ and the site owner would enter into a separate legally binding site agreement within the wider contractual framework managed by the Council and the operator. Your organisation would have the opportunity to review the agreement and take its own legal or professional advice before deciding whether to proceed.

Participating site owners would receive a **guaranteed annual payment of £100 for each operational charging space**, starting when the relevant charge point is commissioned. For example, six operational charging spaces would initially provide an annual payment of £600. This example is not a forecast of the number of spaces that would be installed, which could only be determined following discussion and further survey work.

The contract also includes a revenue-share mechanism based on 10% of the gross margin generated at the site. Once this becomes greater than the combined annual bay payment, the revenue-share payment would replace the annual bay payment for that year. Gross margin is defined as income received from charging sessions, less the operator's defined electricity supply costs. The operator would provide supporting reports and make payments directly to the site owner.

Discussing the opportunity with you

We appreciate that your organisation is likely to have questions about the proposal and how it could affect the day-to-day use of the site. Rather than asking you to reach a view based on this letter alone, **we would welcome the opportunity to discuss the proposal with you, explain how the arrangement would work and understand any requirements or concerns you may have**.

This could be an informal telephone conversation or site meeting, or we would be happy to attend a meeting of your committee or management group. An initial discussion would not commit your organisation to hosting charge points. It would simply help establish whether there is sufficient interest to explore the opportunity further.

I'd be grateful for your initial view of the proposal and to look at discussing this further. Please contact me at [redacted] or on [redacted]. If possible, I would be grateful for an initial response by Wednesday 11th November 2026, although please let me know if your organisation requires additional time to consider the matter.

Yours sincerely



Tom Price
Senior Sustainable Transport Officer
Central Bedfordshire Council

Dear Karim,

I have attached a copy of the Biggleswade permit for your information the permit sets the water quality parameters that the site must meet. There have been no recent breaches of the environmental quality standards set in the. I have also attached the sample results for Biggleswade in an excel format in case your members wish to interrogate the sample results further.

You have asked if the effluent discharge from Biggleswade STW is safe. The effluent quality is currently meeting the water quality standards set in the permit. Most rivers are managed primarily to protect wildlife, and unless they become designated bathing waters, they are not managed for recreational use by people and tested for E.coli. The River Ivel is not a designated bathing water and as such is not monitored or tested for E.coli.

Complain ace Assessment Reports (CAR) can also be access online at Access the public register for environmental information - GOV.UK

I hope this response answers your members queries. If you have other questions, please get back to me.

Kind regards
Miriam

Planning Application - Anglian Water Response

Anglian Water site reference:	PLN-26-009092
Response date:	29 October 2026
Local Planning Authority:	Central Bedfordshire
Planning application reference:	CB/26/02678/FULL
Site address:	Land Rear Of 1A, Biggleswade Road, Upper Caldecote
Proposal description:	Demolition of existing structures and erection of new 33 dwellings, new access with new garage and parking to 1B Biggleswade Road and associated works

Should you wish to discuss this response, please find our contact details below:
Phone: 03450263912 (Monday to Friday 08:00 – 17:00 excluding bank holidays)
Email: planningliaison@anglianwater.co.uk

Response prepared by Anglian Water Growth, Planning and Capacity Team.
Please find our website below:
https://www.anglianwater.co.uk/developing/planning--capacity/

Section 1 - Assets Affected

There are assets owned by Anglian Water or those subject to an adoption agreement within or close to the development boundary that may affect the layout of the site. Anglian Water would ask that the following text be included within your Notice should permission be granted:

Anglian Water has assets close to or crossing this site or there are assets subject to an adoption agreement. Therefore, the site layout should take this into account and accommodate those assets within either prospectively adoptable highways or public open space. If this is not practicable then the sewers will need to be diverted at the developers cost under Section 185 of the Water Industry Act 1991. or, in the case of apparatus under an adoption agreement, liaise with the owners of the apparatus. It should be noted that the diversion works should normally be completed before development can commence.

Section 2 - Wastewater Treatment - Objection

Anglian Water OBJECTS to the proposed development under Planning Application CB/26/02678/FULL due to the intended connection to the public foul drainage network.
This site is located within the catchment of the Biggleswade Water Recycling Centre (WRC), which currently lacks the capacity to accommodate the additional flows that would be generated by the proposed development.

When assessing Dry Weather Flow (DWF) headroom at the receiving Water Recycling Centre (WRC), we apply a three-year Q90 DWF average (2023–2025), together with the flows associated with sites that already benefit from planning consent.

Our DWF dataset is reviewed and updated annually in consultation with the Environment Agency. This ensures that our planning assessments reflect the most up-to-date information regarding the WRC's compliance with its environmental permit and its ability to accommodate additional flows from new development without creating an unacceptable risk of breaching environmental legislation. This approach also ensures that there is no pollution or deterioration of the receiving watercourse.
Based on the above, Anglian Water has determined that the site is unsustainable due to the associated environmental risk and the increased discharge rates, which could lead to a deterioration in water quality and an unacceptable risk of breaching environmental legislation at Biggleswade WRC.

Considering these concerns, we recommend that planning permission be refused on the grounds of insufficient infrastructure capacity and to prevent environmental harm.

Anglian Water collaborates with local planning authorities across the region to identify sustainable locations for future development, taking into account infrastructure capacity as part of the development plan processes. We also work closely with our regulators to identify opportunities for future growth investment. At present, no funding has been allocated at this Water Recycling Centre (WRC) for AMP 8 (2025-2030). However, we may seek to promote investment through our future business plans.

Section 3 - Used Water Disposal

This response has been based on the following submitted documents:
DRAINAGE STRATEGY HH_BR_011 REV B May 2026

The sewerage network at present has available capacity for the anticipated foul flows. **However as advised above, any connection into our foul network from the proposed development will contribute to pollution and deterioration of the watercourse via the WRC as it cannot accommodate additional flows.** If the LPA is minded to grant approval despite our WRC objection, the developer will need to serve notice under Section 106 of the Water Industry Act 1991. We will then advise them of the most suitable point of connection.

1. INFORMATIVE - Notification of intention to connect to the public sewer under S106 of the Water Industry Act Approval and consent will be required by Anglian Water, under the Water Industry Act 1991. Contact Development Services Team 0345 606 6087 Option 2.
2. INFORMATIVE - Protection of existing assets - When an Anglian Water asset is shown on record plans within the land identified for proposed development, it is recommended that the applicant contacts the Anglian Water Development Services Team for further advice on this matter. Building over existing public sewers or assets will not be permitted (without agreement) from Anglian Water.
3. INFORMATIVE - Building near to a public sewer - No building will be permitted within the statutory minimum easement width of 3 metres from a pipeline without agreement from Anglian Water. Easements are subject to specific easement requirements dependent on the size and depth of the sewer or asset, or any advice or comment provided by Anglian Water. Please contact our Development Services Team on 0345 606 6087 - Option 2 for any queries.
4. INFORMATIVE: The developer should note that the site drainage details submitted have not been approved for the purposes of adoption. If the developer wishes to have the sewers included in a sewer adoption agreement with Anglian Water (under Sections 104 of the Water Industry Act 1991), they should contact our Development Services Team on 0345 606 6087 Option 2 at the earliest opportunity. Sewers intended for adoption should be designed and constructed in accordance with Sewers for Adoption guide for developers, as supplemented by Anglian Water's requirements.

Section 4 - Surface Water Disposal

The preferred method of surface water disposal would be to a sustainable drainage system (SuDS) with connection to sewer seen as the last option. Building Regulations (part H) on Drainage and Waste Disposal for England includes a surface water drainage hierarchy, with infiltration on site as the preferred disposal option, followed by discharge to watercourse and then connection to a sewer.

From the Flood Risk Assessment Report REV A May 2026 submitted to support the planning application the proposed method of surface water management does not relate to Anglian Water operated assets. As such, we are unable to provide comments on the suitability of the surface water management. The Local Planning Authority should seek the advice of the Lead Local Flood Authority or the Internal Drainage Board. The Environment Agency should be consulted if the drainage system directly or indirectly involves the discharge of water into a watercourse.

If planning permission is granted, the surface water strategy should be listed within the decision notice with any approved plans.

Should the proposed method of surface water management change to include interaction with Anglian Water operated assets, we would wish to be re-consulted to ensure that an effective surface water drainage strategy is prepared and implemented.

your reference

our reference CBC 103929
please ask for Streetworks
direct line
e-mail streetworks@centralbedfordshire.gov.uk
web-site www.roadworks.org

date 19 October 2026

For your information

Proposed Temporary Road Closure – Drove Road, Biggleswade

I have a request for a Temporary Road Closure at the above location to enable works on cooks lane to go ahead safely. Details are listed in the schedule below and having assessed the application I am satisfied the request is justified.

The restrictions are to be in operation only when the necessary signs are erected on site. The Legal Order will be made to cover an 18 month period.

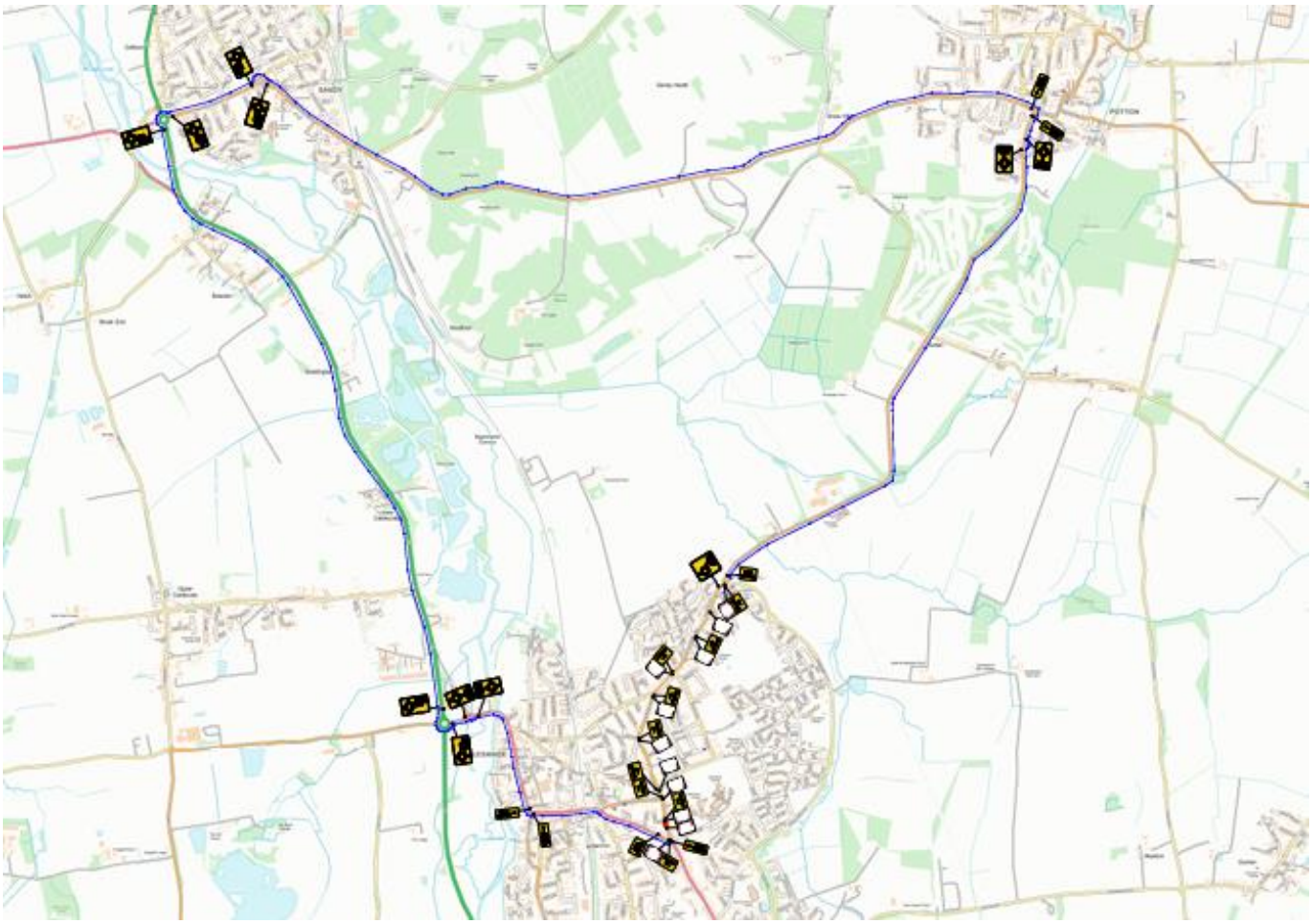
If you have any observations, you wish to make I would be grateful if you could let me know as soon as possible.

Streetworks Team

……

Road:	**Drove Road, Biggleswade**
Application from:	Anglian Water - 03457145145
Reason:	**To allow works on Cooks Lane to take place safely**
Length affected:	junction with Cooks Lane
Date:	The closure will be in place from 2 to 4 February 2027 fort 24hrs a day.
Diversion Route	**B1040, B1042, A1, A6001 and vice versa.**

NB. The applicant will be responsible for taking down all Central Bedfordshire Council public notices immediately after the works requiring the Order have been completed.



your reference

our reference CBC 103919
please ask for Streetworks
direct line
e-mail streetworks@centralbedfordshire.gov.uk
web-site www.roadworks.org

date 14 October 2026

For your information

Proposed Temporary Road Closure – Dunton Lane, Biggleswade

I have a request for a Temporary Road Closure at the above location to enable safe access to joint box for cabling works to take place safely. Details are listed in the schedule below and having assessed the application I am satisfied the request is justified.

The restrictions are to be in operation only when the necessary signs are erected on site. The Legal Order will be made to cover an 18 month period. Access may be allowed from time to time according to local signing.

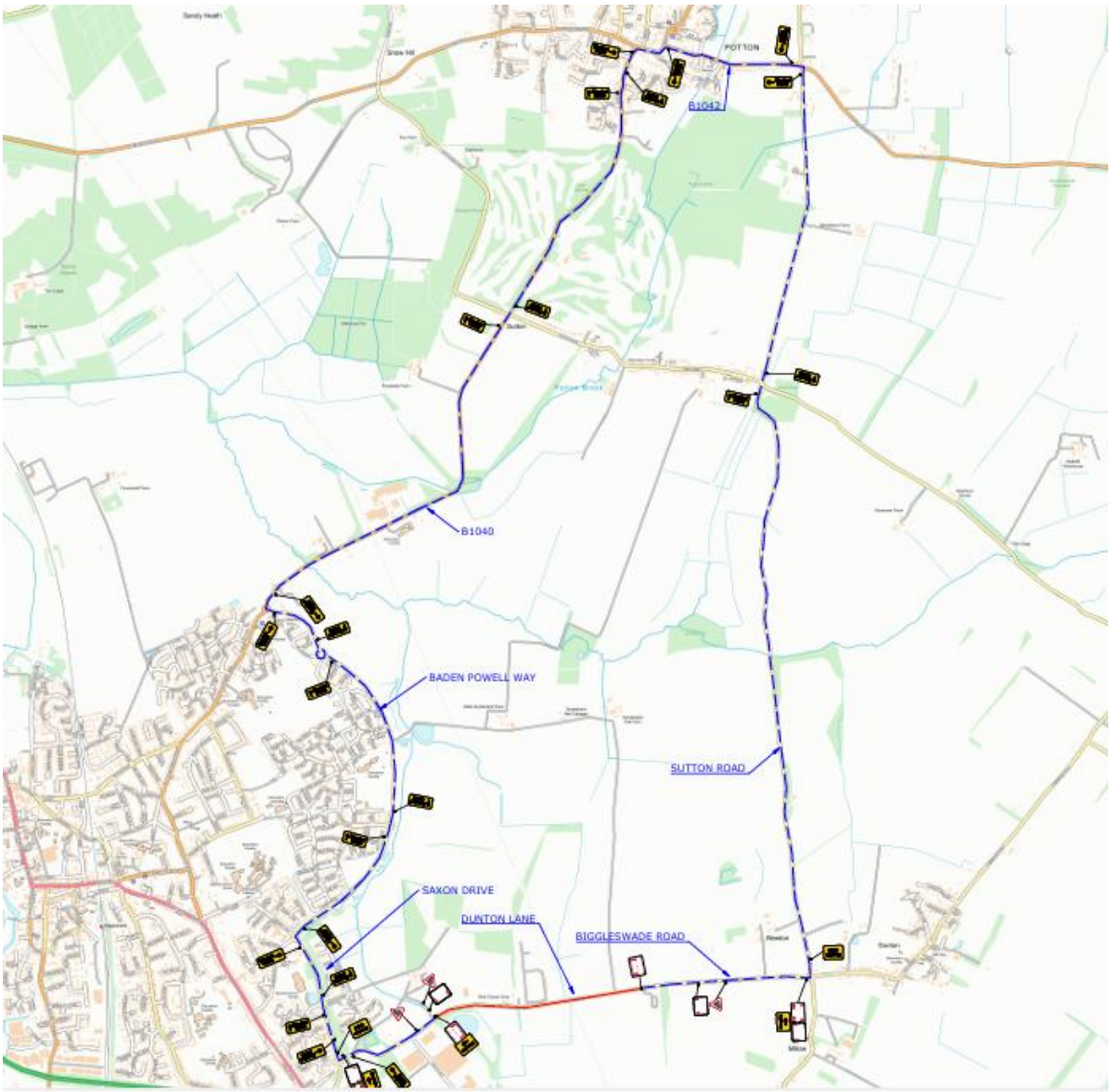
If you have any observations, you wish to make I would be grateful if you could let me know as soon as possible.

Streetworks Team

……

Road:	**Dunton Lane, Biggleswade**
Application from:	Sunbelt Rentals – 0370 0500792
Reason:	**SENTRY GATES REQUIRED TO ACCESS JOINT BOX FOR CABLING WORK**
Length affected:	O/S DHILLION FARM
Date:	The closure will be in place on 21 December 2026 between the hours of 0930-1530
Diversion Route	**The alternative route will be via Saxon Drive, Baden Powell Way, B1040, Sutton Rd and vice versa.**

NB. The applicant will be responsible for taking down all Central Bedfordshire Council public notices immediately after the works requiring the Order have been completed.


POTTON
B1042
B1040
BADEN POWELL WAY
SUTTON ROAD
SAXON DRIVE
DUNTON LANE
BIGGLESWADE ROAD

your reference

our reference CBC 103901
please ask for Streetworks
direct line
e-mail streetworks@centralbedfordshire.gov.uk
web-site www.roadworks.org

date 2 November 2026

For your information

Proposed Temporary Road Closure – High Street/ London Road, Biggleswade

I have a request for a Temporary Road Closure at the above location to enable Pre Surface Dressing Patching, Surface Dressing and ironwork works to take place safely. Details are listed in the schedule below and having assessed the application I am satisfied the request is justified.

The restrictions are to be in operation only when the necessary signs are erected on site. The Legal Order will be made to cover an 18 month period. Access may be allowed from time to time according to local signing.

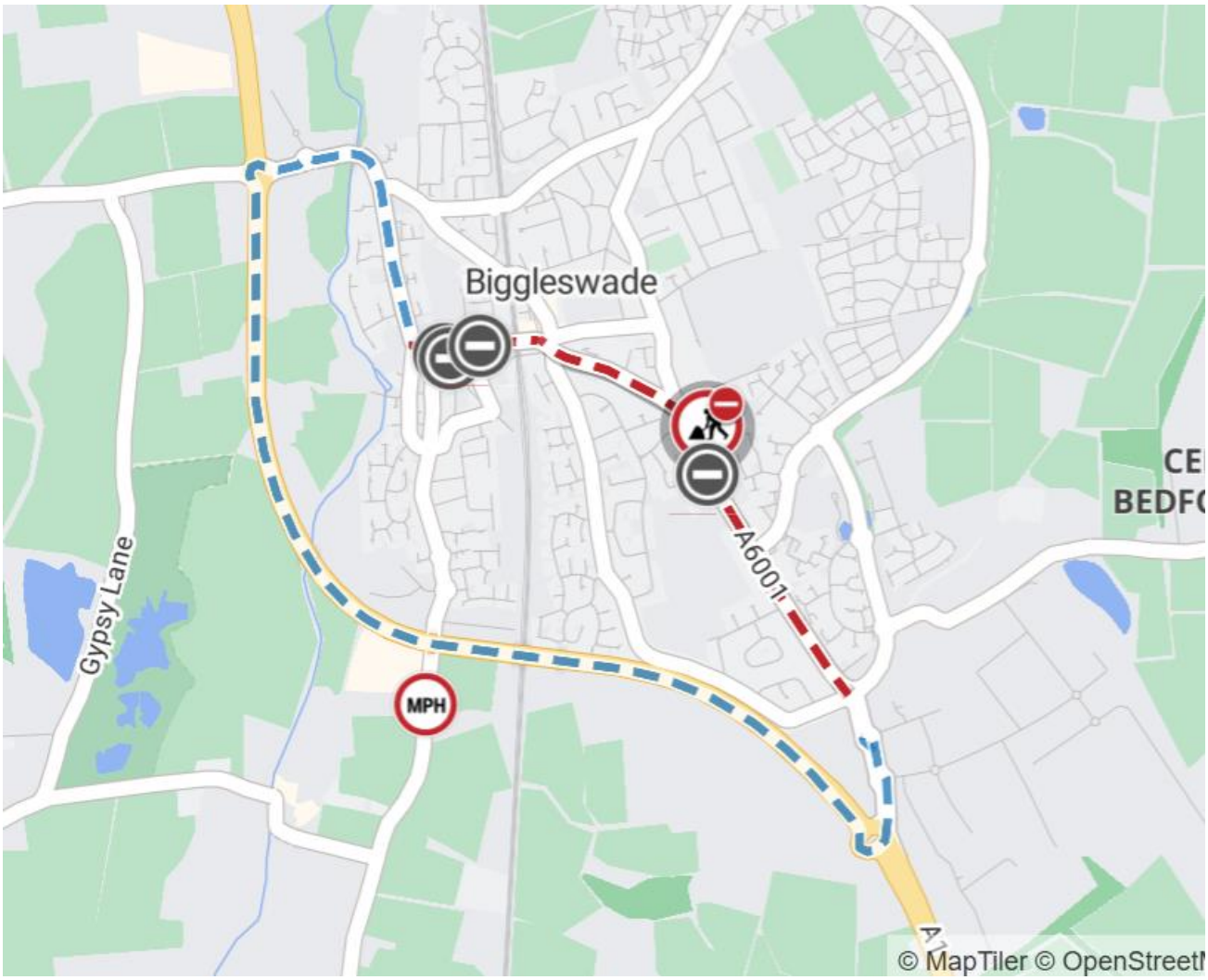
If you have any observations, you wish to make I would be grateful if you could let me know as soon as possible.

Streetworks Team

……

Road:	**High Street/ London Road, Biggleswade**
Application from:	M Group obo CBC - 03003008049
Reason:	**Pre Surface Dressing Patching, Surface Dressing and ironwork**
Length affected:	**High Street - from Junction With St Andrews Street to junctions with the Baulk and London Road** **London road -** From the Baulk to Dunton Lane rdbt
Date:	The closure will be in place from 15 to 26 February 2027 between the hours of 0900-1530
Diversion Route	**The alternative route will be via A6001, A1 and vice versa.**

NB. The applicant will be responsible for taking down all Central Bedfordshire Council public notices immediately after the works requiring the Order have been completed.


Biggleswade
Gypsy Lane
MPH
A6001
A1
© MapTiler © OpenStreet

BIGGLESWADE TOWN COUNCIL
Town Council Meeting 10th November 2026
Item 12a: Financial Management Report for September 2026

Implications of Recommendations
Corporate Strategy: Good Governance - ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.
Finance: Improve Financial reporting with commentary for additional context.
Equality: Not applicable.
Environment: Not applicable.
Community Safety: Not applicable.

Background

The usual four reports are on the Council's website. The full pathway for the September 2026 reports is:

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

The projected outturn after month six suggests a deficit of £16,021 at the end of the financial year 2026-27.

If the deficit remains at year end and cannot be offset by underspend within the existing approved budget, it will be funded from the General Reserve. The financial position will be monitored closely and kept under regular review throughout the remainder of the financial year.

The Financial Management Report for September 2026 is attached as Appendix E, together with a detailed explanation of the variances between the actual year-to-date figures and the corresponding budgeted figures.

Members are to note that the interim internal audit for the Council will take place on the 24th November 2026.

Recommendation:

Members consider and approve the September 2026 Financial Management report.

Ernest Bour
Head of Finance and RFO

Appendix:

Appendix E: Financial Management report for September 2026

BIGGLESWADE TOWN COUNCIL
Town Council Meeting 10th November 2026
Item 13a: Quarterly Bank Reconciliations

Implications of Recommendations
Corporate Strategy: GOOD GOVERNANCE: Ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.
Finance: Compliance with Financial Regulations.
Equality: Not applicable.
Environment: Not applicable.
Community Safety: Not applicable.

Background

According to the Council's Financial Regulations on a regular basis, at least once in each quarter and each financial year end, Officers shall report the conclusion of the banking reconciliation activity including exemptions to the full Council (Finance Committee). In addition to this, bank statements can be viewed by Members at the Council office at any time.

The bank statements and reconciliations for the quarter ending 30th September 2026 were shared with Councillor Barrett on 13th October 2026 and were signed in accordance with the Financial Regulations. All documents have also been signed by the Responsible Finance Officer and verified by the Town Clerk.

Recommendation:

That Members note this report.

Ernest Bour
Head of Finance and RFO

Appendices: (Available via SharePoint, hard copies by exception).

Appendix F: Unity Trust main current account – Rialtas reconciliation and Unity Trust bank statements.
Appendix G: Unity Trust salary current account – Rialtas reconciliation and Unity Trust bank statements.
Appendix H: Unity Trust Instant Access Account – Rialtas reconciliation and Unity Trust Bank Statement.
Appendix I: CCLA account number one and two – Rialtas Accounts statement and CCLA bank statements.

Biggleswade Town Council		Management Accounts Finance Report 30/09/2026						APPENDIX A
		Actual	Actual	Budget	Variance	Projected Outturn	Committed	COMMENTARY
		FY 25/26	FY 26/27	FY 26/27	FY 26/27	FY 26/27	Expenditure	
ALLOTMENTS	Income	10329	26671	11000	15671	26671		All allotment invoices have been sent to the plot holders, and all invoices have been paid in full. The excess of actual income over the budgeted income for the financial year is attributable to grant income.
	Expenditure	4765	2790	7293	2690	22288	1813	Projected expenditure has increased due to the anticipated costs associated with the grant received.
Movement to/(from) Gen Reserve		5564	23881	3707	12981	4383		
BURIAL GROUNDS	Income	57249	35372	68755	(33383)	73050		The excess projected income over the budgeted income for the financial year is attributable to grant income.
	Expenditure	11032	13167	9807	910	18810	2450	Actual expenditure is higher than for the same period last year, as it includes costs relating to the Chapel decoration funded by the windfarm grant.
Movement to/(from) Gen Reserve		46217	22205	58948	(34293)	54240		
CAR PARKS	Income	52303	23682	41000	(17318)	42104		
	Expenditure	88838	59034	87372	18195	86140	10143	The actual expenditure is high in period six because the Council processed the annual business rates invoices for all the car parks. The invoices will be paid monthly by direct debit. There are enough funds within the existing budget to cover the annual business rates.
Movement to/(from) Gen Reserve		(36535)	(35352)	(46372)	(35513)	(44036)		
MARKET	Income	23116	14509	22000	(7491)	26500		
	Expenditure	3228	2786	4850	2064	3885	0	Period six expenditure is higher due to a substantial electricity bill from Century House public convenience's previous supplier following smart meter installation. Officers have queried it and are seeking a credit or corrected bill.
Movement to/(from) Gen Reserve		19888	11723	17150	(9555)	22615		
TOWN CENTRE GENERAL	Income	8303	10776	9250	1526	11880		Excess actual income over budget relates to sponsorship and external grant.
	Expenditure	140094	42340	81458	36528	84918	2590	
Movement to/(from) Gen Reserve		(131791)	(31564)	(72208)	(35002)	(73038)		
CAPITAL EXPENDITURE	Income	75593	0	0	0	0		
	Expenditure	70563	117704	103000	(14704)	103000	0	The actual and committed expenditure relates to the PWLB loan for the refurbishment of the remaining playground equipment and refurbishment works for the sports buildings. Both projects have been completed.
Movement to/(from) Gen Reserve		5030	(117704)	(103000)	14704	(103000)		
PUBLIC CONVENIENCES	Expenditure	16100	7196	16380	9112	16680	72	
CORPORATE MANAGEMENT	Income	1878102	1949952	1966629	(16677)	1966629		The Council has received the full precept for this financial year.
	Expenditure	4000	495	4000	(3505)	4000	0	
Movement to/(from) Gen Reserve		1858002	1942261	1946249	(22284)	1945949		
DEMOCRATIC REP'N & MGM'T	Expenditure	6416	6732	13400	6668	13400	0	
CIVIC ACTIVITIES & EXPENSES	Income	1991	4670	0	448	4670		This income represents funds for Mayors Charity.
	Expenditure	5571	1135	3250	1313	7920	802	
Movement to/(from) Gen Reserve		(9996)	(3197)	(16650)	(7533)	(16650)		
ORCHARD COMMUNITY CENTRE	Income	72560	36608	61000	(24392)	63332		
	Expenditure	33598	13880	37760	22787	34062	1093	
Movement to/(from) Gen Reserve		38962	22728	23240	(47179)	29270		This income represents funds for Mayors Charity.
RECREATION GROUNDS	Income	17776	6799	22000	(15201)	17833		The projected income has been reduced because one of the sports clubs has decided not to proceed with a licence to rent the Stratton Way pitch. The pitch will be hired out to the public to replenish the income.
	Expenditure	75836	38150	73880	30650	74480	5080	Actual expenditure in Period six is higher than anticipated due to a high electricity bill from the previous supplier for one of the Sports Clubs. Officers have queried the bill and are seeking a credit or rebill, where appropriate. Officers are also planning to replace all bulbs in Council buildings with LED or other energy-efficient alternatives to help reduce future energy costs.
Movement to/(from) Gen Reserve		(58060)	(31351)	(51880)	(45851)	(56647)		
CENTRAL SERVICES (includes Magistrates Court and Grants)	Income	1737	430	380	442	430		
	Expenditure	1440360	715871	1540706	804366	1534522	20469	
Movement to/(from) Gen Reserve		(1438623)	(715441)	(1540326)	(803924)	(1534092)		
PUBLIC REALM (includes Depot and Repairs & Maintenance)	Income	22400	7884	10200	(2316)	10867		
	Expenditure	228531	142435	229058	82588	255882	4035	Actual expenditure is higher in Period six than the budgeted expenditure for the same period because the Council processed the annual business rates invoice and quarterly rent invoice for the current depot. The business rates invoice will be paid monthly by direct debit. The annual business rates for the new depot are covered within the existing budget. The projected expenditure has been increased because the landlord of the current depot has proposed a 74% increase in the annual rent. This is currently under negotiation. However, officers have included the worst-case scenario in the projected expenditure.
Movement to/(from) Gen Reserve		(206131)	(134551)	(218858)	(84904)	(245015)		
	GRAND TOTALS							
	Income	2221460	2117353	2212214	(98691)	2243966		
	Expenditure	2128932	1163715	2212214	1048499	2259987	48547	
Movement to/(from) Gen Reserve		92528	953638	0		(16021)		

BIGGLESWADE TOWN COUNCIL
Town Council Meeting 10th November 2026
Item 13b: Banking Hub Update and Current Banking Provision

Implications of Recommendations
Corporate strategy: ECONOMY: A Thriving Town: Review the provision of public conveniences within the town boundaries.
Performance: Not applicable.
Finance: Not applicable.
Equality: Not Applicable.
Environment: Not Applicable.
Community Safety: Not Applicable.

Purpose of Report

To provide Members with an update on investigations into the potential provision of a Banking Hub in Biggleswade, including recent engagement with existing Banking Hubs, further information regarding current banking services available within the town, and consideration of the implications for any future Banking Hub assessment.

Background

Members will be aware that officers have been exploring options to improve access to banking services in Biggleswade following the reduction in traditional high street banking provision over recent years. This work has included engagement with LINK, research into the criteria used to assess Banking Hub applications, discussions with local banking providers, and a site visit to the Banking Hub operating in Ampthill.

In response to Member queries, officers have also undertaken further work to better understand the distinction between services already available within Biggleswade and those that may be provided through a Banking Hub.

Existing Banking Provision in Biggleswade

It is important to note that Biggleswade is not without banking services. Residents currently have access to a range of day-to-day banking facilities through both the Nationwide branch and the Post Office.

Current services available locally include:

- Cash withdrawals.
- Cash deposits for customers of many major banks.
- Cheque deposits.
- Balance enquiries.
- Access to a free-to-use ATM.
- Counter banking services on behalf of most major UK banks through the Post Office network.

In addition, the Biggleswade Postmaster has confirmed that a new Multi-Function Device (MFD) is due to be installed within the Post Office during the current year. This will:

- Enable customers to make cash deposits.
- Facilitate cash withdrawals.
- Allow routine banking transactions to be undertaken separately from the main Post Office counters, reducing queue times and improving customer access.

The planned investment represents an enhancement to existing banking provision and should improve access to everyday cash and banking services for both residents and local businesses.

Banking Hub Services

Whilst routine banking transactions remain available locally, a Banking Hub provides a broader range of face-to-face banking services that are not generally available through a Post Office.

A Banking Hub typically consists of:

- A shared banking counter providing cash and routine banking services.
- Dedicated private meeting rooms.
- A programme of visiting Community Bankers representing major high street banks on designated days.

Community Bankers are able to assist customers with a range of more specialist matters including:

- Mortgage enquiries.
- Loans and lending discussions.
- Savings and investment products.
- Business banking support.
- Fraud prevention and account security concerns.
- Vulnerability support.
- More complex account servicing and banking advice.

These services are not typically available through Post Office banking facilities and would provide an opportunity for customers to engage directly with representatives from their own bank without travelling outside the town.

For businesses, whilst routine cash deposits can already be undertaken through the Post Office, a Banking Hub may improve access to business banking support and specialist advice currently unavailable in Biggleswade.

Ampthill Banking Hub Site Visit

On 20th August, the Town Clerk visited the Ampthill Banking Hub accompanied by a representative of Ampthill Town Council and a former Postmaster who had been closely involved in establishing the facility.

Officers were advised that:

- The initial application was submitted in 2019.
- Approval was not granted until 2023.
- The Banking Hub opened in June 2024.
- The delay was attributed partly to the Covid-19 pandemic and wider changes within the banking sector.

Ampthill was described as meeting LINK's criteria in full, including:

- Having no remaining bank branches within the town.
- Having no alternative banking provision within approximately ten miles.
- Limited ATM availability.
- A significant independent business community.
- No enhanced Post Office banking provision being available or pursued.

Importantly, officers were advised that no direct financial contribution was required from Ampthill Town Council. The Council's role was primarily focused on gathering evidence, stakeholder engagement and preparing a robust submission.

During the visit, the facility appeared well used with a steady flow of customers accessing banking services. Officers were informed that the hub is regularly utilised by residents, businesses and schools and has reduced the need for journeys to larger banking centres such as Bedford and Milton Keynes. It was also reported that the facility has contributed positively to footfall within the town centre.

Implications for Biggleswade

The information gathered through officer investigations suggests that the key consideration for Biggleswade is no longer simply access to cash services, as many of these remain available through the Post Office, Nationwide and the planned new Multi-Function Device.

Instead, the strongest case for a Banking Hub may rest upon the loss of wider face-to-face banking provision and access to specialist banking advice following the reduction in local bank branch presence.

At the same time, officers understand that LINK takes account of all existing banking and cash access facilities when carrying out assessments. The enhancement of services available through the Post Office could therefore be viewed positively as improving access to routine banking services.

Conversely, the Postmaster's view that an Enhanced Post Office model is unlikely to be pursued in Biggleswade may indicate that a Banking Hub remains the only realistic option should LINK conclude that additional face-to-face banking provision is required locally.

At this stage, officers are unable to determine whether the cumulative effect of these factors would strengthen or weaken any future Banking Hub application. Any decision would ultimately be made by LINK through its own assessment process and against its published criteria.

Next Steps

Officers will continue to engage with organisations that currently host Banking Hubs in order to further understand:

- The application and assessment process.
- Practical considerations for host communities.
- Benefits realised by residents and businesses.
- Impacts on town centre footfall.
- Lessons learned from implementation.

Any significant findings arising from future engagement will be reported back to the Town Council.

Recommendation

Members are requested to:

1. Note the current banking services available within Biggleswade.
2. Note the distinction between existing banking provision and the services typically offered through a Banking Hub.
3. Note the findings from the Ampthill Banking Hub site visit.
4. Note the planned enhancement of facilities at Biggleswade Post Office.
5. Note the potential implications for any future Banking Hub assessment.
6. Request a further update as additional information becomes available.

Nicola Sewell
Town Clerk