



Ref: Agenda/Council-10/03/2020

5th March 2020

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 **Tuesday 10th March 2020** at the **Offices of Biggleswade Town Council, Saffron Road, Biggleswade** commencing at **7.00 p.m.** in order to transact the under mentioned items of business.

Yours faithfully

Philip Truppin
Acting Clerk

Distribution: All Town Councillors
Notice Boards (2)
Central Bedfordshire Council
The Editor, Biggleswade Today

Bedfordshire Constabulary
County Library, Biggleswade

AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST**

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

- (a) Disclosable Pecuniary interests in any agenda item.
- (b) Non-Pecuniary interests in any agenda item.

- 3. TOWN MAYOR'S ANNOUNCEMENTS**
- 4. PUBLIC OPEN SESSION**

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

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**

Presentation by Mark Hyde, partner with Carter Jonas, on the Development Brief for the proposed Hallam development on Land North of Biggleswade.

6. **MEMBERS QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the minutes of the Council Meeting held on **Tuesday, 25th February 2020** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. *For Members to receive the **Recommendations and Resolutions of the Personnel Meeting held on Tuesday, 19th February 2020** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.*
- c. *For Members to receive the **Recommendations and Resolutions of the Finance and General Purposes Meeting held on Tuesday, 3rd March 2020** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.*

8. **MATTERS ARISING**

- a. Minutes of the Town Council Meeting held on **Tuesday, 25th February 2020**

9. **PLANNING APPLICATIONS**

- a. **CB/20/00248/FULL – 14 Fennel Drive, Biggleswade, SG18 8WD**
Garage Conversion.
- b. **CB/20/00659/FULL – Harrison House, Sheep Walk, Langford Road, Biggleswade, SG18 9RB**
Single storey “orangery” extension.
- c. **CB/20/00439/FULL – 40 Potton Road, Biggleswade, SG18 0DZ**
Two storey side & rear extension.
- d. **CB/20/00625/FULL – 132 London Road, Biggleswade, SG18 8EL**
Two storey side extension and single storey rear extension.
- e. **CB/20/00763/FULL – 60-62 Shortmead Street, Biggleswade, SG18 0AP**
Change of use of out building to commercial use.

10. **ACCOUNTS – N/A**

11. **ITEMS FOR CONSIDERATION**

a. **Street Naming and Numbering**

To seek proposals for 10-15 street names for new dwellings at Saxon Drive, Biggleswade. (Attached)

b. **CBC Eagle Farm Road Investigation**

Central Bedfordshire has produced a design for consultation (see attached).

The design considers maximising parking where possible, ensure vehicles including school buses can navigate through the road, ease congestion and slow speeds. Other considerations are to deter commuter parking while not completely removing parking for residents. Council to provide CBC any comments on initial review.

c. **Leisure Facilities Strategy**

Central Bedfordshire has submitted a facilities assessment from their Consultant WYG. (Attached)

They have completed the facilities assessment in accordance with the Sport England guidance, and have produced an issues & options report which highlights the major issues arising from the assessment; and identifies options to address them.

The strategy focuses on major, strategic sports facilities as detailed in the report introduction and looks to ensure there are provision for CB over the life of the Local Plan, although the strategy will be updated in this way every 5 years to ensure it remains current. If there are any comments or questions you have regarding the strategy, please email to leisure.strategy@centralbedfordshire.gov.uk by Friday 13 March 2020.

After all comments have been considered, the next stage of the process is for the consultant to provide a draft strategy which will be put out for 8 weeks public consultation when there will be further opportunity to comment on the strategy.

d. **Biggleswade District Scouts – St Georges’ Day Event**

Biggleswade District Scouts have requested permission from Council to hold a proposed event on 26th April 2020 in the Market Square to celebrate St George’s Day with Biggleswade District Scouts. The event itself will last about 45 minutes from 3pm in the afternoon, with a “Scouts Own”, presentations on the activities of Explorers who visited the World Scout Jamboree last summer and presentations of awards. The highlight of the event is the opportunity for all Scouts in Biggleswade District to renew their promises. We have arranged for a trailer similar to that used at the BTC Christmas event as a stage, and will be grateful for the use of some of the Council’s barriers and steps. We have also applied for a road closure for Market Place with CBC as discussed to ensure the safety of the up to 1000 attendees that we expect.

12. **ITEMS FOR INFORMATION – N/A**

13. 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.

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**.

14. EXEMPT ITEMS

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

(15a Exempt item from Minutes of the Personnel Committee held on 180220)
(15b NP Membership)
(15c Land North of Biggleswade)

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.



**MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING
HELD ON TUESDAY 25 FEBRUARY 2020
AT 7PM AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL,
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE**

PRESENT:

- Cllr D Albone
- Cllr I Bond
- Cllr K Brown
- Cllr G Fage
- Cllr L Fage
- Cllr F Foster (Vice Chairman)
- Cllr M Foster
- Cllr M North
- Cllr M Knight
- Cllr R Pullinger
- Cllr H Ramsay
- Cllr M Russell (Chairman)
- Cllr D Strachan
- Cllr C Thomas
- Cllr J Woodhead
- Jackie Sadek, Chief Operating Officer at UK Regeneration (Item 1-5)
- Gill Marshall, Head of Stakeholder Engagement at UK Regeneration (Item 1-5)

Mr P Truppin – Acting Clerk, Biggleswade Town Council
Miss H Calvert – Meeting Administrator, Biggleswade Town Council

Members of Public – 16 Members of the Public including Cllr Steven Watkins, Cllr Hayley Whitaker, Sheila Grayston

B25/0201 1. APOLOGIES FOR ABSENCE

None

ABSENT WITHOUT APOLOGIES

None

B25/0202 2. DECLARATIONS OF INTEREST

B25/0202.1 a. Disclosable Pecuniary Interests in any agenda item: None

B25/0202.2 b. Non-pecuniary interests in any agenda item: Item 11b – Cllr M North

B25/0203 3. TOWN MAYOR'S ANNOUNCEMENTS

12th February - Sod-Cutting Ceremony – Co-Op Regional Distribution Centre

The Mayor was invited by Tom Leeming of Tritax Symmetry, who recently spoke to Council about the project, to attend the ceremony to mark the start of the building of the Co-Op Regional Distribution Centre on Stratton Business Park.

23rd February - Leighton Linlade Civic Service

The Mayor was pleased to support the Mayor of Leighton Linlade, Cllr. David Bowater, at his civic service at All Saints, Leighton Buzzard.

24th February - Mantles Court Commencement Ceremony

The Mayor attended the commencement ceremony to mark the start of the building of the care home on the site of the former Mantles Garage. The garage had been run by three generations of the Mantles family and to mark this, Quantum Care who are building and will run the home, are to call it Mantles Court. It was a very wet morning but fortunately Quantum Care had arranged for coffee and speeches in the pub opposite.

B25/0204 4. PUBLIC OPEN SESSION

There were no questions from members of the public.

B25/0205 5. INVITED SPEAKER

Members welcomed Jackie Sadek, Chief Operating Officer at UK Regeneration, to the meeting.

Jackie Sadek informed members of a further Planning Application to create two new access points to the UKR development site. The proposed access points will be situated off Baden Powell Way and Dunton Lane. This Planning Application will help to support accessibility to the UKR site.

It was noted that UKR are seeking to submit this Planning Application to CBC in early March of this year, and that outline planning consent has already been obtained for the UKR site.

Members were pleased to see that previous comments made by Council had been taken on board.

The following was discussed:

- UKR will ensure that the site's new homes are built without gas to help meet CBC's carbon neutral aims.
- It was confirmed that pylons will be removed and cables put underground at the UKR site.
- UKR wish to own and manage the Linear Park.
- Concerns were raised that Dunton Lane is already a narrow road carrying a substantial amount of traffic. Members were informed that UKR are looking into the potential to undertake improvement works at Dunton Lane.
- It was noted that UKR wish to begin work to create these two new access points by the end of this year. However, a time for these works to be completed could not be confirmed as that this was dependent on CBC.

B25/0206 6. MEMBERS QUESTIONS

There were no members questions.

B25/0207 7. MINUTES AND RECOMMENDATIONS OF MEETINGS

- B25/0207.1 a. Members received the minutes of the Town Council Meeting held on **Tuesday 11th February 2020** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

The following amendments were proposed:

- Cllr F Foster is the vice-chairman, not Cllr M Foster.
- Cllr R Pullinger was not present at the meeting and gave his apologies.

Subject to these amendments, the minutes were approved as a true and accurate record.

B25/0208 8. MATTERS ARISING

- B25/0208.1 a. Members received the minutes of the Town Council Meeting held on Tuesday **11th February 2020**.

Cllr M North requested an update on Item 11c, Car Parking Review Schedule of Changes to the Parking Orders. Members were informed that the Acting Clerk and the Town Centre Operations Manager are in the process of progressing this item.

B25/0209 9. PLANNING APPLICATIONS

- B25/0209.1 a. **CB/20/00479/FULL – Land East of London Road, Stratton Business Park, London Road, Biggleswade, SG18 8QB**

Erection of Class A1 retail foodstore with associated car parking, accesses, landscaping, substation and associated engineering works.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application. However, road safety concerns were raised over the increase of vehicles and their interaction with HGVs from other businesses on Stratton Business Park.

- B25/0209.2 b. **CB/20/00545/FULL – Land to the rear of 48 to 52 Lawrence Road, Biggleswade, SG18 0LS**

Construction of new residential bungalow, formation of access, parking, turning and garden areas.

Members **OBJECTED** to this Planning Application on the grounds of overdevelopment, potential loss of parking spaces on an already congested road, and difficulties accessing the proposed development.

- B25/0209.3 c. **CB/20/00241/FULL – 22 Windermere Drive, Biggleswade, SG18 8LS**
Front porch extension and two storey side extension, removal of existing ground floor rear window, demolition of existing detached garage.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application providing the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is

to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

B25/0209.4 d. **CB/20/00152/FULL – 41 High Street, Biggleswade, SG18 0JH**

Erection of an outbuilding at rear of 41 High St Biggleswade. The temporary structure will act as a show extension, to show case the construction of a timber building.

Members noted that this is a retrospective Planning Application as the construction has already been erected.

Members had **NO OBJECTION** to this Planning Application but requested that a condition be included that this temporary structure should be reviewed every 3 years, and within a maximum of five years, as per Planning Applications for portacabins.

It was **RESOLVED** for the Acting Clerk to write to CBC Enforcement in regards to signage.

B25/0210 10. ACCOUNTS

B25/0210.1 a. **List of Payments**

Members **ADOPTED** the following accounts:

- Lloyds Current Account - List of Payments made between 01/01/2020 and 31/01/2020.
- NatWest Current Account – List of Payments made between 01/01/2020 and 31/01/2020.

B25/0210.2 b. **Financial Administration**

Members **ADOPTED** the following accounts:

- i. Annual Budget Report by Committee
- ii. Detailed Balance Sheet - Excluding Stock Movement 31/01/2020
- iii. Summary of Income & Expenditure by Budget Heading 31/01/2020
- iv. Summary of Income & Expenditure by Projected Budget Heading 31/01/2020
- v. Income and Expenditure based on actual budget heading 31/01/2020.
- vi. Income and Expenditure based on projected budget heading 31/01/2020.

B25/0211 11. ITEMS FOR CONSIDERATION

B25/0211.1 a. **Bank Mandate Signatories**

Members considered changing the status of signatories to the Council Bank Accounts.

Members noted the recent issues in signing cheques due to the current mandate which has A and B signatories.

Members **APPROVED** the proposal for all signatories to be made equal so that any three may sign.

B25/0211.2 b. **Request for a crossing at Dells Lane**

Members discussed the request for a crossing at Dells Lane.

Members supported this request and agreed that a pelican crossing would be most appropriate.

Members further felt that it would be useful to gain the opinions of school children at Biggleswade Academy on where best to place a crossing. CBC Highways would also need to assess possible sites.

It was **RESOLVED** for the Acting Clerk to write to the Headteacher of Biggleswade Academy concerning these matters.

It was **AGREED** to discuss this request at the Biggleswade Joint Committee Meeting on 19th March 2020.

B25/0212 12. ITEMS FOR INFORMATION

B25/0212.1 a. **OPCC Newsletter February 2020**

Members **NOTED** the informative report.

B25/0212.2 b. **Planning Application Outcomes**

Members received the Planning Application Outcomes as at 17th February 2020.

Members noted that the CBC outcome information had still not been updated for the Bonds Lane and Foundry Lane Planning Application (CB18/02353/FULL). It was confirmed that Cllr Bond will follow this up.

It was noted that there were no Town Council comments alongside the Albone Way Unit 1 (19/03294/FULL) Planning Application, which had been subject to a further revision.

It was **RESOLVED** to hold a separate meeting to discuss this Planning Application before the F&GP Meeting on 3rd March 2020.

B25/0212.2 c. **Changes to bus services between Bedford, Biggleswade & Hitchin**

Members noted that the commercial operator of the 188 & 190 bus services between Biggleswade and Hitchin has given notice that they intend to withdraw the services from 29th March 2020.

Members were pleased to learn that the bus service operator, Grant Palmer, will be expanding the service they provide from 30th March 2020 onwards. It was felt that this new service provides greater benefit to the community.

Members also noted the amendment to the 200 local bus service.

B25/0213 13. PUBLIC OPEN SESSION

Cllr Hayley Whitaker informed members that CBC's Highways team will be conducting speed monitoring at Dells Lane and Potton Road. She said that CBC are supportive of the request for a crossing at Dells Lane.

A member of the public raised concerns of speeding along Sun Street. Cllr Steven Watkins promised to take this matter forward and initiate speed monitoring with CBC.

B25/0214 14. EXEMPT ITEMS

The following resolution will be moved that it is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

(Design Brief for the Hallam development)

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council resolve to exclude the public and press by reason of the confidential nature of the business about to be transacted.

DRAFT

Recommendations and Resolutions of the Personnel Meeting held on 18th February 2020

6. ITEMS FOR CONSIDERATION

a. Staff Vacancies

It was **RESOLVED** that any appointment to fill staff vacancies below management tier level be delegated to officers, subject to budget and being direct replacements, until revoked by Council.

Recommendations and Resolutions of the F&GP Meeting held on 3rd March 2020

5. **MATTERS ARISING**

Rose Lane Car Park

It was **RESOLVED** to discuss the lease renewal of Rose Lane Car Park at the next Council meeting on 10th March 2020.

7. **ITEMS FOR INFORMATION**

a. **Budget Report**

Council reviewed the budget reports i) Detailed Income and Expenditure based on actual budget heading 31st January 2020 and ii) Detailed Income and Expenditure based on projected budget heading 31st January 2020.

It was **RESOLVED** that the Acting Clerk meet with DCK Derek Kemp to discuss how reports can be put in a format which will be better understood.

It was **RESOLVED** that a report on Staff Training be given to the Personnel Committee.

Council **RECOMMENDED** that the BRCC Community Agent application be discussed at the next Council Meeting 10th March 2020.

Council **RECOMMENDED** that the British Legion Grant application re: Memorial bench in the area of the Market Square. Council would like this discussed in detail at the next Council Meeting.

Peter Keates
Head of Development & Regulation

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

please ask for Sian Cobb
direct line 0300 300 4378
e-mail building.control@centralbedfordshire.gov.uk
web-site www.centralbedfordshire.gov.uk
your ref
our ref CB/SN/19/0284
date 09 January 2020

Dear Mr McGregor

Local Government Act 1985
Street Naming and Numbering
Location: Land at Saxon Drive, Biggleswade
Proposal: 200 New dwellings

I write to inform you that the Council have received the above application for Street Naming. The Developer in this instance has requested that the Street Name proposals are provided by the Town Council.

A list of 10-15 names would be required and attached is a copy of Street Naming and Numbering Guidance to assist you with the task.

Please could you discuss any proposals at your next meeting of the Town/Parish Council and provide them to me by **Friday 31st January 2020**.

Yours sincerely



Peter Keates
Head of Client & Development Services
Regeneration and Business Directorate

Street Naming and Numbering Guidance

Guidance notes

The purpose of this is to provide guidance to building developers and occupiers on the naming and numbering of streets and buildings across Central Bedfordshire.

This is a statutory function that Central Bedfordshire Council provides in exercise of its powers and duties under the Town Improvement Clauses Act 1847 and the Public Health Act 1925.

The appropriate naming of streets and naming and numbering of buildings forms the basis for identifying property related information which is used by:

- Royal Mail and other services for delivery of post and goods
- The ambulance, police and fire services for responses to emergencies
- Statutory organisations e.g. the Council, HM Land Registry and HM Revenue & Customs

British Standard BS7666 - Address Data Entry Conventions

In addition to the traditional method of addressing a property the Government has introduced a British Standard (BS7666) for the precise identification of a property or plot of land. Each property has been allocated a 12 digit Unique Property Reference Number (UPRN). This permits additional information such as co-ordinates to be accessed allowing the property to be located on a map.

Central Bedfordshire Council along with all other local or unitary authorities has created and maintains a Local Land and Property Gazetteer (LLPG) to the above standard. Updates to this information are submitted daily to the National Land and Property Gazetteer (NLPG) which is marketed commercially. This precise location information can then be used by Royal Mail, the Emergency Services and Utility Companies.

As part of the process the location and naming of new streets is an essential starting point. Any new streets are notified by us to the GIS team who hold Local Street Gazetteer (LSG), and they in turn use it to update the National Street Gazetteer (NSG).

It should be noted that the LLPG provides geographic location information for all properties in the district and whilst most addresses are the same as those held by the Royal Mail for postal delivery services there will be some incidences of variation in address format between that held by Royal Mail and within the Council's LLPG.

Applying For A New Postal Address

Applications for new addresses should be made to the Building Control Team of Central Bedfordshire Council to whom address and postcode omissions can also be reported and requests made for naming/renaming of properties.

Applications should be made by:

- Individuals or developers building new dwellings, commercial or industrial premises
- Individuals or developers undertaking conversions of existing residential, commercial or industrial premises which will result in the creation of new separately addressed units

Developers who use a marketing name for a site must make it clear to any prospective purchasers, that it is not part of an official postal address.

Applications for new addresses should be submitted as soon as work commences. In the case of new street names this is essential as the time from receiving a proposed name until it is formally adopted can take several months.

On developments requiring new street names the developer may put forward a naming proposal and the Council will pass this request to the relevant Parish or Town Council to consider this proposal when deciding on a suitable name. If the developer has suggested a street name the Parish or Town Council can either accept the proposed name or suggest an alternative. The Council does not consult where the application is solely for the numbering or naming of a single building.

All requests should be made in writing.

Existing Properties without Postal Addresses

Occasionally residents of the district report that their property is not shown on established postcode listings. The Council will report the omission to Royal Mail so that the address of the property can be entered into the Postcode Address File. All requests should be made in writing.

Street Naming Protocols and Conventions

When a new development is built, the responsibility for naming the new streets rests with the Council. The new names should be consistent with the Council's protocols for road naming.:

- When possible, the name(s) should have a proven historical connection to the land intended for development. NB – Historic Environment Record
- The name(s) will not be the name(s) of people unless there is a historical connection to the town or parish within which the development falls.
- The name(s) will not be the same or similar to any existing name(s) in the area.
- If the development contains a new network of streets a theme may be chosen, taking care not to repeat a theme already being used locally.
- Aesthetically unsuitable names or names capable of deliberate misinterpretation are to be avoided.
- Street names should not be difficult to pronounce or awkward to spell.
- New street names should end with one of the following suffixes

Avenue | **Bank** | **Circle** - for circular roads only | **Close** - only for a cul-de-sac | **Corner** | **Crescent** - for crescent shaped roads only | **Croft** | **Drive** | **Edge** | **Farm** | **Field(s)** | **Gardens** (provided it will not be confused with any local open space) | **Green** | **Grove** | **Hill** | **Lane** | **Mead** | **Meadow** | **Mews** | **Orchard** | **Paddock** | **Park** | **Place** | **Rise** | **Road** | **Row** | **Square** - for a Square | **Street** | **Triangle** - for triangular roads only | **View** | **Way** | **Wharf** - only near a navigable watercourse | **Yard**

- Pedestrian only access thoroughfares should end with: **Walk** | **Path** | **Way**

Please note:

- No street name should start with "**The**"
- "**Court**" is not acceptable as a street name suffix but may be used for large multi-occupied buildings.
- "**Terrace**" should only be used as a subsidiary name within another road.

On receipt of a proposed new street or building name, the Council's Street Naming and Numbering Officer will check that it will not duplicate existing names, and is in accordance with the naming protocols and conventions shown above.

Central Bedfordshire Council is able to provide historic information, please visit our website at www.centralbedfordshire.gov.uk for further details.

Street Nameplates

Under the Public Health Act 1925 there is a duty to erect and maintain street nameplates for all officially named thoroughfares.

The responsibility for the initial provision of street nameplates within a new development, where a street name is required, is devolved to the developer.

All new nameplates should be provided to the Council's specification shown below.

Street Sign Specification

Posts

Black recycled plastic posts

Post dimensions 80 x 80 x 1220mm with bevelled tops

Milled (routed) at top of post to accept main backboard assembly

Base of post drilled to accept anchor pins 10mm x 160mm

Backboard

30mm x 150mm section, overall height and length of backboard is dependent upon number of lines and length of wording.

Sign Face

Stabilised impact resistant polycarbonate.

Channel

"U" section channel to be fitted top and bottom of backboard to retain sign face.

"U" channel to be bonded with 3m Scotchweld EPX bonding adhesive

Lettering

MOT or Kindersley

Foundation

1200mm posts will require foundations 450 x 450 x 450mm. To be backfilled with compacted concrete

Building Numbers

When naming/numbering new buildings the following conventions will be followed:

Where practicable a new street should be numbered with the odd numbers on the left and the even numbers on the right from the entrance of the street. In the case of a cul-de-sac, consecutive numbering in a clockwise direction is preferred.

All numbers should be used in the proper sequence (including 13). However, should a request be made for the exclusion of 13 this may be allowed, after consultation.

Where an existing street is extended, it would be appropriate to continue to use the same street name. This would include the continuation of the street numbering.

Buildings will be numbered according to the street in which the main entrance is to be found. If a building has entrances on more than one street, is a multi-occupied building and each entrance leads to a separate occupier, then each entrance should be numbered in the appropriate road.

Where a building with an already approved house number or name is subdivided then the use of letters or numbers to indicate the separate apartments is acceptable.

Infill properties will be numbered into the existing street using an alphabet suffix unless there are exceptional circumstances.

House Names

If you are intending to name or rename an existing named property, it is advisable that you contact the Council to check whether your preferred name is already in use in the immediate area. If there is the possibility of confusion or the name chosen is deemed to be inappropriate you will be requested to select another name. We will not accept house names that are the words for numbers e.g. Nine.

However, where a numbering scheme is in place a house name can only be in addition to the allocated property number and not a replacement. Please note that the original number should always be displayed on the property and quoted within an address on all correspondence. Please also note that house names used with numbered properties will form no part of the officially registered postal address as held within Royal Mail's Postcode Address File.

If this process is not undertaken the official address of the property will not be revised. Royal Mail will only amend their Post Code Address File with information provided by the Council.

The charge for this service is contained within our fees and charges schedule which is available on the website www.centralbedfordshire.gov.uk in the search field input Street Naming and Numbering charges.

All requests should be made in writing.

Postcodes

The Council is responsible for establishing property addresses up to and including the town or village name. The allocation of postcodes is the responsibility of Royal Mail. In creating and establishing new addresses the Council will liaise with Royal Mail's Address Development Team to provide a suitable postcode.

When a new address, including the postcode, has been created, it will potentially be held by Royal Mail in the Not Yet Built section of the Post code Address File. When Royal Mail are satisfied that the property is complete and is in a state to be occupied, they should make the address live on the Postcode Address File. If you are occupying a new build property and the address is not shown against established postcode listings you should contact Royal Mail directly on 08456 045060.

Distribution of All New and Changed Addresses

Once an address has been created or amended we distribute this information to a variety of Council services and other organisations. These include:

Internally: Council Tax, Electoral Registration, Land Charges

Externally: Royal Mail, Land Registry, The Emergency Services, Utility Companies.

Application and Fees

All applications should be made in writing to Central Bedfordshire Council, Building Control, Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire SG15 7TQ and should be accompanied by the appropriate fee. Please refer to our scheme of fees and charges to ascertain the fee payable www.centralbedfordshire.gov.uk in the search field input Street Naming and Numbering charges.

Address Problems

The street naming and numbering function deals with all address related queries within the district. If you are having a problem please contact us by one of the means below:

Contact us:

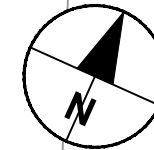
Email: building.control@centralbedfordshire.gov.uk

Tel: 0300 300 4378 or 0300 300 5504

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

Website: www.centralbedfordshire.gov.uk

DRAFT



AECOM

PROJECT

Eagle Farm Road

Detailed Design

CLIENT



CONSULTANT

AECOM
 Croydon
 Sunley House CR0 2AP
 +44(0)208.639.3500 tel
 +44(0)208.639.3599 fax
 www.aecom.com

LEGEND

- Proposed white thermoplastic marking.
- Proposed yellow thermoplastic marking.
- Existing road markings to remain.
- Existing lamp column.

ISSUE/REVISION

I/R	DATE	DETAILS	DRN BY	CHKD BY	APRVD BY
0	25/11/19	FIRST ISSUE	MM	SIA	KC

PROJECT NUMBER

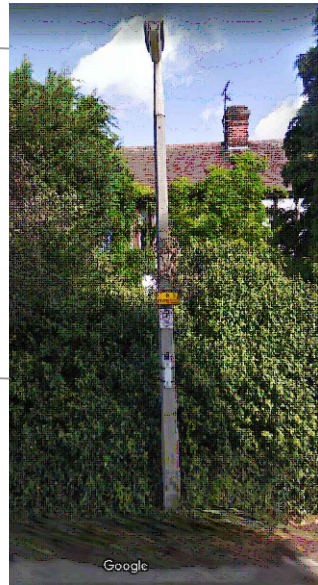
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SHEET TITLE

Road Markings and Setting Out
 Sheet 1 of 4

SHEET NUMBER

60585975-CBC-D010-1200-01

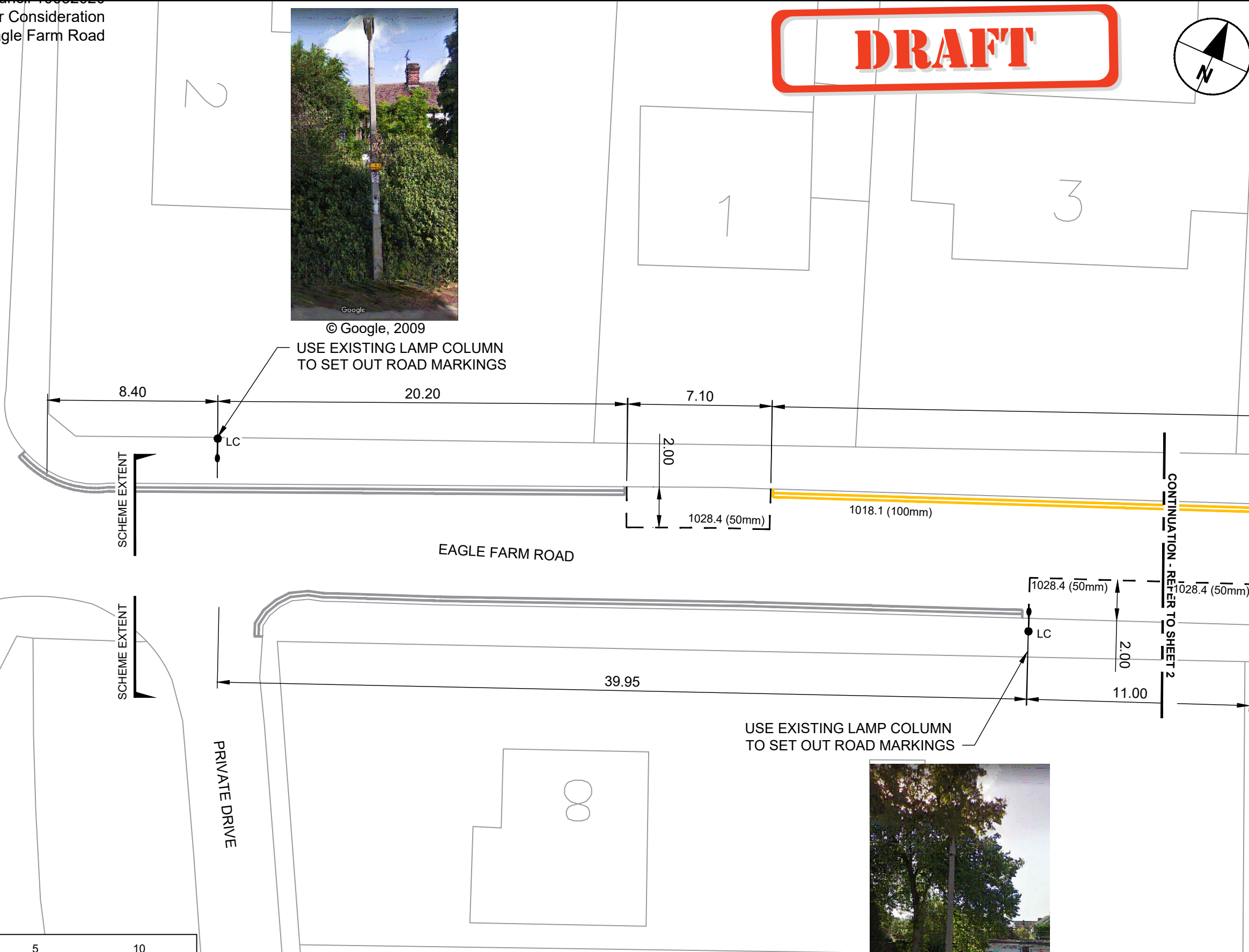


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USE EXISTING LAMP COLUMN
 TO SET OUT ROAD MARKINGS



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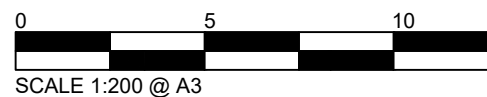


EAGLE FARM ROAD

PRIVATE DRIVE

USE EXISTING LAMP COLUMN
 TO SET OUT ROAD MARKINGS

CONTINUATION - REFER TO SHEET 2



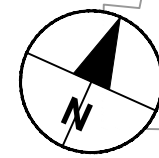
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PROJECT

Eagle Farm Road

Detailed Design




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LEGEND

-  Proposed white thermoplastic marking.
-  Proposed yellow thermoplastic marking.
-  Existing road markings to remain.

ISSUE/REVISION

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0	25/11/19	FIRST ISSUE	MM	SIA	KC

PROJECT NUMBER

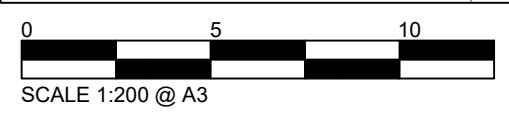
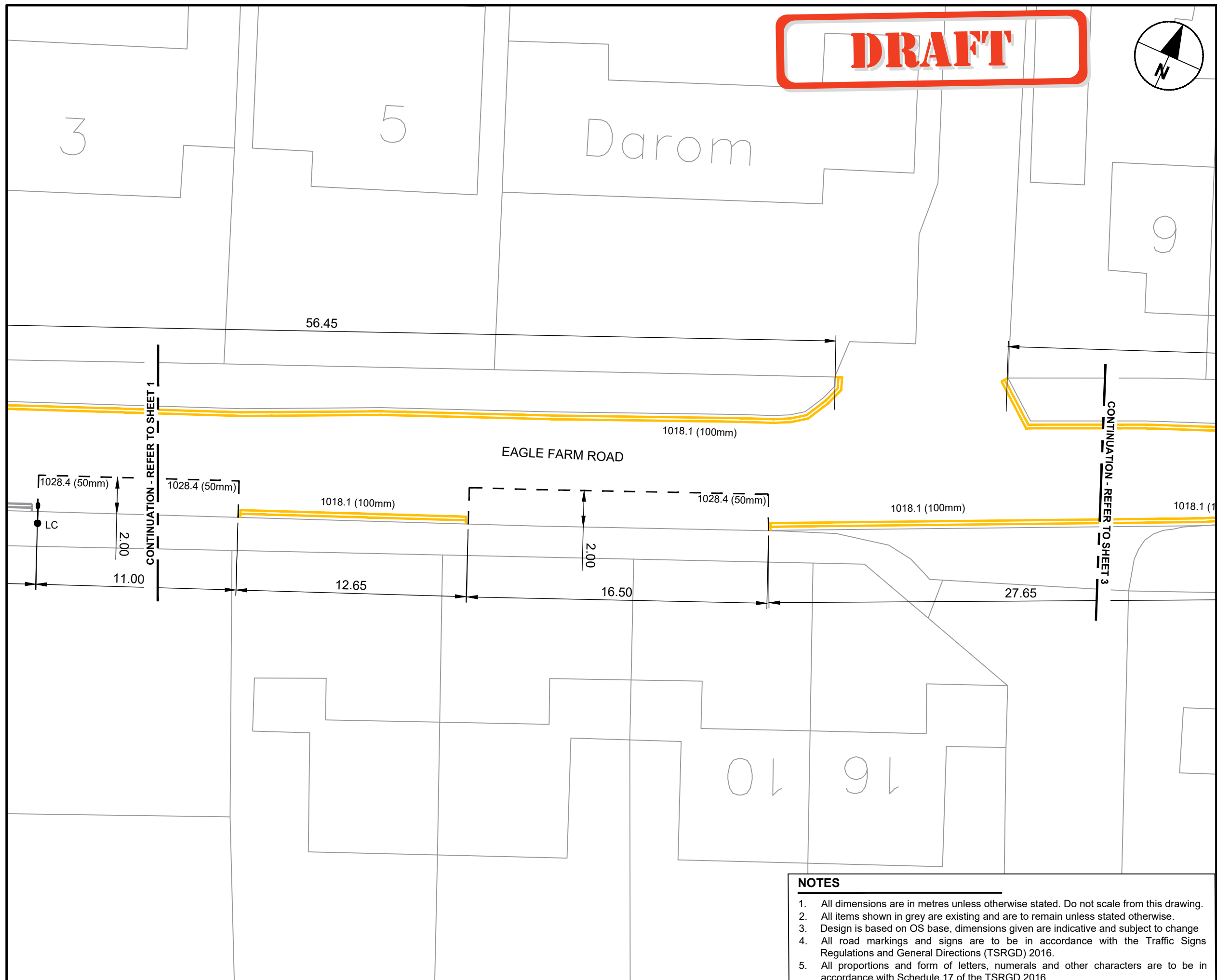
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SHEET TITLE

Road Markings and Setting Out
Sheet 2 of 4

SHEET NUMBER

60585975-CBC-D010-1200-02



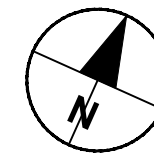
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LEGEND

- Proposed white thermoplastic marking.
- Proposed yellow thermoplastic marking.

ISSUE/REVISION

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0	25/11/19	FIRST ISSUE	MM	SIA	KC

PROJECT NUMBER

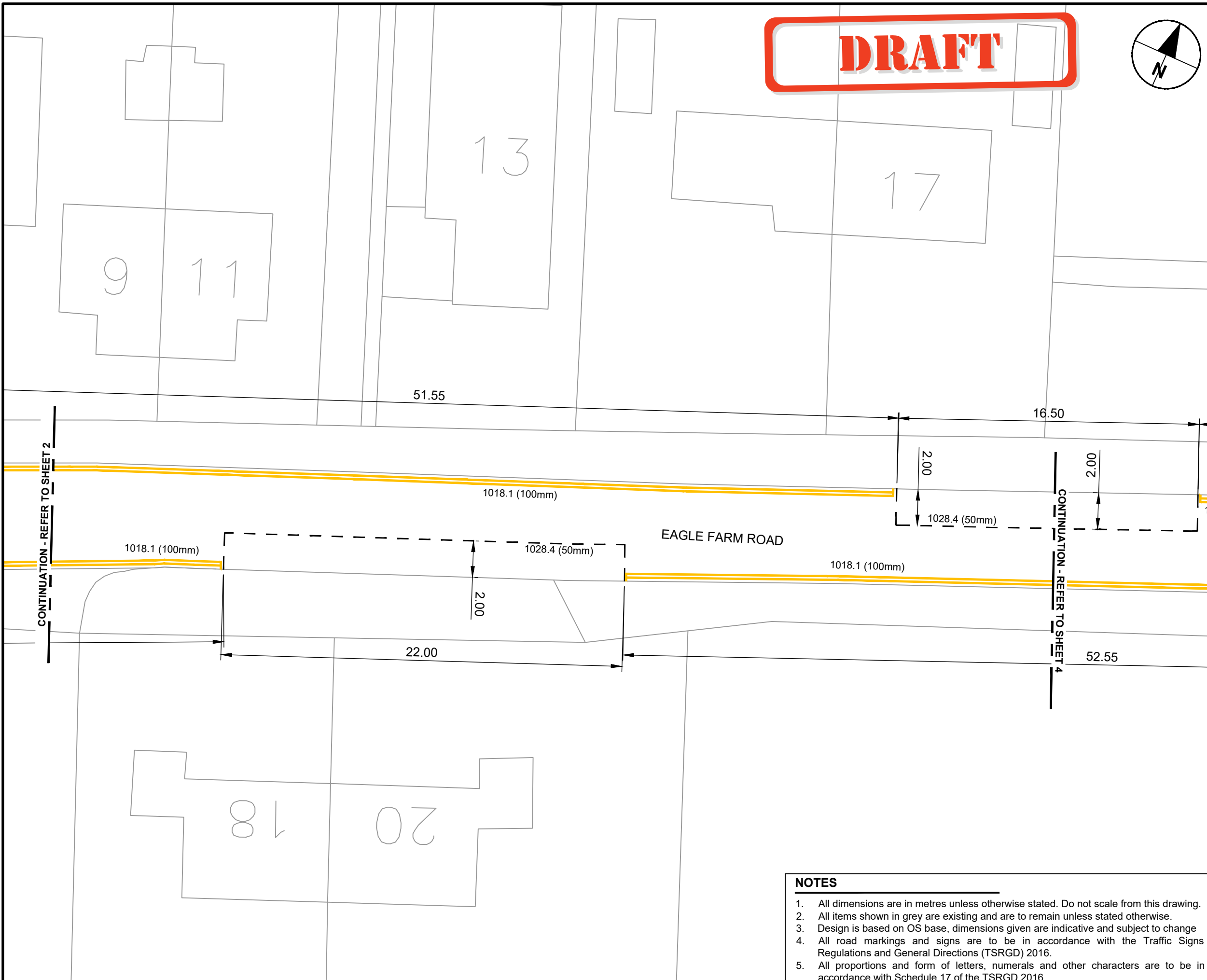
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SHEET TITLE

Road Markings and Setting Out
Sheet 3 of 4

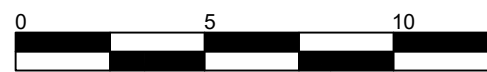
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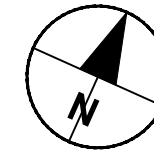


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PROJECT

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LEGEND

- Proposed white thermoplastic marking.
- Proposed yellow thermoplastic marking.
- Existing road sign.

ISSUE/REVISION

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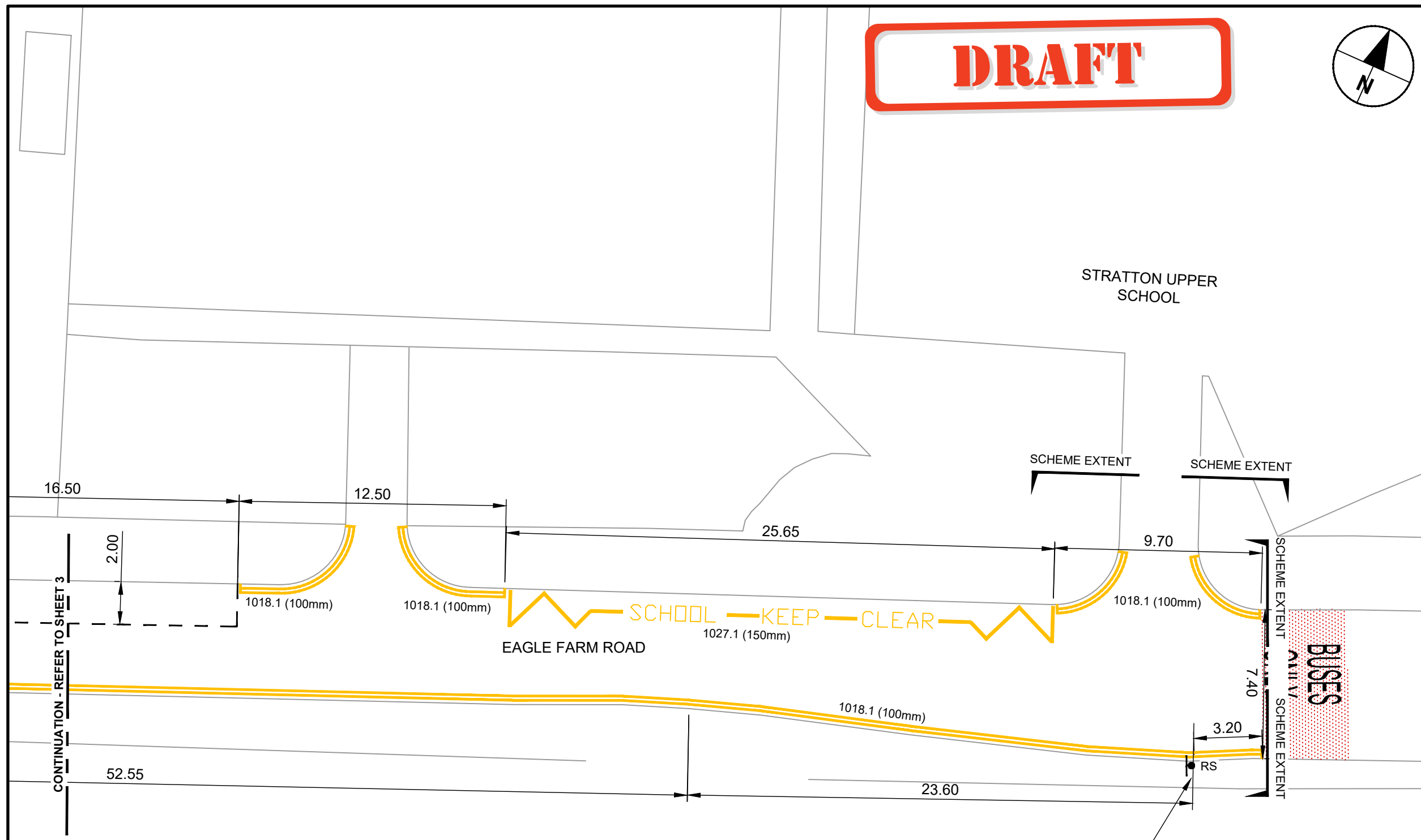
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SHEET TITLE

Road Markings and Setting Out
Sheet 4 of 4

SHEET NUMBER

60585975-CBC-D010-1200-04



CONTINUATION - REFER TO SHEET 3

SCHOOL KEEP CLEAR

BUSES

USE EXISTING SIGN POST TO SET OUT ROAD MARKINGS.



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PLAYING FIELDS

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Central Bedfordshire Council Leisure Facilities Strategy

Summary of the Facilities Assessment Findings

Key Issues and Options

December 2019

Introduction and Purposes of this Report

In June 2019 Central Bedfordshire Council commenced work to prepare an indoor leisure facilities strategy for the Council's area for 2019 to 2035.

The Council's current Leisure Strategy was adopted as Supplementary Planning Guidance (SPD) in 2014 to inform the Council's Core Strategy. It comprises three chapters covering indoor sport, recreation open space provision and outdoor sport.

The current Leisure Facilities Strategy, which covers indoor sports facilities, has been successful in securing new facilities and s106 contributions from housing growth and has guided the Council's capital investment in leisure facilities. The updated strategy will continue and develop this work, to ensure new housing development makes appropriate contribution to leisure centre facilities.

Within the Local Plan period 2018-2035, Central Bedfordshire will see approximately 20,000 new homes delivered. The strategy is required to ensure that the Council has an up-to-date evidence base and policy for the provision of new, and the improvement of existing indoor sports facilities. This is in response to the demands of growth and to support residents to improve and maintain their health and well-being.

The Facilities Assessment Report is the first stage of the strategy development and provides the assessment of need and evidence base for each of the identified facility types. It combines the Sport England Facilities Planning Model (FPM) findings for sports hall and swimming pools, with feedback from a range of stakeholder and facility inspections. These are combined with assessment of the other sports facilities which usually comprise an indoor leisure centre.

The Issues and Options Report is the second stage in the production of the new strategy, and it sets out:

- A description of each of the indoor sports and leisure facility types included in the strategy
- A summary of the key findings from the assessment stage of work
- The issues and options that arise from the key findings

Consultation on the issues and options will be undertaken to help develop the key themes that will shape the strategy. A draft indoor Leisure Facilities Strategy will then be produced for formal public consultation.

The consultation findings on the draft strategy will be considered and a final strategy will then be produced for adoption by the Council's Executive. It is anticipated the new strategy will be formally adopted as Supplementary Planning Guidance in Summer 2020.

Scope of the Strategy

The indoor sports and leisure facility types included in the strategy are:

- Swimming Pools
- Sports Halls
- Indoor Tennis Centres
- Indoor Bowls Centres
- Squash Courts
- Studios
- Health & Fitness (gyms)

Facility Assessments

The assessment for each facility type is based on:

- The Sport England four components of the Assessing Needs and Opportunities Guidance (ANOG) for undertaking a needs assessment and developing an evidence base.
- Studios includes all types of studios for spinning, aerobic dance and exercise classes, pilates and yoga, strength and conditioning exercise, martial arts.
- Netball is included in the brief due to its requirement for indoor facilities and the findings are included in sports halls.
- In 2016 Central Bedfordshire Council undertook an indoor bowling study and this has been updated to 2019

The summary of key findings for each facility type, followed by the issues and options are set out in the following section.

Swimming Pools

In 2018 Central Bedfordshire Council commissioned a Sport England Facilities Planning Model (FPM) study to review the current provision of swimming pools and assess the future needs to meet demand across the Council area. It will also assist in reviewing the Local Plan policy HQ4 *Indoor Sports and Leisure Facilities* and the reasoned justification for that policy.

The overall aims of the FPM study were to:

- Assess the extent to which the existing supply of swimming pools meets current levels of demand across the Central Bedfordshire Council area and a wider study area in 2018;
- Assess the extent to which the projected population increase, along with committed residential development across Central Bedfordshire, has on the future total demand for swimming pools and its distribution; and

- Model changes in the supply and location of swimming pools within Central Bedfordshire, and the quadrants the Council uses for planning purposes, to assess the impact of these changes on the demand for swimming pools and its distribution

The FPM modelling runs are:

- **Run 1** – supply, demand and access to swimming pools, in 2018. Run 1 provides an assessment of current provision and how well it is meeting demand; it provides a baseline from which to measure change;
- **Run 2** – supply, demand and access to swimming pools in 2028, based on the projected increase in demand for swimming pools, from population growth and the committed residential development identified in the Central Bedfordshire Local Plan. This run includes the committed changes in swimming pool supply up to 2028, in the neighbouring authorities. This run also includes the projected population growth in each of the surrounding local authorities. Run 2 also includes the re-opening of the modernised Dunstable Leisure Centre in 2019.
- **Run 2** provides a forward projection of the demand for swimming pools and its distribution, based on the impact of all these changes. It can be compared to run 1 to identify the scale of change from the baseline in 2018;
- **Run 3** models a new swimming pool for Leighton Linlade, with a 25m x 6 lane main pool, plus a teaching/learner pool 17x10m. The pool site is modelled to open in 2021. The existing Tiddenfoot LC pool is kept OPEN in run 3.
- **Run 4** is as run 3 for Leighton Linlade but the existing Tiddenfoot Leisure Centre Pool is closed.
- **Run 5** models a new swimming pool in Houghton Regis, with a 25m x 8 lane main pool, plus a teaching/learner pool of 17x10m. The new pool is modelled to open in 2023, and on the same site as the existing Houghton Regis Leisure Centre and the existing centre would close. This run echoes the modelling for the 2014 strategy, and confirms the scale and location of facility required.
- **Run 6** models a new swimming pool in the Arlesey area (modelled on the Arlesey Cross development). The Arlesey area swimming pool is a 25 m x 6 main pool, plus a learner pool 17m x 10m. The site is modelled to open in 2025.
- **Run 7** models a new swimming pool in the Sandy area (modelled on Tempsford airfield) with a 25m x 6 lane main pool, plus a teaching/learner pool 17m x 10m. The site is modelled to open in 2028.
- **Run 7A** was undertaken after the findings for run 7 were reviewed, it included a change in the option for locating a new swimming site for Sandy in the town itself, not at the former Tempsford airfield site. The option modelled is a 25m x 6 lane main pool, plus a teaching/learner pool 13m x 10m. The site is modelled to open in 2028.
- **Run 8** models a new swimming pool in the North Luton area (centred on the North Luton housing allocation site). The new site includes a 25m x 8 lane main pool, plus a learner pool of 17m x 10m. The site is modelled to open in 2028.

The **key strategic finding from the FPM assessment for swimming pools** was that Run 7a provides the best overall balance in meeting the Central Bedfordshire demand for swimming pools over the strategy period.

The issues and options which emerge from the FPM study and the assessment stage of the strategy are set out below.

Swimming Pools Issues and Options

- The extent of overlap in the catchment area of (1) Houghton Regis and Dunstable and (2) to a much lesser extent, Houghton Regis and Leighton Linlade.
- Is there a need for swimming pool sites in each of the three locations, or could one major swimming pool complex serve both Houghton Regis and Leighton Linlade?
- The membership mapping of the Central Bedfordshire leisure centres sites, identifies small catchment areas for the majority of the membership, with most in the 0 – 5 kilometres catchment area and far less in the 5 – 10 kilometres catchment. This does support very local catchments and questions whether residents would travel to a major centre – but is the major centre more swimming/cost effective?
- The need/viability of a new swimming pool in the Arlesey area has been challenged. There is an overlap in the drive time catchment area with the cluster of 4 swimming pool sites in North Hertfordshire, and to a much lesser extent, Saxon in Biggleswade, and the site for the Arlesey pool option. Is there sufficient projected demand to justify a new pool in Arlesey at all?
- Similarly, the need/viability for a swimming pool in Sandy. There is very limited new residential development in the Local Plan for Sandy. A lot of the justification for a swimming pool in Sandy is due to its almost unique catchment area, with its nearest pools located in Biggleswade and Bedford. (No pool sites in South Cambridgeshire or Huntingdonshire close to the Central Bedfordshire boundary).
- A swimming pool in Sandy would meet a lot of the demand in these two neighbouring authorities and in Bedford BC area. There is some viability but is meeting the needs of these authorities of interest to Central Bedfordshire?
- Should a new pool site be provided in the east of Leighton Linlade AND/OR the existing Tiddenfoot site be kept open? The need for both has been assessed and the evidence data supports the needs for only one centre. Consultation feedback has suggested the desire to retain both Tiddenfoot and create a new centre elsewhere in LL.
- Would the operation of two centres be financially viable and sustainable? Who would operate Tiddenfoot if it is retained and a new centre is opened elsewhere in LL?
- Which are the priority projects AND AREAS for development? In the current Strategy period, new leisure centre provision has been concentrated in Chiltern Vale and West Mid Beds (due to the highest housing growth planned when the strategy was written). In numbers terms Ivel Valley loses out but in absolute terms it has least choice. Should the new strategy balance provision across all of Central Bedfordshire?
- Is the delivery of the residential development on track to support this scale of provision?

Sports Halls

The 2018 FPM study also included sports halls with the same objectives as for swimming pools.

The FPM modelling runs for sports halls were:

- **Run 1** – supply, demand and access to sports halls in 2018. Run 1 provides an assessment of current provision and how well it is meeting demand; it provides a baseline from which to measure change;
- **Run 2** – supply, demand and access to sports halls in 2028, based on the projected increase in demand for sports halls from population growth and the committed residential development identified in the Central Bedfordshire Local Plan. This run includes the committed changes in sports hall supply up to 2028, in the neighbouring authorities. This run also includes the projected population growth in each of the surrounding local authorities. Run 2 also includes the re-opening of the modernised Dunstable Leisure Centre in 2019.
- **Run 3** new sports halls for Leighton Linlade, with a 4 badminton court sports hall 34.5m x 20m. The location is within the East Leighton Linlade Growth Area and the sports hall site is modelled to open in 2021. The existing Tiddenfoot Leisure Centre sports hall is KEPT OPEN IN Run 3.
- **Run 4** is as run 3 for Leighton Linlade but the existing Tiddenfoot Leisure Centre sports hall is closed.
- **Run 5** models a new 6 badminton court sports hall 35m x 27m, located at the existing Houghton Regis Leisure Centre site. The new sports hall is modelled to open in 2023 on the same site and replace the existing 4 badminton court sports hall. This run echoes the modelling for the 2014 strategy, and confirms the scale and location of facility required.
- **Run 6** models a new 4 badminton court sports hall 34.5m x 20m in the Arlesey area (modelled on the Arlesey Cross development). The site is modelled to open in 2025.
- **Run 7** models a new 4 badminton court sports hall 34.5m x 20m in the Sandy area (modelled on the Tempsford airfield site) The site is modelled to open in 2028.
- **Run 7A** was undertaken after the findings for run 7 were reviewed, it included a change in the option for locating a new sports hall in Sandy town, not at the former Tempsford airfield site. The option modelled is unchanged with a 4 badminton court main hall 34.5m x 20m.
- **Run 8** models a new 4 badminton court sports hall 34.5m x 20m in the North Luton area (modelled on the North Luton housing allocation). The site is modelled to open in 2028.

The **key strategic finding from the FPM assessment for sports hall** was that run 7A provides the best overall balance in supply, demand and access to sports halls over the strategy period.

The issues and options which emerge from the FPM study and the assessment stage of the strategy are set out below.

Sports Halls Issues and Options

- Is there a need for a combined sports hall/swimming pool site in each of the three locations, or could one major mega wet and dry centre serve both Houghton Regis and Leighton Buzzard?
- The FPM modelling does support a 6-badminton court size sports hall at Houghton Regis. Should the Houghton Regis provision be more flexible – a 4 court main hall with a second flexible space for dance/exercise classes, or does this just duplicate studios? Should an 8 court hall be provided to allow indoor netball?
- Is there a need to retain the Tiddenfoot centre and provide a new centre with a swimming pool and sports hall elsewhere in Leighton Linlade?
- If Tiddenfoot was closed what would have happened to the facilities; would they be returned to management by the school for the pool and/or sports hall?
- Is there a need/viability for a new public leisure sports hall in Arlesey? There are sports hall at Etonbury Academy (Pendleton Centre which provides for community use through membership) and new sports halls at Henlow Middle School and Pix Brook Academy – so 3 new sports halls on education sites in close proximity. Community Use Agreements for new school facilities will secure community access.
- For Arlesey, a new public leisure centre will duplicate the education sports halls – should the answer be more access for community use at the schools NOT providing more halls?
- Where should the sports hall for Sandy be located? There is a need for a 4 badminton court size sports hall for Sandy. If it is not provided at the existing location, then this dilutes the critical mass at the existing Sunderland Road recreation area i.e. athletics track/Jenkins Pavilion and outdoor pitches.
- How should demand in Shefford and Cranfield be met? Is this by access to the education sports halls in Arlesey, facilities in the planned Marston Vale development, or is there a need for a Silsoe Community Sports Centre-type size/mix centre in these areas?
- Which are the priority projects/areas for development in Central Bedfordshire - same issue set out for swimming pools?
- The changing role and use of sports halls – should the future public leisure centre provision be flexible indoor space which provides for dance/exercise physical activity? Then education sports halls provide for sports club use and community recreation for hall sports activities?

Netball

Netball was included in the project scope as it requires both outdoor and indoor courts to support all year-round play. Netball participation in Central Bedfordshire is increasing, there are 3 main leagues: Bedford & District Netball League, with 71 teams playing in this league and there is also a junior league which has over 30 junior teams. Heritage Netball League has 35 teams playing in this league and this includes Hertfordshire. The Dunstable District Netball League has 23 teams playing in this league.



In 2019 the Bedford League had 7 new teams enter their winter league and the Heritage League has 6 new teams entered.

Netball's National Governing Body for Sport (NGB), England Netball's view there is the need to provide more sports hall time for netball and support netball programmes, for example the '*Back Into*' programmes and Walking Netball. Within Bedfordshire the Heritage League is the only League where there is no central venue to host its matches. The Heritage League is based in the Bedfordshire/Hertfordshire area and provides for all abilities aged 14 upwards.

England Netball's view is there is a need for a double indoor court facility, the closest is at Inspire in Luton but there are none in Central Bedfordshire.

At a strategic level, establishing netball as a core sport for sports halls provides stability and supports viability for use of sports halls and offers real potential to increase netball participation. Increasing sports and physical activity participation by girls and women is a key priority for Central Bedfordshire Council.

Through the assessment stage of work the scope to develop netball facilities, identified opportunities to consider:

- Van Dyke Academy in Leighton Buzzard - development of outdoor courts and establishing local netball clubs at the school
- Samuel Whitbread Academy in Shefford - scope to increase community use at the school and provide access for local netball clubs to the 8 outdoor courts and the sports hall. PFI agreement is in place.

England Netball's view is that if Van Dyke Academy gained an additional court, so a minimum of 4 courts, it will open up much more opportunity for netball. It would allow a league to be run from the school and local England Netball Tournaments to be hosted there. The school and local clubs are looking to speak with Mavericks, the local Superleague Team, to potentially work with the school and base a netball hub there.

Netball Issues and Options

- Are there aspirations in Central Bedfordshire to provide a double court sports hall (8 badminton courts) to support netball as a core sport for events use?
- Should the two potential netball opportunities at Samuel Whitbread School and Van Dyke Academy (outdoor project) be supported?
- In the Shefford area netball could be a core sport in the development of community use at Samuel Whitbread School, local netball clubs are "looking for a home".
- At Van Dyke Academy, the need is to provide one more outdoor court and floodlight the outdoor courts. The floodlighting would allow clubs to base themselves at the school and the England Netball programmes to be developed and provide overall critical netball sporting mass.

Indoor Tennis

There are no indoor tennis centres located in Central Bedfordshire but there are 9 indoor tennis centres with a total of 42 indoor courts in the neighbouring local authorities. The largest centre is the Milton Keynes David Lloyd Club, with 3 individual tennis centres and 18 indoor courts.

The centres nearest to Central Bedfordshire are in Milton Keynes, Letchworth and Bedford. The drive time catchment area for the centres combined, does include all of Central Bedfordshire, except for the north east of the authority in the Potton area.

All the centres are owned and operated by either sports clubs or commercial organisations, so availability is for people who are members of the sports club/centre. There is limited availability for pay and play by non-members of the centres.

There is not one consistent source/methodology to calculate the demand for indoor tennis, however, the Lawn Tennis Association (LTA) guideline is one indoor court can serve 200 regular tennis players.

Applying the East Region 0.22% of adults playing indoor tennis to the Central Bedfordshire adult population in 2019, would generate 514 adult indoor tennis players, sufficient for an indoor centre of 2-3 courts.

The Lawn Tennis Association indoor tennis strategy (June 2019) has identified 72 priority target areas in England ranked in order of priority, for the development of new indoor courts. In the list there are two Central Bedfordshire locations Luton/Dunstable (ranked number 20) and Biggleswade (ranked number 66).

Indoor Tennis Issues and Options

- Does Central Bedfordshire need an indoor tennis centre – given the provision in neighbouring local authorities and access for Central Bedfordshire residents?
- Based on the indoor tennis assessment and the LTA strategy – there is sufficient demand for the provision of an indoor tennis centre(s). Is this a priority for Central Bedfordshire?
- An alternative to the LTA strategy could be to develop at an existing and viable outdoor tennis club, such as the Flitwick and Ampthill Tennis Club. (Note: provision of 2 – 3 indoor courts equates to the existing provision in the neighbouring local authorities, apart from Milton Keynes)

Indoor Bowling

In 2016 Central Bedfordshire Council completed an indoor bowling centre assessment because of the consideration at that time to remove the indoor bowling hall from the modernisation of Dunstable Leisure Centre. The key finding from the 2016 study was that there is sufficient capacity at the indoor bowling centres closest to Dunstable to accommodate the Dunstable indoor bowling club bowlers at Luton, Harpenden, Stevenage, Watford and Bletchley.

The 2016 survey of the bowling clubs/members who used the DLC facility, were unlikely to transfer to the other centres, only around 10% of the survey respondents said they would like to bowl elsewhere,

however, Central Bedfordshire Council provided financial support for those bowlers who did want to transfer and over 20% took up this offer.

The Luton Indoor Bowling centre is understood to have a lease which expires in 2022. The Luton Borough Local Plan identifies the site as a mixed use site for residential and leisure facilities, and the long term future of the centre is uncertain. Should the Luton centre close (beyond 2022) there will be a deficit of indoor bowling provision in the Luton/Central Bedfordshire area.

Indoor Bowling Issues and Options

- In the longer term does Central Bedfordshire Council want to work with Luton Borough Council on the feasibility of a new indoor bowling centre to serve both areas?

Or shorter-term options could be:

- Promote carpet mat bowls, played on a rectangular carpet (15m x 2m), carpet mat bowls tends to be played at a recreational level
- Investigate the scope to provide a longer version of carpet mat bowls, over a 30m x 6m length at the leisure centres. This would require a new carpet and could only be played at the recreational level. It is, however, more likely to appeal to regular bowlers who are not challenged by the current short mat bowls game. It would also provide a new (and day time) use of sports halls

Squash

There are 20 squash courts located at 10 venues within Central Bedfordshire in 2019. All of the main settlements in the authority have provision of squash courts. Biggleswade Rugby and Squash Club, has 4 courts, all other venues have 2 courts.

Six of the venues are owned by Central Bedfordshire Council and have a total of 12 courts. Access to the local authority courts is for pay and play.

Consultation findings showed that pay and play is the use at the Central Bedfordshire leisure centres. Courts are fully booked at peak times (weekday evenings September – April) but there is no day time off peak use (no different from other centres). So the centres/courts meet a recreational demand and with leagues/ladders organised by centre users.

Squash participation nationally has declined with 428,400 people playing squash at least once a month in 2011/12 and 325,000 playing in 2014 /15. England Squash attributes this to (1) decreasing popularity of the sport after the very extensive rise in participation in the 1970's and 1980's. The sport could not retain the levels of participation, estimated at over 2m players at its height. (2) Increasing attractiveness of other activities, most noticeably health and fitness, which appeals to the same demographic (16 – 44) as squash; (3) an ageing average age of squash participation, it is currently estimated to be between 52 – 55.

Squash Issues and Options

- The key issue is squash participation now and in the future. It has declined nationally but may have now stabilised – will this continue or will participation decline?
- Central Bedfordshire seems to have bucked the trend and noticeably there are seven squash venues that opened in the 1970's squash boom, and remain open in 2019. Testament to a retained level of squash participation in Central Bedfordshire over four decades.
- The overall assessment is that for pay and play, there is a good distribution of courts at centres, supply is meeting demand and there is no need for new provision.
- Is there demand/justification to develop an existing squash centre?
- In terms of squash development, there is one club venue, the Biggleswade Rugby and Squash Club which has 4 courts, available through membership of the club. The Biggleswade club organises internal leagues and participates in both the Hertfordshire and Bedfordshire Squash Leagues.
- England Squash consider Central Bedfordshire is an important area for squash because of the demographics. The Governing Body is trying to stimulate squash participation and development – the scale of the Biggleswade club could offer scope for this to happen.
- An option is to support the club with England Squash in developing its facilities for competition programmes. The network of squash courts in the leisure centres will continue to provide for recreational pay and play squash.

Studios

The project brief includes facilities for indoor cycling on fixed machines (spinning), which is one of the functions/activities of studios, but it is more valid to assess the need for all sports/activities that take place in studios, cycling, aerobic dance and exercise classes, pilates and yoga, strength and conditioning exercise and martial arts.

There is no established methodology for assessing the demand for studios - it is a subject currently being researched by Sport England.

Demand seems to be influenced by trends and changes in all the range of activities provided by studios, and to some extent the provision of studios is following this demand lead.

There are no fixed dimensions for studios and they can be 13m x 10m to 27m x 18m.

There are 26 individual studios within Central Bedfordshire in 2019 with 10 studios at the Central Bedfordshire leisure centre sites, 10 at school/college/higher education sites and 6 studios at commercial sites

There is no one source of data that defines or collects participation data "in studios" and for all studio activities.

Studios Issues and Options

- The key issue is how to assess the future demand for studios, when the range of activities they deliver can be up to 10 different types of activities that change frequently.
- The participation profile for the full range of activities is changing/blurring, with all ages doing all activities. Developing demand and participation rates in this dynamic changing environment is very challenging.
- It is not possible to generate a needs assessment for studio provision because of the limitations in the demand data and participation information on the full range of activities which take place in studios.
- In the absence of an established demand methodology and a changing profile of studio activities, assessing the need for future studio provision in Central Bedfordshire has to be pragmatic.
- The best approach/methodology is checking trends. If there is a sustained demand for classes over time, which cannot be met by the current supply of studios/programming, then this identifies the need for more studios. This may lead to the "adaption approach" taken at Flitwick Leisure Centre, with an increase in the number of studios based on sustained demand/providing for new activities and the business case.
- Is this approach to studio assessment the one to follow and then apply it in projects proposing studio provision?

Health and Fitness

Sport England defines health and fitness suites as facilities providing fitness stations for both cardiovascular and strength training, more commonly known as gyms.

In 2019 there are 20 health and fitness centres, located at 20 sites in Central Bedfordshire, they provide a total of 1,012 health and fitness stations, an average of 50 stations per venue. The largest health and fitness centre is DW Sports Fitness in Dunstable with 150 stations.

The public leisure centres have 120 stations at Flitwick Leisure Centre, 100 stations at Dunstable Leisure Centre, 102 stations at Saxon Leisure Centre, 55 stations at Houghton Regis Leisure Centre and 30 stations at Sandy Upper School and Sports Centre and 30 stations at Tiddenfoot Leisure Centre.

The public leisure centre sites total of 437 stations, 43% of the total number of stations. The Flitwick, Dunstable and Saxon centres are the largest sites after DW Sports Fitness.

There are nine commercial venues with 447 stations, 44% of the total supply. The largest commercial gym, as reported, is DW Sports Fitness in Dunstable, then Energie Fitness Club in Leighton Buzzard with 68 stations. Bannatynes Health Club in Dunstable has 47 stations and Anytime Fitness in Leighton Buzzard with 45 stations. The other 5 commercial gyms are not national gym chains but small scale independent gyms, with an average of 27 stations per venue.

There are 3 gyms located at educational institutions with 79 stations, the Central Bedfordshire College with 25 stations is available for community use. There are 2 gym located at Ministry of Defence sites with a total of 39 stations but are unavailable for community use.

Of note, is there are no sports clubs which have a gym or fitness equipment. Again reflecting the scale of Central Bedfordshire settlements without major multi sports clubs of a sufficient scale to provide a gym for the club membership and wider community use.

The oldest gym is located at Tiddenfoot Leisure Centre opened in 1975. Two gyms opened in the 1980's, three in the 1990's, five in the 2000 decade and then nine post 2010. The most recent gym to open is the modernised Dunstable Leisure Centre.

Health and Fitness Issues and Options

- The supply of gyms is evenly balanced between the public leisure centres and the commercial gyms. In developing new public leisure centres, it will be essential to balance the public leisure centre offer with the projected demand for gyms at the new locations. In essence, the business case has to identify the new demand and scale of provision does not compete/draw the same demand from other centres.
- Linked to the above point is the finding that there have been no new gyms opened in Central Bedfordshire since 2016, this suggests most strongly that at present the supply and demand for gyms are in balance.
- The changing types of gym provision and content: the example being indoor cycling evolving into part of the fixed cardiovascular equipment in gyms – now an activity in itself and the provision of spinning studios now changed to immersive cycling studios. Defining the content of gyms in terms of activity and the business case is central to new gym provision.
- The above points indicate that long term strategic planning for gyms is very challenging and cannot be undertaken at the Central Bedfordshire level over the strategy period – the product/content/providers and specialist types of gym will emerge and change.
- The way forward and suggested option is that gym provision will be integral to the development of new indoor leisure centres. The scale and type of gym provision has to be determined at the detailed feasibility stage for each project, based on participation trends, and commercial judgment at that time.



Summary and Next Steps

The Issues and Options report brings together the Facilities Planning Modelling results for swimming pools and sports halls, with data on other facilities which usually comprise a public multi-facility leisure centre, for example studios. The next steps in the process are to explore what the evidence means in terms of supply and demand, growth locations, synergies and co-location of facilities considerations, and how this shapes the policies for the draft strategy.

The draft strategy will include evidence-based recommendations regarding the optimum locations for new or improved facilities which focus on maximising accessibility for the greatest number of residents, and this means focussing on the larger towns. The data from the 2014 Leisure Facilities Strategy is confirmed by the current assessment and shows that CBC's current leisure centres are already in the best locations to be accessible to the most residents, either by foot, public transport or by car.

The assessment has considered how and where leisure centre facilities at the right scale, can meet the needs of current and future CBC residents. This assessment includes the Local Plan housing growth locations within Central Bedfordshire. With the exception of the North Luton Growth Area, which may require an additional leisure centre to meet the needs of growth; all the existing leisure centres are highly accessible for most of Central Bedfordshire residents.

Key Considerations for the Strategy

- The new evidence confirms the 2014 Strategy requirement for a replacement leisure centre for Houghton Regis within the Kingsland site, and feasibility work is already under way on this project.
- Provision of a new centre for the Leighton Linlade area has been modelled to test for the best location and scale for it, and detailed feasibility work will give detailed consideration to the location and facility mix required.
- CBC has an ongoing programme of investment in maintaining and improving its centres but the assessment has highlighted a number of projects which will enable the centres to cope with current and planned demand; for example at Saxon in Biggleswade an extension to the sports hall is required and demand for studio activities highlights the need for additional studio space. The popularity of the spin studio at Flitwick suggests consideration be given to the inclusion of this type of facility at other centres.
- The contribution of education facilities to their communities is highlighted; in the Stotfold / Arlesey area in particular, there is a high number of sports halls which if accessible, can deliver a range of activities to the local community. Working with Sport England, CBC Leisure has been successful in securing Community Use Agreements for a number of new/planned schools with 3 or 4 court sports halls, as part of the planning application process. This should continue and secure community access to education facilities and inform the design stage with regard to safeguarding measures/facilities.

- Given the mix of urban and rural settlements in Central Bedfordshire the strategy shows that there are some locations which lie at the edge of the accepted 20-minute drive time to a CBC multi-facility leisure centre. The strategy recognises the need to consider formal indoor sports provision for residents in these key locations of a scale and type that meets the needs of the areas and is viable. The Silsoe centre-scale of project provides an example, but facilities should consider the needs of each area - they could comprise a studio plus a small gym or be combined with a new facility for outdoor sports.
- Shefford and Cranfield have been identified as the key settlements which lie at the edge of the 20 minute drive-time to a main leisure centre.



Consultation / Evidence Gathering Process

Facilities Assessment Consultation

Initial consultation was undertaken with a range of stakeholders at the evidence gathering stage. Following completion of the Sport England Facilities Planning Model (FPM) modelling, stakeholders were contacted to provide comments on facilities, their usage and views on future requirements. This is detailed below.

Leisure centre facilities / usage – user/non-user online survey.

All Town and Parish Council - online survey. Survey included smaller facilities where a range of sports / leisure activities take place e.g. village and community halls.

Interviews with the major Town and Parish Councils and those settlements where high levels of housing growth are planned in the emerging Central Bedfordshire Local Plan (listed below):

Ampthill
Arlesey
Biggleswade
Dunstable
Flitwick
Houghton Regis
Leighton Linlade
Sandy
Shefford
Stotfold

Sports Clubs users/non-users of leisure centres – online survey.

Leisure Management Contractor – leisure centre site visits including dual use sites / meetings.

Sport England – Member of Steering Group.

National Governing Bodies for Sport – questionnaire / discussions.

Issues and Options

From the FPM findings and the responses to the consultation above, an Issues and Options report was drafted to assess responses and translate these into facility options.

The Issues and Options report will be circulated to the stakeholders for information and verification of their feedback. Comments received will be included in an updated report.

CBC Ward Councillor consultation

On 13 February 2020 CBC ward councillors will receive a presentation from WYG Ltd and Leisure officers detailing the following information:

- Research methodology
- FPM findings
- Initial consultation feedback
- Facilities Assessment Report
- Emerging Issues and Options for facility requirements



- Options for draft Leisure Facilities Strategy

Members will be able to feedback on the presentation and discuss issues / facilities that will help shape the Leisure Facilities Strategy. Following the event Members will also have the opportunity to provide more detailed feedback which will be incorporated into the issues and options and emerging strategy.

Executive

A draft strategy will be submitted to the council's Executive on 7 April 2020 to seek their authority to carry out public consultation on the draft strategy. The strategy will be put out to 8 weeks formal public consultation in April / May 2020.

Overview and Scrutiny Committee

On 21 May 2020 the draft strategy will be submitted to the Overview and Scrutiny Committee. The Committee will be updated on the following stages in the development of the strategy:

- Research methodology
- Facilities Assessment Report
- Consultation including Issues and Options
- Options proposed in draft Leisure Facilities Strategy

Committee will provide comments on the draft strategy which will be incorporated with the feedback from the formal consultation period.

Executive

Following the formal consultation period above, the strategy will be updated to reflect feedback received from public consultation and Overview and Scrutiny Committee, and a final strategy will be submitted to Executive in August 2020 for adoption as a Supplementary Planning Document to inform the Local Plan.