



Ref: Agenda/Council-11/12/2018

6 December 2018

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 11 December 2018** 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

A handwritten signature in black ink, appearing to read 'Rob D McGregor'.

Rob D McGregor  
Town Clerk

Distribution:      All Town Councillors                              Bedfordshire Constabulary  
                         Notice Boards (2)                                      The Editor, Bedfordshire on Sunday  
                         Central Bedfordshire Council                              County Library, Biggleswade  
                         The Editor, Biggleswade Advertiser                              The Editor, Biggleswade Comet

## 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**

6. **MEMBERS QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the minutes of the Town Council Meeting held on Tuesday 27 November 2018 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 27 November 2018.

9. **PLANNING APPLICATIONS**

a. **CB/18/03961/FULL - 74 Rutherford Way, Biggleswade, SG18 8GA**

Erection of single storey rear extension.

b. **CB/18/04353/ADV - Unit F1 Normandy Lane, Biggleswade, SG18 8QB**

Advertisement - Alternative Option with Digital Signage. Various Site Signage Including 5 No. Freestanding Signs, 2 No. Banner Units, 18 No. Dot Signs, 2 No. Play Land Signs And 1 No. Digital Tablet To Booth.

c. **CB/18/04404/VOC – 70 Fairfield Road, Biggleswade, SG18 0AA**

Variation of Condition No.8 on planning application Ref: CB/18/00965/FULL dated 11/05/18 – To regularise the position of the garage as built, substitute drawing Numbers DEP.02.01 & DEP.02.09 with DEP.0201A & DEP.02.09A.

d. **CB/18/04381/VOC – 115 London Road, Biggleswade, SG18 8EX**

Variation of condition 10 of Planning permission CB/17/01023/FULL dated 22/06/2017 - Demolition of existing building and structures. Erection of a one to two and half storey 70 bedroom residential care home (Use Class C2) and associated access, parking and landscaping. Amended plans.

10. **ITEMS FOR CONSIDERATION**

a. **PCC Invitation**

Following the PCC surgeries, the Town Council have received an invitation to attend the force control room or ride alongside a police patrol officer, (attached correspondence and application form).

b. **Residents Letter**

Members are asked to consider a letter from a Biggleswade resident, (attached).

c. **Neighbourhood Plan – Update**

Members are asked to consider a report from the Neighbourhood Plan Steering Group, (attached).

**d. High Sheriff Citizenship Awards**

The Town Council are asked to consider nominations for the 2019 High Sheriff Citizenship Awards. There are three categories for the Award – the High Sheriff’s Adult Citizenship Award, the High Sheriff’s Young Persons Citizenship Award and the High Sheriff’s Group Award. A suggestion has been made for the Town Council to nominate the Biggleswade Community Safety Group. Members are asked to consider this request and consider any additional nominations. Details will be required to assist with the completion of paperwork for nominations, (nomination form attached).

**e. CB/TRE/18/00463 – Works to trees: The Lawns Nursery School, The Baulk, Biggleswade, SG18 0PT**

Works to trees subject to a Tree Preservation Order: Reduction of dying Acacia tree. Located next to the gate near the School entrance. The tree is protected by TPO Ref: MB/TPO/99/00007 and is listed as T4

**f. Proposed Diversion of part of Biggleswade Public Footpath No.24 – Correspondence from Central Bedfordshire Council**

Members are asked to consider the response from Central Bedfordshire Council.

**g. Car Parking Working Group**

The car parking working group met to discuss correspondence on commuter parking, an alternative plan for parking and data on car park usage, the meeting took place on the 4<sup>th</sup> December 2018 at 4.00pm.

The working group **RECOMMEND** that no action is taken at this time, following the Christmas period, further data will be available when the full review is carried out in early 2019.

**11. ITEMS FOR INFORMATION**

**a. Macmillan Thank You Note**

Thank you from Macmillan Cancer support for the £356.55 raised for 2018 (Attached).

**b. History Society Letter**

A thank you letter from Biggleswade History Society.

**c. Planning Application Outcomes**

Attached report of the Planning Application Outcomes as at 5<sup>th</sup> December 2018.

**12. 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**.

13. **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.

(Staff Issues)

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 27 NOVEMBER 2018  
AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL,  
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE**

**PRESENT:**

- Cllr M North (Chairman)
- Cllr D Albone
- Cllr L Fage
- Cllr F Foster
- Cllr M Foster
- Cllr H Ramsay
- Cllr P Sheldon
- Cllr D Strachan
- Cllr S Watkins

- Mr R McGregor – Town Clerk, Biggleswade Town Council
- Mr M Thorn – Deputy Town Clerk, Biggleswade Town Council
- Mrs J Durn – Meeting Administrator, Biggleswade Town Council
- Members of Public – 5
- Member of staff - 1

**B27/1001            1.    APOLOGIES FOR ABSENCE**

Cllr B Briars, Cllr G Fage, Cllr M Russell

**ABSENT WITHOUT APOLOGIES**

Cllr J Medlock

**B27/1002            2.    DECLARATIONS OF INTEREST**

- B27/1002.1        a.    Disclosable Pecuniary Interests in any agenda item – None
- B27/1002.2        b.    Non-pecuniary interests in any agenda item - None

**B27/1003            3.    TOWN MAYOR'S ANNOUNCEMENTS**

On 23 November the Mayor attended the Biggleswade Town Christmas Fair and Lights Switch On. This was a very well attended and successful event.

Cllr M Foster said that the lights were really effective and have received excellent feedback. Please record thanks to the staff and everyone involved in organising this excellent day.

Cllr L Fage would also like to thank the staff for their hard work in organising the Remembrance Day Celebration on 11 November, which was also an excellent event.

B27/1004

4. **PUBLIC OPEN SESSION**

No questions from members of the public

B27/1005

5. **INVITED SPEAKER**

There was no invited speaker.

B27/1006

6. **MEMBERS QUESTIONS**

Cllr D Strachan: asked if the Council has received correspondence from Mr C Albone regarding suggestions for parking. The Town Clerk confirmed that he has received this and will be putting it forward to the Working Group for discussion.

B27/1007

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

B27/1007.1

a. Members received and approved the Minutes of the Council Meeting held on Tuesday 13 November 2018 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

B27/1007.2

b. Members received and approved the Recommendations (EXEMPT) and Resolutions of the Town Centre Management Committee Meeting held on Thursday 22 November 2018.

B27/1007.3

c. Members received and approved the Recommendations of the Finance and General Purposes Committee held on Tuesday 20 November 2018.

B27/1008

8. **MATTERS ARISING**

There were no matters arising from the Minutes of the Biggleswade Town Council Meeting held on 13 November 2018.

B27/1009

9. **PLANNING APPLICATIONS**

B27/1009.1

a. **CB/18/02458/OUT Land to the East of Baden Powell Way, Biggleswade**

Outline planning permission for the demolition of existing buildings and development for up to 1500 dwellings.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application.

Cllr Bond requested a recorded vote:

Those in favour: Cllr I Bond, Cllr P Sheldon, Cllr S Watkins, Cllr H Ramsay, Cllr D Strachan, Cllr S Patel, Cllr M Foster, Cllr L Fage, Cllr F Foster, Cllr M North.

Abstention: Cllr D Albone

Against: None

B27/1009.2

b. **CB/18/03987/FULL – 25 Laburnham Road, Biggleswade, SG18 0NX**  
Single & two-storey rear extension & demolition of outbuilding

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that

any comments they 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

B27/1009.3

- c. **CB/18/04253/FULL – 2 Ullswater Close, Biggleswade, SG18 8LX**  
Single-storey rear extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they 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.

B27/1009.4

- d. **CB/18/04169/FULL – 68 Lawrence Road, Biggleswade SG18 0LT**  
Erection of front porch and two-storey rear extension

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they 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

B27/1009.5

- e. **CB/18/04129/FULL – 94-96 Shortmead Street, Biggleswade**

Erection of detached annex to rear garden

It was **RESOLVED** that the Town Council raised **OBJECTION** to this planning application on the grounds of overdevelopment.

**B27/1010**

**10. ACCOUNTS**

B27/1010.1

**a. Financial Administration**

Members received the following accounts:

- i. Detailed Balance Sheet to 31 October 2018
- ii. Summary of Income & Expenditure
- iii. Income and Expenditure by Budget heading
- iv. Current Bank Account, receipts and payments to 31 October 2018.

It was **RESOLVED** to approve and adopt the Accounts as presented.

**B27/1011**

**11. ITEMS FOR CONSIDERATION**

B27/1011.1

**a. Highways Improvement Scheme 2019/20**

Members would like to take advantage of this scheme and gave several suggestions to put forward. The Town Clerk will be pleased to receive further suggestions for inclusion in his response.

B27/1011.2

**b. Rights of Way Improvements**

Members raised no objection to CBC's request to carry out improvements to bridleway 40. However, they asked that the Town Clerk obtain clarification from CBC that the width quoted of 2m is correct, as they understood that regulations for all new bridleways is now 4m.

**B27/1012**

**12. ITEMS FOR INFORMATION**

B27/1012 .1

**a. Response Letter from the Home Office**

This information was **NOTED**

B27/1012.2

**b. Crime Statistics – October 2018**

Cllr Strachan has had an informal meeting with the Chief Constable of Bedfordshire Police to express our concerns over poor communication. Chief Superintendent David Boyle has now made contact and suggested meeting with Cllr Strachan in the near future.

**B27/1013**

**13. PUBLIC OPEN SESSION**

There were no questions from members of the public.

**B27/1014**

**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.

- (a. Programme Bid)
- (b. Personnel Recommendations)

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.



**From:** PCC Events <[pccevents@Bedfordshire.pnn.Police.uk](mailto:pccevents@Bedfordshire.pnn.Police.uk)>

**Sent:** 28 November 2018 14:28

**Subject:** PCC Public Surgeries Information

## **Invitation**

Thank you for either attending or signing up to the PCC public surgeries that have taken place so far. During those surgeries the PCC offered for you to consider going into the Force Control Room (FCR) or attending a ride along.

I have attached the ride along form that requires completing and sending back to the email or mail address provided on the form.

The FCR offer two open evening a year for members of the public. Please register if you are interested with Jane Walker via email on [jane.walker@bedfordshire.pnn.police.uk](mailto:jane.walker@bedfordshire.pnn.police.uk)

If any Councillors would like to visit the control room, then please respond to [pccevents@bedfordshire.pnn.police.uk](mailto:pccevents@bedfordshire.pnn.police.uk)

Any personal issues that were discussed will be passed on to the local policing team. If you have any further issues or concerns, then please do not hesitate to contact me.

Please consider passing this email onto anyone who you feel would be interested in either visit.

Kind regards

**Samantha Denness**  
**Community Engagement Officer**  
**Office of the Police and Crime Commissioner for Bedfordshire**



## BEDFORDSHIRE POLICE

### Ride -Along -Scheme

#### Application for member of the public to accompany officer on patrol

#### **Have you ever wondered what is it like to ride in a marked police car and patrol with officers in Bedfordshire?**

The Ride-Along-Scheme allows you to do just that – be an official passenger in a marked patrol vehicle with a Bedfordshire Police Officer during part of their working hours. You decide where and when you would like to attend, and for how long. You will get to experience first-hand what a Police Officer on patrol encounters during their tour of duty. On the Ride-Along-Scheme you will gain insights into what it means to be a Police Officer and how we police on behalf of our communities. The Ride -Along -Scheme promotes a better understanding of the Police Officers role in the community and gives members of the public a chance to get to know their police officers. It also is aimed at building public trust, transparency and confidence in us.

Bedfordshire Police is part of the Home Office 2014 Best Use of Stop and Search Scheme, by participating in our Ride-Along-Scheme you may have the opportunity to witness a stop and search in action.

**Bedfordshire Police is committed to achieving the highest level of trust and confidence in the use of Stop and Search YOU can help shape the force of the future by providing feedback directly to Bedfordshire Police on your Ride-Along-Scheme experience.**

#### **Frequently Asked Questions**

**Q: How old do you have to be to take part? - 18 +**

**Q: I have a previous criminal conviction, can I still take part? - A previous conviction may exclude you however each application will be assessed on its own merits and the final decision on your application will be made by the Commander for the area concerned.**

**To take part in the Ride-Along-Scheme please complete this short application form and email it to [customer.services@bedfordshire.pnn.police.uk](mailto:customer.services@bedfordshire.pnn.police.uk), or hand in to your local Bedfordshire Police Station- allowing approximately 3 weeks for Bedfordshire Police to process your application.**



# BEDFORDSHIRE POLICE

## Ride- Along- Scheme

### APPLICANT DETAILS

To assist us in processing the application please complete and submit this form. Please note for security reasons you will need to undertake a police national computer check. This is to see if you have previous criminal convictions. A previous conviction may not preclude you from taking part; however this will be at the Area Commander's discretion.

**This notice is to be read and the confidentiality agreement signed by the observer before the placement**

Name (BLOCK CAPITALS) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone number \_\_\_\_\_

Occupation \_\_\_\_\_

Email address \_\_\_\_\_

Age \_\_\_\_\_

Date of Birth \_\_\_\_\_

Place of Birth (Town/City) \_\_\_\_\_

All applicants must read, or have explained and fully understand the risk assessments as documented within this form.



## Risk Assessment Record Sheet - Reference No: FGRA 6

### Ride –Along- Scheme

|  |                       |  |   |                     |   |
|--|-----------------------|--|---|---------------------|---|
| <b>Station:</b>  | All Stations          | <b>Department:</b>   | Local policing  |                     |   |
| <b>Department Head:</b>  | Superintendent (Area) | <b>Total officers / staff / others affected by risk(s):</b><br><small>*Make sure everyone has been accounted for who may be affected by the risk(s)*</small> |   |                     | 2+ (depending on the amount of public interest) |
| <b>Premises/Work Activity (group or individual post) to be assessed:</b> |                       |  | Members of the Public, Graduate entrants, Police service applicants, Cadets & police staff accompanying Police officers on duty |                     |   |
| <b>Completed by:</b>   | Dan Brittle           | <b>Date completed:</b>   | 10/09/14  | <b>Review date:</b> | 10/09/15  |

| WORK ACTIVITY |                                 | HAZARD  | RISK Rating<br><b>H-M-L</b> | CONTROL MEASURES REQUIRED  | IN PLACE | Risk Rating <u>AFTER</u> control measures<br><b>H-M-L</b> |
|---------------|---------------------------------|---|-----------------------------|--|----------|---|
| Ref No        | Description                     |   |                             |  |          |   |
| 1             | Accompanying Officers on Patrol | Becoming involved in incidents whilst accompanying Patrol Officers. | M                           | <ul style="list-style-type: none"> <li>All person(s) must be briefed as to hazards likely to be encountered and action to be taken if incident occurs.</li> <li>Patrol Officers must be briefed with regard to safety of accompanying person(s), i.e. Officer must ensure accompanying person goes to place of safety or remains in vehicle.</li> <li>Officer to pre-determine whether accompanying person(s) will leave vehicle and return to station before Officer(s) proceed to incident.</li> <li>If incident occurs then person(s) to detach themselves from danger zone and go to a safe area which Police</li> </ul> |          | M   |

| WORK ACTIVITY |                     | HAZARD   | RISK Rating<br>H-M-L | CONTROL MEASURES REQUIRED   | IN PLACE | Risk Rating AFTER control measures<br>H-M-L |
|---------------|---------------------|--|----------------------|---|----------|---|
| Ref No        | Description         |  |                      |   |          |   |
|               |                     | Assault due to being mistaken for Police Officer | M                    | <ul style="list-style-type: none"> <li>officer will state beforehand, albeit the police vehicle or nearby station, or other safe area.</li> <li>Person(s) to wear a high visibility vest when on patrol.</li> <li>In high risk areas Officers should ideally be double crewed as to offer extra protection to person(s) accompanying officers</li> <li>All persons to be vetted accordingly to check suitability for patrol.</li> <li>The Force control room must be notified of Officer and accompanying person(s) before start of patrol so if any incidents do arise the Force is aware of accompanying person(s)</li> <li>Person(s) not to wear black shirts or combat trousers and boots. Person(s) should wear normal civilian</li> <li>Where confronted, Person(s) to announce themselves as "non-police"</li> </ul> |          | M   |
| 2             | Attending incidents | Being struck by moving vehicle.                  | H                    | <ul style="list-style-type: none"> <li>To wear appropriate High visibility clothing provided.</li> <li>Seek advice from officers present as to safe areas.</li> <li>Clothing to clearly identify wearer as a "non-police".</li> <li>Person(s) to be aware of surroundings and to be given information on area before commencing patrol</li> </ul>   |          | L   |
|               |                     | Slip, trip or fall due to uneven ground.         | M                    | <ul style="list-style-type: none"> <li>Person(s) to wear appropriate footwear</li> </ul>  |          | L   |

| WORK ACTIVITY |             | HAZARD  | RISK Rating<br>H-M-L | CONTROL MEASURES REQUIRED  | IN PLACE | Risk Rating AFTER control measures<br>H-M-L |
|---------------|-------------|---|----------------------|--|----------|---|
| Ref No        | Description |   |                      |  |          |   |
|               |             | Injury due to falling objects, sharp objects at scene.                                    | H                    | <ul style="list-style-type: none"> <li>for patrol (non-slip)</li> <li>Officer and Person(s) to be aware of weather conditions before going out on patrol</li> <li>Hard hats to be issued and worn in areas where risk of falling objects or objects being thrown are apparent</li> <li>Person(s) not to touch items of potential evidence or any unknown items at location. All searching / evidence gathering to be conducted by trained officers.</li> <li>Person(s) not to enter any danger zones unless area has been made safe (i.e.: building fires) and has been given the "all clear"</li> </ul> |          | M   |
|               |             | HIV, hepatitis or other communicable disease from contact with blood or other body fluids | M                    | <ul style="list-style-type: none"> <li>No person(s) apart from Officers to touch any contaminated article or substance</li> </ul>  |          | L   |
|               |             | Exposure to inclement weather for long periods.   | M                    | <ul style="list-style-type: none"> <li>Weather forecast should be obtained before patrolling to ascertain clothing needed</li> <li>Shelter from sun / heat within vehicles or trees and apply sun cream when out for prolonged periods</li> <li>Water to be taken when out for long periods</li> </ul>   |          | L   |
|               |             | High stress levels from attendance at traumatic RTC's                                     | M                    | <ul style="list-style-type: none"> <li>Routine debriefing and availability of stress counselling after traumatic</li> </ul>  |          | M   |

| WORK ACTIVITY |             | HAZARD | RISK Rating<br>H-M-L | CONTROL MEASURES REQUIRED  | IN PLACE | Risk Rating AFTER control measures<br>H-M-L |
|---------------|-------------|--------|----------------------|--|----------|---|
| Ref No        | Description |        |                      |  |          |   |
|               |             |        |                      | incidents <ul style="list-style-type: none"> <li>All persons to be vetted before commencement of patrol for suitability</li> </ul> |          |   |

- Form 539 MUST be filled out before commencement of patrol
- Policy & Standard operating procedure S002 to be read in conjunction with this risk assessment
- All Officers and person(s) must read and understand this risk assessment.

|                            |            | SEVERITY     |                  |              |              |          | RISK RATING    |   |
|----------------------------|------------|--------------|------------------|--------------|--------------|----------|----------------|---|
|                            |            | Minor Injury | First Aid Injury | 3 Day Injury | Major Injury | Fatality |                |   |
| L<br>I<br>K<br>E<br>L<br>I | Improbable | 1            | 2                | 3            | 4            | 5        | <b>12 - 25</b> | High risk – immediate action required                             |
|                            | Remote     | 2            | 4                | 6            | 8            | 10       |                |   |
|                            | Possible   | 3            | 6                | 9            | 12           | 15       | <b>6 - 10</b>  | Medium risk – action required so far as is reasonably practicable |
|                            | Probable   | 4            | 8                | 12           | 16           | 20       |                |   |

|                  |                     |   |    |    |    |    |  |
|------------------|---------------------|---|----|----|----|----|--|
| H<br>O<br>O<br>D | Likely/<br>frequent | 5 | 10 | 12 | 20 | 25 | <div style="background-color: #00FF00; display: inline-block; padding: 2px;">1 – 5</div> <p><b>Low risk</b> – further risk reduction may not be feasible or cost effective</p> |
|------------------|---------------------|---|----|----|----|----|--|





# BEDFORDSHIRE POLICE

## Ride -Along -Scheme

### OBSERVER BRIEFING SHEET

**On the day of your Ride-Along please bring with you a form of photo identification**

- You are to comply strictly with all instructions given by the member of staff you are observing.
- When attending operational incidents please remain in the vehicle at all times, until the Escorting Officer directs otherwise. If the Escorting Officer directs you to a place of safety, please comply fully with their instructions.
- You must wear appropriate clothing & footwear that is suitable to the task you are observing. This clothing must be neat and clean. You must not wear any type of clothing that might suggest you are a police officer.
- If observing the work of operational staff you will be provided with a high-visibility jacket marked "Observer". Please wear this when requested by the Escorting Officer – for example if you attend a road traffic collision or other incident in a public place.
- You must declare to the member of staff you are observing any illness or injury (including mental illness) which they may need to be aware of and which may place you at any additional risk of harm and affect your participation in the scheme. For example, you must say if you have a severe cold, heart condition, high blood pressure, suffer from epilepsy or diabetes or have a back/neck injury. However, this is not an exhaustive list of medical conditions; if you are unsure please list them.
- The health and safety of ride along scheme observers is important to us and observers will not volunteer or be directed to get involved in any police activity or services. You must **NOT** become physically or verbally involved in any incident

***Please write details below of any illness/injury\*.***

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***\*Please continue on a separate sheet if required***



# BEDFORDSHIRE POLICE

## Ride -Along -Scheme

### CONFIDENTIALITY AGREEMENT FORM

Before you spend some time with the Police on the Ride- Along- Scheme you should read this notice carefully.

The Police Service is a very professional and caring organisation that places great emphasis on confidentiality. Our success in reducing crime, bringing offenders to justice and developing trust and confidence amongst all sections of the community depends on our reputation for confidentiality.

This means that any information about individuals and operations **MUST** remain inside the constabulary.

To gain maximum benefit from their placement, Ride-Along-Scheme observers need to be as close as possible to the activity they are watching. This means they may become aware of sensitive information.

Therefore, as a participant in the Bedfordshire Police Ride -Along -Scheme, you must observe strict confidentiality in respect of any information/documentation which you see, hear or read. For the purposes of this agreement information includes but is not limited to: Spoken word, including radio communications, written and printed material, computer systems and confidential waste.

Discussion or further disclosure of such information or retention of any documentation received during the Ride- Along-Scheme is a breach of the Data Protection Act and the Constabulary Information Security Policy. Such improper use may also constitute an offence under the Data Protection Act, the Official Secrets Act and the Computer Misuse Act.

Persons applying for the Ride-Along-Scheme will be subject to security checks, by signing this form you are consenting to a Police National Computer Check. All cases will be reviewed on their own merits and at the discretion of the area commander.

***I have read and understood this application (9 pages) and agree to be bound by them.  
By signing this form I consent to the police conducting a National Police Computer (PNC) on myself.***

Full Name (BLOCK CAPITALS) \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone numbers (plus mobile no) \_\_\_\_\_

Email address \_\_\_\_\_

Date and place of Birth \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_



# BEDFORDSHIRE POLICE

## Ride -Along -Scheme

### FEEDBACK FORM

To be completed after Ride Along

Please fill out this form and return to: Duty Inspector at completion of Ride – Along-Scheme

Who was the officer you accompanied?

What was your first impression of Policing in Bedfordshire?

If you observed a 'Stop and Search':

Did the officer explain to the member of public what was going to happen?

How did you feel?

Would you be interested in taking part in a focus group around 'Stop and Search'?

YES  NO

Do you have any ideas on how the police could improve their work in the local community?

What did Bedfordshire Police do well?

What could they improve on?

5 Courtlands Drive  
Biggleswade  
SG188 2G

27-11-18

Dear Sir

Born in Biggleswade I have known the late Peter Roy Rook and his family all my life. I know he was a councillor for 30 yrs. I know he had the best of interests of the town and the people at heart.

I would like to know his efforts were recognised. And we would remember his name.

I believe someone has to request this. I do not know if this has already happened.

Hoping to hear from you

Peter D Rook.

No Relation

**Report to Town Council 11th December 2018: Neighbourhood Plan Steering Group Update.****Implications of recommendations**

**Corporate Strategy:** In accordance with aim to develop the Council's potential.

**Finance:** As documented.

**Equality:** Positive about community leadership.

**Environment:** None directly.

**Community Safety:** None directly.

**Background**

At the Town Council meeting 26th June 2018, the Town Council received a report on Neighbourhood Planning.

The Town Council resolved to approve the recommendations in the report, to apply to CBC to designate the neighbourhood area, to approve a budget of 20,000, to apply for grant funding at the appropriate time and to appoint a consultant at the appropriate time.

At a Town Council meeting 24<sup>th</sup> July, the Town Council considered a report on delegated authority for the neighbourhood plan steering group, the Town Council resolved to grant the neighbourhood steering group delegated authority to produce a draft neighbourhood plan, working within the agreed budget and grant monies available, reporting to the Town Council at key stages, *(At this stage, no monies have been spent)*.

**Introduction**

The Neighbourhood Plan Working Group met for the first time on 27<sup>th</sup> June 2018. It was agreed that the Plan would not be all-encompassing, and the first task was to define the areas which the Plan would cover. An outline document was produced setting the wish for a Neighbourhood Plan in context, showing the areas which, the plan would cover and ways in which the wider community would be involved. This is Appendix A to the report and is on the Council website.

Since then, the Working Group meetings have begun to flesh out the detail to be included in each of the four areas to be addressed – Green Spaces, Design Guides, Leisure and Transport/Town Centre/Parking.

External members of the Working Group are: Cliff Andrews, BRCC; Jackie Sadek, UKR, Mark Hyde, Hallam Land Management. Kate McFarlane and Ingrid Hooley from CBC have attended meetings to brief the Working Group on progress with the Housing Infrastructure Fund Bid and members of the Working Group were invited to attend a transport workshop held by CBC to underpin the HIF work. Tom Price, the CBC officer who is the link for Neighbourhood Plans, has also attended to speak about the Plan process and the Chairman and Clerk have attended a full day conference in London on producing a Neighbourhood plan.

The Council received formal designation of the area of our Neighbourhood Plan from CBC on 4<sup>th</sup> July 2018.

**Green Spaces**

There is a legal process whereby Local Green Spaces can be designated, and Cliff Andrews has advised on the parameters for this. The Plan can also designate land which we want to be used as green space. A full list of these areas is Appendix B, together with a map. The next stage will be to consult with the public, particularly on which of the spaces is more important to them. This must be done as part of the designation but will also give an insight into public priorities.

**Design Guides**

The Working Group is looking at Design Guides for three areas to give clarity and consistency for development decisions. A recent survey of road widths in Biggleswade has only confirmed examples of historic good and bad practice.

The new design guides will endeavour to ensure future developments, extensions and changes, including the conservation area, will be of a high standard and subject to consistent and informed planning decisions.

Three main areas have been identified to achieve this aim:

- i. The Town Centre - Shop fronts
- ii. Rules for House extensions and other external alterations.
- iii. Street Design Guide – Road, Residential and Commercial developments.

### **Leisure**

Members of the public often comment about the lack of leisure facilities in Biggleswade, particularly 'nothing for young people to do'. The town has various sports facilities, although will need more as the town expands, but people also talk about a cinema, bowling alley, etc. As the population of Biggleswade and its hinterland grows, it will become more viable for commercial organisations to provide some of these facilities in the town. The Neighbourhood Plan needs to designate possible sites for these facilities and indicate the kinds of facilities people would support. Again, early public consultation is needed.

### **Transport/Town Centre/Parking**

Regarding transport, the Group continues to consider how to get people on to the A1 or to the station so that they can get to work. Consideration is also being given to connectivity for walking and cycling, looking at signposting, particularly on and from new estates.

A map of parking has been produced showing Council car parks, those on lease to the Council and those belonging to commercial enterprises. It also seeks to identify possible land for future car parks. See Appendix C. The Council and CBC continue to work together to try to provide more parking. Designating possible land for parking will make it easier as and when land becomes available.

CBC are pursuing the idea of a transport interchange at the station but there remain practical difficulties to enable commuters to use public transport to access the railway.

On 6<sup>th</sup> February 2019, Bill Grimsey will visit Biggleswade. As a successful retailer, he carried out a study of High Streets and their slow decline in 2013. At the LGA Conference in July 2018, he launched a review to update his report. He and some of his review team will be briefed about the town, be shown round and will then give some initial thoughts about what more can be done to revitalise our town centre. All Councillors will be invited to this feedback, probably at 4pm.

The Neighbourhood Plan, like the Local Plan, is primarily an exercise in allocating land for various activities. However, until we have clarified our community's priorities, a map of the parish showing how all land could or should be used, cannot be produced.

Various other maps have been produced to assist with finding the way forward – the expansion of Stratton Business Park; land owned publicly by CBC; the housing trajectory, i.e. housing with planning permission but not yet built. These maps, together with larger versions of the maps in the Appendices, will be available in the Council Chamber.

In the New Year, Tom Price will be invited back to discuss progress and next steps. Also, BRCC are able to give some support in planning an initial public consultation, which the Group would like to take place in March, with sessions both at the Town Hall and the Orchard Centre.

1. To receive questions/comments/suggestions from the Town Council.

Appendices.

- A. Vision Document.
- B. Plan of Green Spaces.
- C. Car Parking.

## **A Neighbourhood Plan for Biggleswade**

### **Vision**

**Our vision for Biggleswade is that it should be a thriving, large market town with individual shops, services and leisure offer in the town centre, retail and business parks to the south of the town and plenty of green spaces to enjoy the open air.**

Biggleswade Town Council has decided to produce a Neighbourhood Plan which, if approved by residents in the town, will become Planning Guidance and will shape the way that various aspects of the town develop.

There are national plans for infrastructure which will have a massive impact on East Bedfordshire – the Oxford/Cambridge Expressway, East/West Rail and possible improvements to the A1. We already have the East Coast Main Line.

This infrastructure will inevitably lead to further demand both for housing and for business premises in our part of the county.

The Town Council recognises this and, whilst not welcoming the prospect unreservedly, wishes to work with all the relevant organisations to plan for future growth in the parish whilst preserving and enhancing the town's character and role as a Market Town.

The Neighbourhood Plan must work with, and not contradict, Central Bedfordshire Council's Local Plan so we must take into account the housing numbers which are allocated in the Draft Plan which CBC has just submitted to Government. We also realise that, although currently unallocated, the land for a further 4,500 houses has been designated by CBC as 'Future Development Land' and is likely to be allocated when the Local Plan is revised. Three thousand of those houses will be in neighbouring parishes, Sutton and Dunton, but they will have a massive impact on Biggleswade, particularly for access to the town centre, to the railway and the A1.

Neighbourhood Plans can be far-reaching but the Town Council has decided to concentrate on four aspects of planning which are of most immediate concern and are brought up most often by local people.

### **Transport/Town Centre/Parking**

The access problems at the station, the lack of parking, the minimal public transport and the need to encourage new businesses into the town centre are all issues which have been identified over many years. There are no easy solutions but other towns have dealt successfully with these problems and we will learn, develop and adopt the right policies through the formulation of this Plan.

## **Green Spaces**

The vast majority of land in the parish is either already built on or will be under current plans. However, we are blessed with Biggleswade Common and the Green Wheel and want to protect the remaining green space that we have for the benefit of residents of the town.

## **Design Guide**

The Town Centre is a Conservation Area but many plans get passed which are not in keeping with our market town and our vernacular architecture. A Design Guide will give clarity to developers and help planners ensure that we keep the good buildings we have and that new buildings are appropriate. The Design Guide will also enable us to set minimum standards for developers to comply with on all new builds, particularly new housing estates.

## **Leisure**

The lack of leisure facilities in the town is often talked about. With a growing population and the market town catchment area, Biggleswade is becoming a better prospect for commercial investment in leisure and the Neighbourhood Plan will identify potential sites and, through consultation with residents of all ages, what would be the most welcome facilities/businesses.

When we have a draft of our Neighbourhood Plan, it will go out to full consultation with residents and other stakeholders. Meanwhile, if you have any initial thoughts on the four areas above, we would be pleased to hear from you via our new dedicated email address: [neighbourhoodplan@biggleswadetowncouncil.gov.uk](mailto:neighbourhoodplan@biggleswadetowncouncil.gov.uk).

When we have the final draft of our Plan, as a statutory document it will go through a formal examination and will then be put to a referendum in the town. It will only succeed if over 50% of those voting agree that it is the right way forward for Biggleswade.



## Biggleswade Neighbourhood Plan Local Green Spaces initial list

*For reference, extract from Neighbourhood Plans Roadmap. Part C page 20:*

### Local Green Space designations

Neighbourhood plans can designate green areas of particular importance to the local community. Local Green Space designations and related policies can provide special protection against development.

Green spaces provide a range of social, economic and environmental benefits. So considering green space is part of ensuring that growth is sustainable. Local Green Space designations and any related policies must be based on a robust evidence base and stakeholder engagement.

Local Green Space designations must be made in accordance with the criteria contained in the National Planning Policy Framework and take account of Planning Practice Guidance. This requires space to be:

- in reasonably close proximity to the community it serves;
- demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife;
- local in character and not an “extensive tract of land”.

Local Green Space designation is rarely appropriate where planning permission for development has been granted for a site and is still capable of being implemented.

Other designations of land, such as green belt or conservation area status, do not necessarily preclude or support designation as Local Green Space. But it is necessary to consider whether the additional designation is necessary and would serve a useful purpose.

### Green Spaces (needs reviewing, may not be exhaustive)

1. The whole of Biggleswade Common including the Pastures. [Need to consider adding a buffer to prevent any development up to the boundary of the common. 50 or 100m?]
2. Fairfield Recreation Ground including the cricket ground, football ground plus the “third meadow” which is currently used for agriculture.
3. The surrounds of Fairfield House and land which borders the common. [Needs better definition.]
4. Land to the west of the River Ivel from Hill Lane to the south extending to the Parish Boundary to the west and to the south close to Jordan’s Mill. [This would include Harris’ settlement]
5. Land to the west of Langford road between the A1 and the Parish boundary to the south. This would include the Biggleswade Town football ground, the Rugby club and market gardens between as well as land adjacent to Jordans.
6. The whole of the Green Wheel and such land as is required to complete it. [Need to consider adding a buffer zone.]
7. The allotments, wild flower meadow and grazing fields to the south.
8. Jubilee woods and the fields to the west between them and the allotments.
9. [There is land in the ownership of CBC to the east of Jubilee Woods. Consideration needs to be given to including some or all of this bearing in mind the guidance from the Neighbourhood Plans Roadmap (see above).]
10. All playing fields in the town. [List needed.]
11. Land bounded by Baden Powell Way, Potton Road and The Pastures.

**We need a map of the Parish with no other annotations to show the above on.**

**Biggleswade Green Spaces**

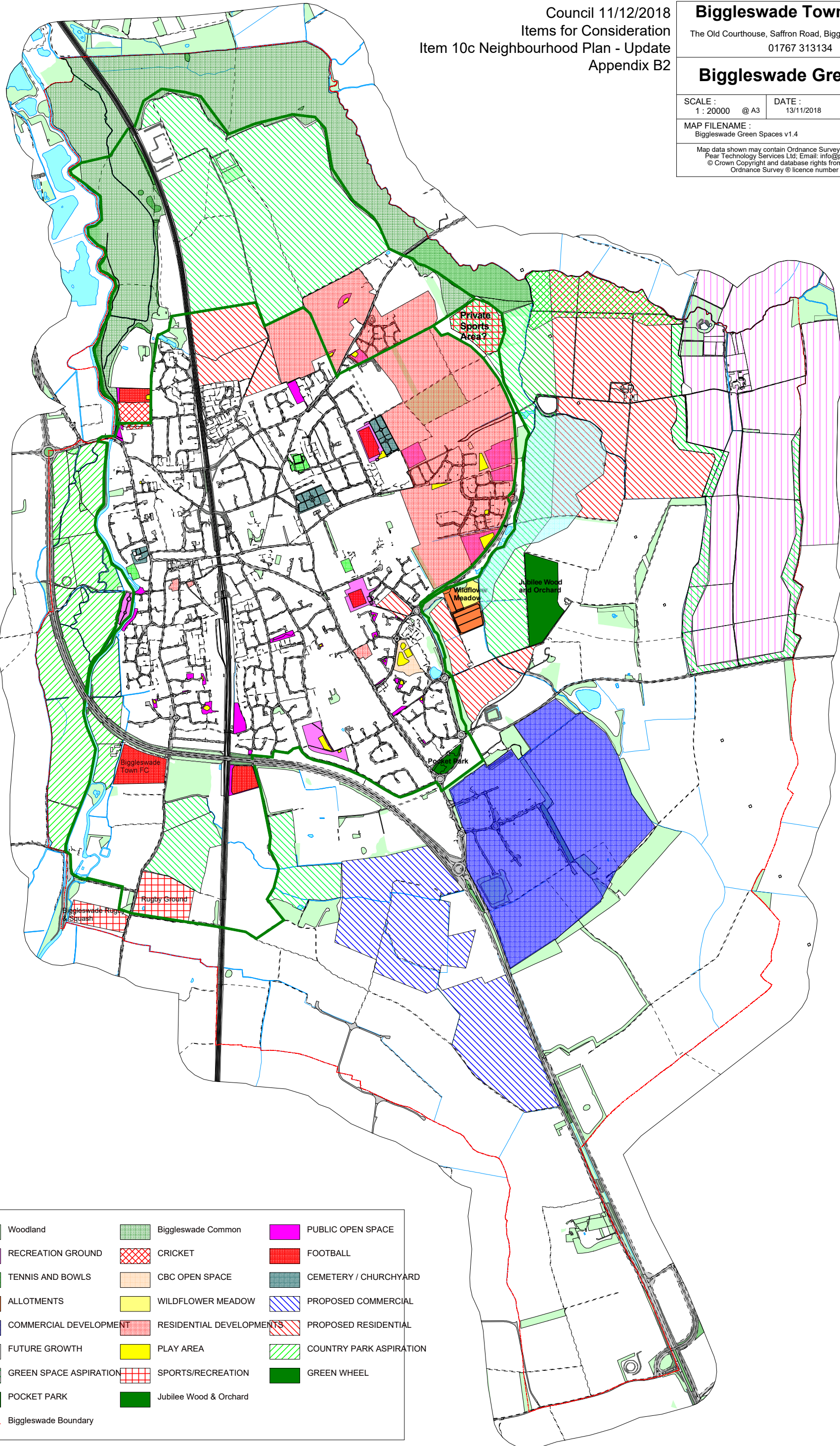
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DATE : 13/11/2018

MAP FILENAME : Biggleswade Green Spaces v1.4



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|                        |                          |                         |
|------------------------|--------------------------|-------------------------|
| Woodland               | Biggleswade Common       | PUBLIC OPEN SPACE       |
| RECREATION GROUND      | CRICKET                  | FOOTBALL                |
| TENNIS AND BOWLS       | CBC OPEN SPACE           | CEMETERY / CHURCHYARD   |
| ALLOTMENTS             | WILDFLOWER MEADOW        | PROPOSED COMMERCIAL     |
| COMMERCIAL DEVELOPMENT | RESIDENTIAL DEVELOPMENTS | PROPOSED RESIDENTIAL    |
| FUTURE GROWTH          | PLAY AREA                | COUNTRY PARK ASPIRATION |
| GREEN SPACE ASPIRATION | SPORTS/RECREATION        | GREEN WHEEL             |
| POCKET PARK            | Jubilee Wood & Orchard   |                         |
| Biggleswade Boundary   |                          |                         |

**Biggleswade Town Council**

The Old Courthouse, Saffron Road, Biggleswade, SG18 8DL  
01767 313134

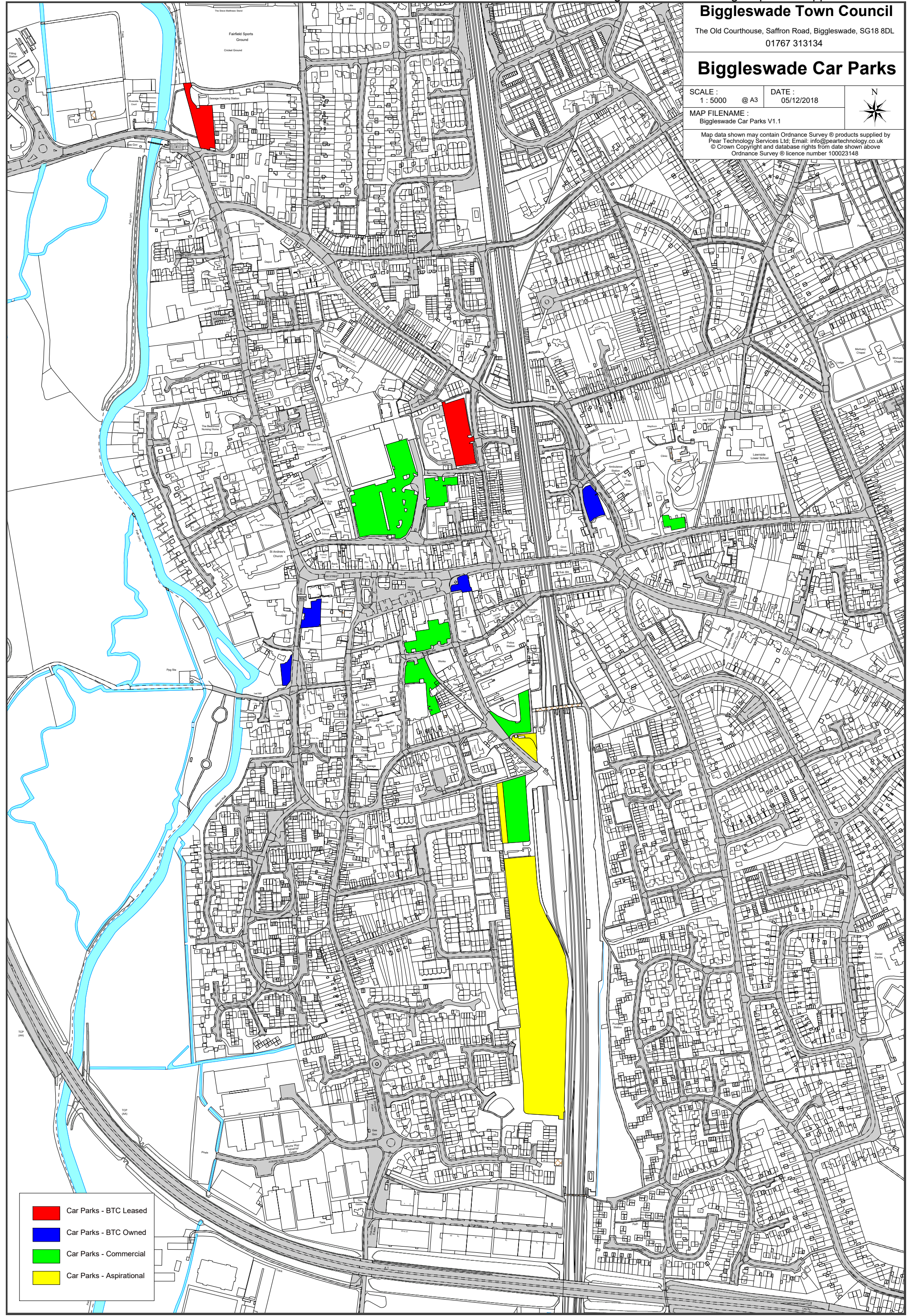
**Biggleswade Car Parks**





SCALE : 1 : 5000 @ A3 DATE : 05/12/2018

MAP FILENAME : Biggleswade Car Parks V1.1



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-  Car Parks - BTC Leased
-  Car Parks - BTC Owned
-  Car Parks - Commercial
-  Car Parks - Aspirational



## High Sheriff Citizenship Awards 2019

### Nomination Form

There are three categories for the Award – the High Sheriff’s **Adult** Citizenship Award, the High Sheriff’s **Young Persons** Citizenship Award and the High Sheriff’s **Group** Award. The criteria for the three awards are as follows:

**Adult Award:**

Somebody who gives of their time unstintingly, whether this be in an organising or caring capacity. Or to be a person that carries out help and assistance in any way, even though this might be seen as a minor role to that person, but in fact their loyalty and care makes a great deal of difference to the wellbeing of others.

**Young Person’s Award:**

A young person being a member of their school, youth organisation or junior section of an adult society who has excelled or made an outstanding contribution, to the best of their ability to the well being of that school/club/organisation and whose willingness, determination and caring attitude in everything they do and achieve is an inspiration to others.

**Group Award:**

A group which has added value to the community on a small or large scale, but which has clearly made an impact in their chosen field. It might be a new group which has filled a gap for meeting needs or be long established.

Please complete the nomination form below and return (by 31<sup>st</sup> January 2019) to:

Bedfordshire and Luton Community Foundation  
The Old School, Southill Road  
Cardington  
MK44 3SX

E-mail: [Dipak.mistry@blcf.org.uk](mailto:Dipak.mistry@blcf.org.uk) --- Telephone: 01234-834930

PLEASE NOTE THOSE RECEIVING THE AWARDS WILL BE INVITED TO AN AWARDS EVENT ON THE 14<sup>TH</sup> MARCH 2019 TBC

The venue and time will be notified to all winning recipients only.

**About The Person Making the Nomination: Please write clearly.**

|                    |                          |
|--------------------|--------------------------|
| Name of nominator: | Contact number:          |
| E-mail address:    |                          |
| Address:           | Relationship to nominee: |

**About The Person or Group Being Nominated:**

*Please provide correct details as the name will appear on the certificate and invitations will only be made by email.*

**You should inform the nominee they have been put forward for an award.**

|  |                 |
|--|-----------------|
| Name of nominee: (Correct Spelling)  | Contact number: |
| E-mail address: (Check Email address)  |                 |
| Address:   |                 |
| <b>Award nominated for (Please Tick <u>ONE</u>)</b> Adult   Young Person   Group |                 |
| <b>Which Area is this nomination for? (Please Tick <u>ONE</u>)</b>               |                 |
| North Bedfordshire         Mid Bedfordshire         South Bedfordshire           |                 |
| <b>Organisation of nominee:</b>  |                 |

**How do you feel the nominee fulfils the award criteria?**

*(Please use NO MORE than 200 words – That's about one side of A4 12 point font. Please try and use bullet points or key facts and information so it's clear and concise. If you need help with this section of the form please get in contact with us)*

**Publicity, marketing, press and media.**

*We publicise all nominations as case studies on our website. Using the details you have already provided above; please help us summarise your project by providing a 150 - word summary. This would be used for press release and announcing the winner!*

*This should highlight why this award should be given to the individual or group.*

Signature of nominator:

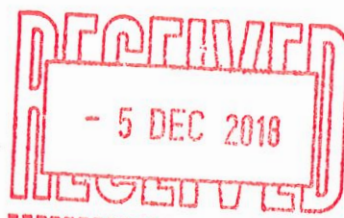
Date:

**Please return, no later than 31<sup>st</sup> January 2019 to**

Bedfordshire and Luton Community Foundation  
The Old School, Southill Road  
Cardington MK44 3SX  
E-mail: [Dipak.mistry@blcf.org.uk](mailto:Dipak.mistry@blcf.org.uk)

## Development Management

Central Bedfordshire Council  
Priory House, Monks Walk  
Chicksands, Shefford  
Bedfordshire SG17 5TQ  
www.centralbedfordshire.gov.uk



Central  
Bedfordshire

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

**Contact** Pat Longland  
**Direct Dial** 0300 300 4431  
**Email** [planning@centralbedfordshire.gov.uk](mailto:planning@centralbedfordshire.gov.uk)  
**Your Ref**  
**Date** 04 December 2018

Dear Mr McGregor,

**Application No:** CB/TRE/18/00463

**Proposal:** Works to trees subject to a Tree Preservation Order: Reduction of dying Acacia tree. Located next to the gate near the School entrance. The tree is protected by TPO Ref: MB/TPO/99/00007 and is listed as T4

**Location:** The Lawns Nursery School, The Baulk, Biggleswade, SG18 0PT

I have received an application to carry out work to preserved tree(s) at the above property, a copy of which is enclosed for your information.

If you wish to comment on the application, please do so in writing within 21 days of the date of this letter quoting the above application number.

All letters received are open to public view and therefore cannot be treated in confidence. Normally, your letter will not be acknowledged.

Yours sincerely,

Pat Longland  
**Trees & Landscape Officer**



Priory House, Monks Walk  
Chicksands, Shefford  
Bedfordshire SG17 5TQ

Telephone 0300 300 8000  
Email info@centralbedfordshire.gov.uk  
www.centralbedfordshire.gov.uk

05 NOV 2018



# Application for tree works: works to trees subject to a tree preservation order (TPO) and/or notification of proposed works to trees in a conservation area.

## Town and Country Planning Act 1990

You can complete and submit this form electronically via the Planning Portal by visiting [www.planningportal.gov.uk/apply](http://www.planningportal.gov.uk/apply)

### Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Please complete using block capitals and black ink.  
You must use this form if you are applying for work to trees protected by a tree preservation order (TPO). (You may also use it to give notice of works to trees in a conservation area).  
It is important that you read the accompanying guidance notes before filling in the form. Without the correct information, your application notice cannot proceed.

### 1. Applicant Name and Address

|                     |                     |               |       |               |  |
|---------------------|---------------------|---------------|-------|---------------|--|
| Title:              | MR                  | First name:   | CHRIS |               |  |
| Last name:          | MOONEY              |               |       |               |  |
| Company (optional): | BIGGLESWADE ACADEMY |               |       |               |  |
| Unit:               |                     | House number: |       | House suffix: |  |
| House name:         |                     |               |       |               |  |
| Address 1:          | THE LAWNS SCHOOL    |               |       |               |  |
| Address 2:          | THE BAULK           |               |       |               |  |
| Address 3:          | BIGGLESWADE         |               |       |               |  |
| Town:               |                     |               |       |               |  |
| County:             | BEDS                |               |       |               |  |
| Country:            | ENGLAND             |               |       |               |  |
| Postcode:           | SG18 OPT            |               |       |               |  |

### 2. Agent Name and Address

|                     |                  |               |     |               |  |
|---------------------|------------------|---------------|-----|---------------|--|
| Title:              | MR               | First name:   | TIM |               |  |
| Last name:          | MOSER            |               |     |               |  |
| Company (optional): | TM Tree Services |               |     |               |  |
| Unit:               |                  | House number: | 5   | House suffix: |  |
| House name:         |                  |               |     |               |  |
| Address 1:          | DOTHANS CLOSE    |               |     |               |  |
| Address 2:          | GL - BARFORD     |               |     |               |  |
| Address 3:          |                  |               |     |               |  |
| Town:               | BEDFORD          |               |     |               |  |
| County:             | BEDS             |               |     |               |  |
| Country:            | ENGLAND          |               |     |               |  |
| Postcode:           | MK 44 3JS        |               |     |               |  |

... and also, please provide the full address/location of the site where the tree(s) stand (including full postcode where available)

Unit:  House number:  House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (if known):

If the location is unclear or there is not a full postal address, either describe as clearly as possible where it is (for example, 'Land to the rear of 12 to 18 High Street' or 'Woodland adjoining Elm Road') or provide an Ordnance Survey grid reference:

Description:

owner (if known and if different from the trees location)

Title:  First name:

Last name:

Company (optional):

Unit:  House number:  House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

Telephone numbers

|                      |                           |                      |
|----------------------|---------------------------|----------------------|
| Country code:        | National number:          | Extension number:    |
| <input type="text"/> | <input type="text"/>      | <input type="text"/> |
| Country code:        | Mobile number (optional): |                      |
| <input type="text"/> | <input type="text"/>      |                      |
| Country code:        | Fax number (optional):    |                      |
| <input type="text"/> | <input type="text"/>      |                      |

Email address (optional):

### 5. What Are You Applying For?

Are you seeking consent for works to tree(s) subject to a TPO?  Yes  No

Are you wishing to carry out works to tree(s) in a conservation area?  Yes  No

### 6. Tree Preservation Order Details

If you know which TPO protects the tree(s), enter its title or number below.

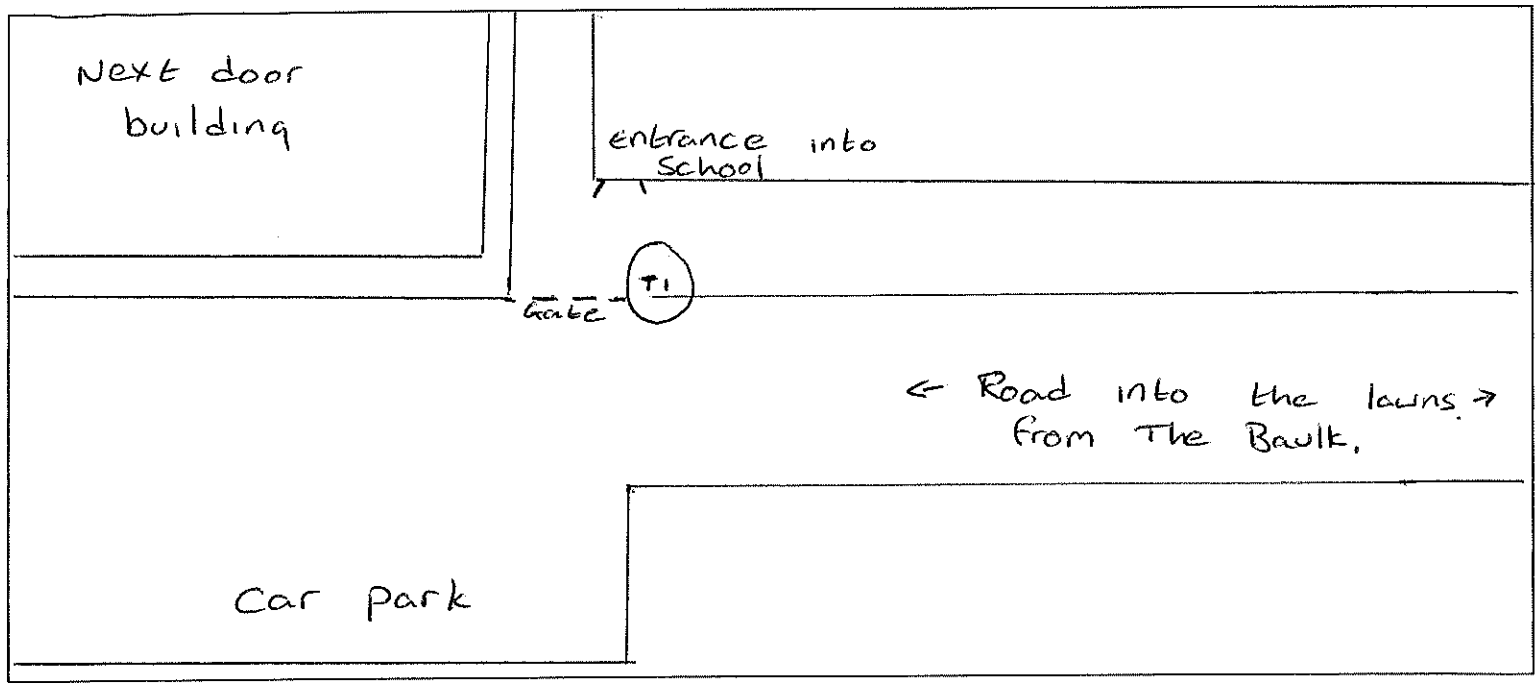
### 7. Identification Of Tree(s) And Description Of Works

Please identify the tree(s) and provide a full and clear specification of the works you want to carry out. Continue on a separate sheet if necessary. You might find it useful to contact an arborist (tree surgeon) for help with defining appropriate work. Where trees are protected by a TPO, please number them as shown in the First Schedule to the TPO where this is available. Use the same numbers on your sketch plan (see guidance notes).

Please provide the following information below: tree species (and the number used on the sketch plan) and description of works. Where trees are protected by a TPO you must also provide reasons for the work and, where trees are being felled, please give your proposals for planting replacement trees (including quantity, species, position and size) or reasons for not wanting to replant.

*E.g. Oak (T3) - fell because of excessive shading and low amenity value. Replant with 1 standard ash in the same place.*

T1) The tree in question is an old Acacia tree which is slowly dying and falling apart, but still alive. I propose to reduce in height by approximately 2 meters, deadwood the crown and just make the tree generally safer as it stands at the entrance to the school gate.



**8. Trees - Additional Information**

Additional information may be attached to electronic communications or provided separately in paper format.

**For all trees**

A sketch plan clearly showing the position of trees listed in Question 7 must be provided when applying for works to trees covered by a TPO. A sketch plan is also advised when notifying the LPA of works to trees in a conservation area (see guidance notes). It would also be helpful if you provided details of any advice given on site by an LPA officer.

**For works to trees covered by a TPO**

Please indicate whether the reasons for carrying out the proposed works include any of the following. If so, your application must be accompanied by the necessary evidence to support your proposals. (See guidance notes for further details)

1. **Condition of the tree(s)** - e.g. It is diseased or you have fears that it might break or fall:  Yes  No  
 If YES, you are required to provide written arboricultural advice or other diagnostic information from an appropriate expert.

2. **Alleged damage to property** - e.g. subsidence or damage to drains or drives.  Yes  No  
 If YES, you are required to provide for:

*Subsidence*  
 A report by an engineer or surveyor, to include a description of damage, vegetation, monitoring data, soil, roots and repair proposals. Also a report from an arboriculturist to support the tree work proposals.

*Other structural damage* (e.g. drains, walls and hard surfaces)  
 Written technical evidence from an appropriate expert, including description of damage and possible solutions.

**Documents and plans (for any tree)**

Are you providing separate information (e.g. an additional schedule of work for Question 7)?  Yes  No

If YES, please provide the reference numbers of plans, documents, professional reports, photographs etc in support of your application. If they are being provided separately from this form, please detail how they are being submitted.



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

**Your ref:**  
**Our ref:** BIG FP24 2018  
**Date:** 4 December 2018

Dear Mr McGregor

**THE HIGHWAYS ACT 1980**

**CENTRAL BEDFORDSHIRE COUNCIL (BIGGLESWADE: PART OF FOOTPATH  
NO 24) PUBLIC PATH DIVERSION ORDER 2018**

I enclose a copy of the Notice confirming the above Order together with a copy of the Order. The Notice will appear in the Biggleswade Chronicle on 7 December 2018.

The Order will come into operation on the date on which Central Bedfordshire Council certify that the Footpath described in Article 2 of the Order has been set out to their satisfaction.

Yours sincerely



**Sarah Smalley**

Technical Officer

**Direct telephone** 0300 300 6888

**Email** sarah.smalley@centralbedfordshire.gov.uk

**Please reply to:**

Central Bedfordshire Council, Highways,  
Priory House, Monks Walk,  
Chicksands, Shefford  
Beds SG17 5QT

Central Bedfordshire Council  
Notice of Confirmation of Public Path Order  
Highways Act 1980

CENTRAL BEDFORDSHIRE COUNCIL ( BIGGLESWADE: PART OF FOOTPATH NO 24)  
PUBLIC PATH DIVERSION ORDER 2018

On the 30 November 2018 Central Bedfordshire Council confirmed the above Order made under Section 119 of the Highways Act 1980.

The effect of the Order as confirmed is to divert the following length of public Bridleway No 24, Biggleswade as shown on the Order map.

The length of Footpath No 24, Biggleswade to be stopped up extends from its junction with another part of Footpath No. 24, Biggleswade at Ordnance Survey Grid Reference (OS GR) TL 2014 4431 (Order map – point A) in an east south easterly direction for approximately 112 metres to its junction with Chambers Way at OS GR TL 2025 4428 (Order map – point B).

The length of Footpath No 24, Biggleswade to be created extends from its junction with another part of Footpath No. 24, Biggleswade at Ordnance Survey Grid Reference (OS GR) TL 2014 4431 (Order map – point A) in a generally south easterly direction for approximately 100 metres to its junction with Chambers Way at OS GR TL 2023 4426 (Order map – point C).

The new route of the footpath has a width of 3.0 metres between OS GR TL 2014 4431 (Order map – point A) and OS GR TL 2023 4426 (Order map – point C) with a pinch-point 2 metres wide between trees at OS GR TL 5021 4428

A copy of the Order as confirmed and the Order map have been placed and may be seen free of charge at the offices of Central Bedfordshire Council Highways, Priory House, Monks Walk, Chicksands, Shefford SG17 5QT between 9.00am and 5.00pm Mondays to Thursdays and between 9.00am to 4.00pm Fridays. Copies of the Order and map may be bought there at a charge of £4.00.

The Order comes into force on the date on which Central Bedfordshire Council certify that the public footpath described in Article 2 of the Order has been set out to their satisfaction, but if a person aggrieved by the Order wants to question its validity, or that of any provision contained in it, on the grounds that it is not within the powers of the Highways Act 1980, as amended, or of any regulation made under the Act has not been complied with in relation to the Order, he or she may, under paragraph 2 of Schedule 2 to the Act as applied by paragraph 5 of Schedule 6 to the Act, within 6 weeks from 7 December 2018 make an application to the High Court.

Dated 7 December 2018  
Priory House, Monks Walk  
Chicksands, Shefford  
SG17 5QT paul.mason@centralbedfordshire.gov.uk

PAUL MASON  
Assistant Director, Highways

PUBLIC PATH DIVERSION ORDER  
HIGHWAYS ACT 1980  
CENTRAL BEDFORDSHIRE COUNCIL

CENTRAL BEDFORDSHIRE COUNCIL (BIGGLESWADE: PART OF FOOTPATH NO 24) PUBLIC PATH DIVERSION ORDER 2018

This Order is made by Central Bedfordshire Council ("the authority") under Section 119 of the Highways Act 1980 ("the 1980 Act") because it appears to the authority that in the interests of the owner of the land crossed by the footpath described in paragraph 1 of this Order it is expedient that the line of the footpath should be diverted.

Biggleswade Town Council has been consulted as required by Section 120(2) of the 1980 Act.

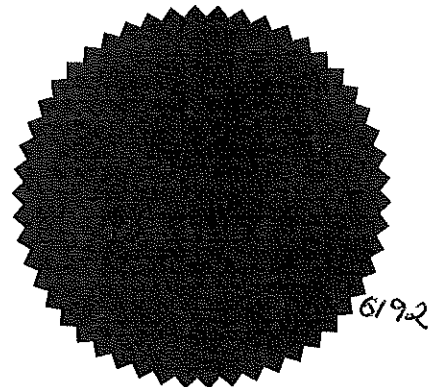
BY THIS ORDER

1. The public right of way over the land situated in the parish of Biggleswade and shown by a bold line between points A-B on the map contained in this Order and described in Part 1 of the Schedule to this Order shall be stopped up as provided below
2. There shall be created to the reasonable satisfaction of Central Bedfordshire Council an alternative highway over the land situated in the parish of Biggleswade a public footpath described in Part 2 of the Schedule and shown by a bold broken line between points A-C on the map contained in this Order
4. The diversion of the footpath shall have effect on the date on which Central Bedfordshire Council will certify that the terms of Article 2 have been complied with.

In witness whereof  
THE COMMON SEAL OF  
CENTRAL BEDFORDSHIRE COUNCIL  
was hereunto affixed this  
5<sup>th</sup> day of October 2018  
in the presence of:

*RG McAdan*  
*Solicitor*

Signed  
Authorised Signatory



SCHEDULE

PART 1

Description of Site of Existing

The length of Footpath No 24, Biggleswade to be stopped up extends from its junction with another part of Footpath No. 24, Biggleswade at Ordnance Survey Grid Reference (OS GR) TL 2014 4431 (Order map – point A) in an east south easterly direction for approximately 112 metres to its junction with Chambers Way at OS GR TL 2025 4428 (Order map – point B).

SCHEDULE

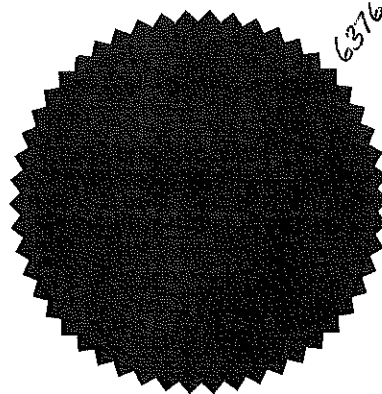
PART 2

Description of Site of New

The length of Footpath No 24, Biggleswade to be created extends from its junction with another part of Footpath No. 24, Biggleswade at Ordnance Survey Grid Reference (OS GR) TL 2014 4431 (Order map – point A) in a generally south easterly direction for approximately 100 metres to its junction with Chambers Way at OS GR TL 2023 4426 (Order map – point C).

The new route of the footpath has a width of 3.0 metres between OS GR TL 2014 4431 (Order map – point A) and OS GR TL 2023 4426 (Order map – point C) with a pinch-point 2 metres wide between trees at OS GR TL 5021 4428.

Confirmed as an Unopposed )  
Order this 30th day of )  
November 2018 )



Signed

*W Lee*

Authorised Signatory

# Proposed Diversion of part of Biggleswade Public Footpath No 24

FP24 to be stopped-up

A - B

FP24 new route

A - C

Unaffected Public Footpath

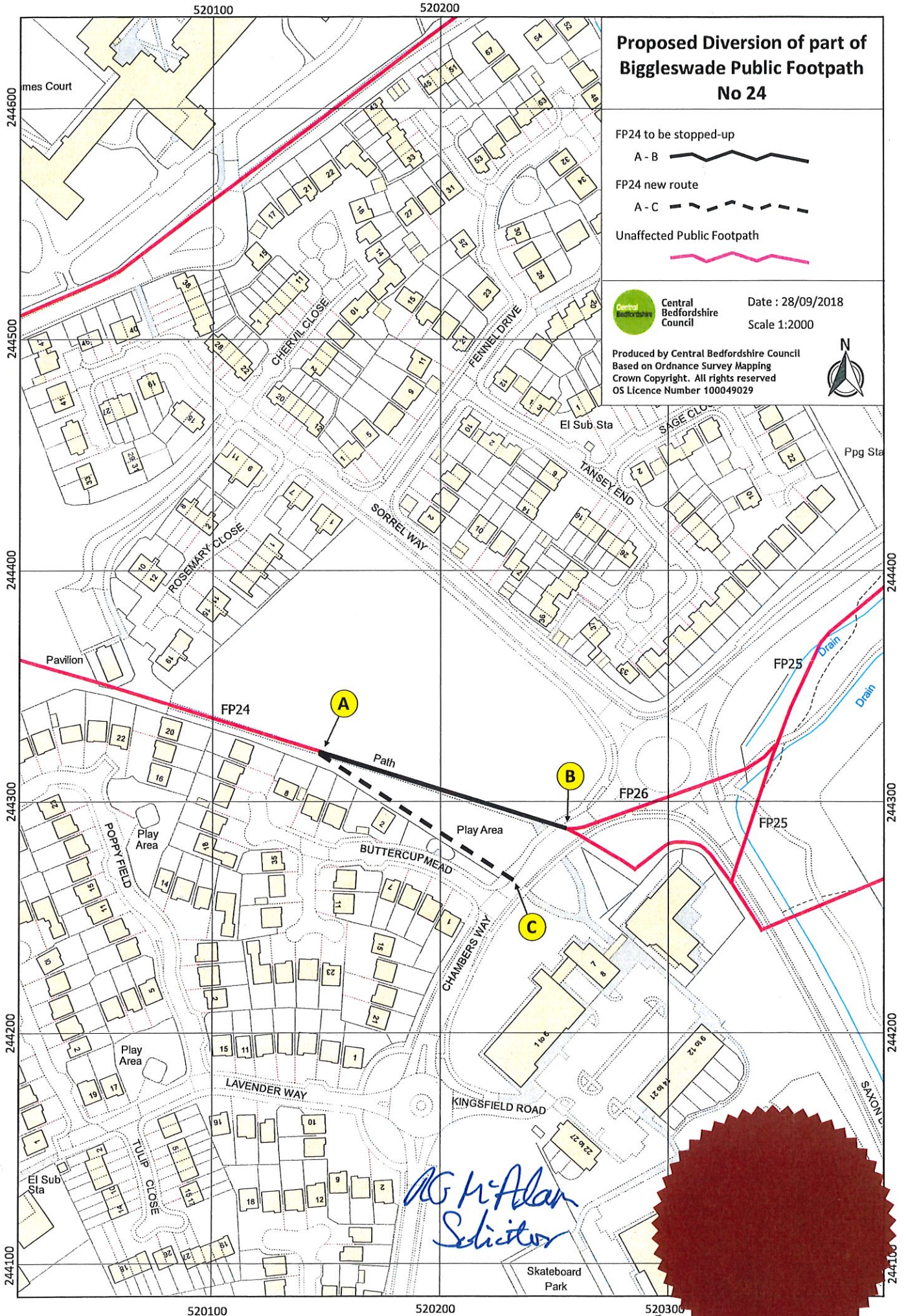


Central Bedfordshire Council

Date : 28/09/2018

Scale 1:2000

Produced by Central Bedfordshire Council  
Based on Ordnance Survey Mapping  
Crown Copyright. All rights reserved  
OS Licence Number 100049029



*AG McAlan  
Solicitor*

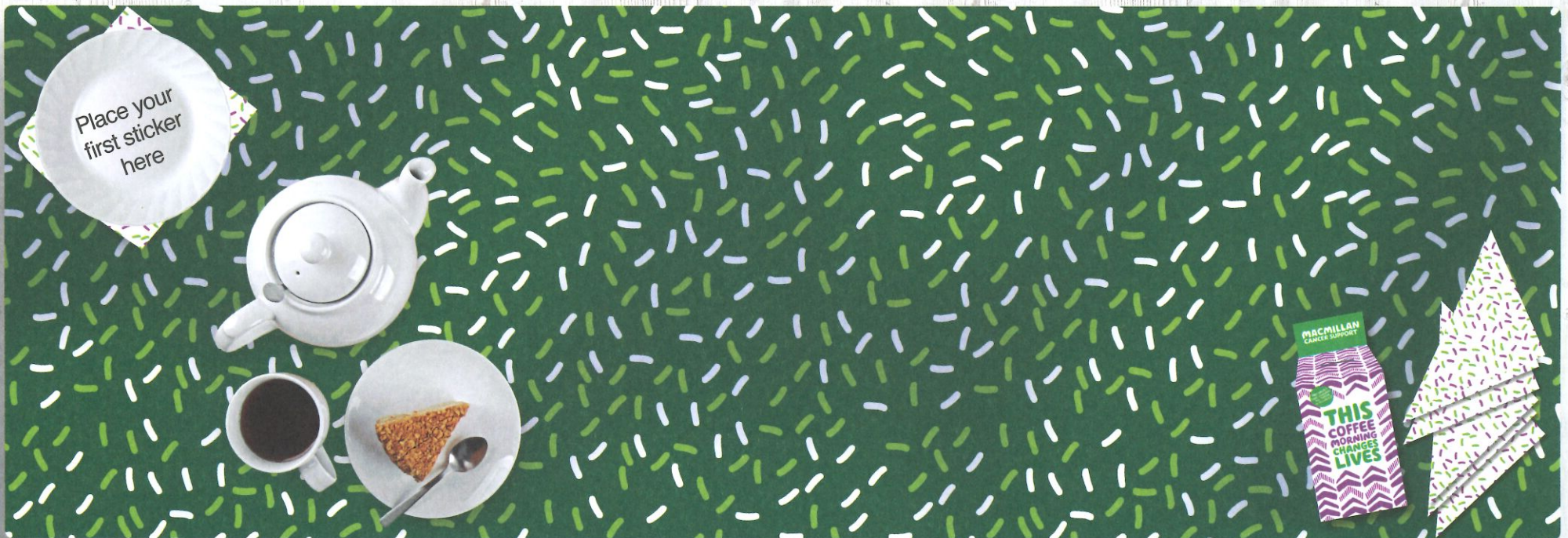
6192



# THANK YOU TO EVERYONE AT

## Biggleswade Town Council

Council 11/12/2018  
Items for Information  
Item 11a Macmillan Thank You Note



We hosted our Coffee Morning our way by buying, baking, serving up and sharing a delicious spread – and our fantastic team effort raised an amazing

**£356.55**

Every single item on our table, and every one of you who poured a drink, cut a piece of cake, plated up a tasty selection or dropped some dosh in the coin box has helped change lives.

WORLD'S BIGGEST  
**COFFEE  
MORNING**

**MACMILLAN  
CANCER SUPPORT**

# Biggleswade History Society

**Editor:** Jane Dale  
editor@biggleswadehistory.org.uk  
31 Church St, Gamlingay, Sandy, Beds  
SG19 3JH Tel: 01767 650340  
**Secretary:** Lesley Chapman  
secretary@biggleswadehistory.org.uk  
Zennor, The Bungalow, Dunton, B'wade  
SG18 8RH Tel: 07553 370600



**Registered Charity Number: 298010**

**Chairman:** Jennifer Topham  
chairman@biggleswadehistory.org.uk  
1 Woodall Close, Biggleswade, Beds  
SG18 0AF Tel: 01767 313407  
**Treasurer:** John Baldwin  
treasurer@biggleswadehistory.org.uk  
21 London Road, Biggleswade, Beds  
SG18 8ED Tel: 01767 318119

**Committee:** Chairman – Jennifer Topham (Meetings Coordinator & Publication Sales)  
Vice Chairman - Ian Bond (Buildings & Local Planning Adviser)  
Secretary – Lesley Chapman; Treasurer – John Baldwin (Membership); Archivist – Geraldine Mason; Editor – Jane Dale  
Tony Dray; David Skinner; Johannes Strauss  
**Website:** www.BiggleswadeHistory.org.uk Webmaster - David Wheeler

14 November 2018

Dear *Michael*

Thank you very much for visiting our archives recently, a meeting which Geraldine, Sandra and I feel was most successful.

Our report on the morning has now been to committee for discussion and we would like to confirm our findings.

The Mayor and Town Clerk now know much more about the work, aims and objectives of the Biggleswade History Society, and that they, and the Town Council members and staff, will use the facilities of the society wherever possible, before looking outside town for answers.

A link will be created between the Town Council website and the BHS site – the latter address being as above.

If, or when, the Town Council has the facilities and finance to support the opening of a Museum in the town, then BHS will be full consulted and involved. However, we do feel town centre position would be more suitable than an “out of town” site such as Drove Road.

It is understood that the Town Council has plans to digitize their records, especially those relating to town burials. However, should this fail to materialise then BHS would be interested in indexing the records.

Wherever possible the Town Council, and its members, will promote the Biggleswade History Society and its work on behalf of the preservation of the town and artefacts.

It was lovely meeting you both and making you welcome to our archives. We now look forward to a productive relationship between the two organisations in future years.

Yours sincerely

Jennifer Topham



**OUTCOME OF CBC DETERMINED PLANNING**

| ADDRESS                               | APPLICATION NO. | COMMITTEE DATE | BTC DECISION  | DESCRIPTION   | CBC OUTCOME/ DATE  | "CALLED IN" |
|---------------------------------------|-----------------|----------------|---|---|--------------------|-------------|
| Aston Croft, 10                       | 18/03593/FULL   | 23/10/2018     | No Objection  | Flat roof and roof lanterns in lieu of previously approved 17.5 deg pitched roof (CB/17/04729/FULL).  | Granted 06/11/2018 |             |
| The Avenue, 11                        | 18/03484/FULL   | 23/10/2018     | No Objection  | Rear and side ground floor extension.   | Granted 12/11/2018 |             |
| Baden Powell Way, Land to the East of | 18/02458/OUT    | 14/08/2018     | 14/08/18 Objection raised<br>21/08/18 Reconsidered - No Objection. However, a number of concerns and points were raised and need to be taken into consideration. Concerns were raised that the design is currently too intrusive and that a flood risk assessment should be undertaken. | Hybrid application seeking: Full planning permission for 240 dwellings (Use Class C3), up to 300sqm of community building (Use Classes A1, A2, A3, B1 and D1), associated access and hard and soft infrastructure including site access, internal roads, car parking, footpaths, cycleways, drainage and utilities; and Outline planning permission with all matters reserved for subsequent approval for up to 1,260 dwellings (Use Class C3), up to 2ha of commercial development (Use Classes A1, A2, A3, A4, A5, B1 a, b, c, B2 ,B8), up to 2.5ha of primary school development (Use Class D1) and up to 4ha of other leisure and community development (Use Classes D1 and D2), up to 60ha of open space including play space, allotments and a country park, infrastructure including site access, internal roads, car parking, footpaths, cycleways, drainage and utilities and the demolition of existing buildings at the site. This hybrid planning application is for EIA development as defined by the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 and is supported by an Environmental Statement. | Awaiting Decision  |             |
| Baden Powell Way, Land to the East of | 18/02458/OUT    | 27/11/2018     | No Objection  | Outline planning permission for the demolition of existing buildings and development of up to 1,500 dwellings (Use Class C3), up to 2ha of commercial development (Use Classes A1, A2, A3, A4, A5, B1 a,b,c B2,B8), up to 5ha of primary school development (Use Class D1) and up to 4ha of other leisure and community development (Use Classes D1 and D2), up to 60ha of open space including, play space, allotments and a country park, infrastructure including site access, internal roads, car parking, footpaths, cycleways, drainage and utilities. This planning application is for EIA development as defined by the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 and is supported by an Environmental Statement.  | Awaiting Decision  |             |
| The Baulk, 48                         | 18/03313/FULL   | 25/09/2018     | No Objection  | Replacement of existing outbuilding with new annex.   | Granted 08/10/2018 |             |

CBC Update  
as at 05/12/2018

| ADDRESS   | APPLICATION NO. | COMMITTEE DATE | BTC DECISION  | DESCRIPTION  | CBC OUTCOME/ DATE   | "CALLED IN" |
|---|-----------------|----------------|---|--|---------------------|-------------|
| Blunham Road, 14                                      | 18/03861/FULL   | 13/11/2018     | No Objection  | Erection of two storey side extension with single storey garage following demolition of outbuildings and garages (amendment to CB/17/01378/FULL).  | Awaiting Decision   |             |
| Bonds Lane & Foundry Lane, Land at                    | 18/02353/FULL   | 10/07/2018     | Objection - BTC would like to see the derelict site developed, however proposal does not take account of parking issues ie Biggleswade does not have adequate parking to accommodate any further similar developments. There are factual errors in the application; Rose Lane car park will not be unrestricted and no parking available in public car parks for residents of this development. No sufficient public transport, the development is too dense and design not in keeping. Also serious concerns over access and egress, in particular for emergency services. Development is Key 4 in Biggleswade Town Centre Strategy and Master Plan. | Demolition of existing vacant and derelict buildings and erection of 50 residential apartments with associated vehicular access, car and cycle parking,  | Consultation Period |             |
| Courtlands Drive, 17                                  | 18/01085/FULL   | 24/04/2018     | No Objection  | Single Storey Front Extension.   | Awaiting Decision   |             |
| Drove Road, 154                                       | 18/03499/FULL   | 23/10/2018     | No Objection  | Garden Annexe Extension & Raised Roof.   | Consultation Period |             |
| High Street, 59                                       | 18/01445/ADV    | 26/06/2018     | No Objection  | Advertisement: Projecting sign above café door.  | Granted 24/10/2018  |             |
| Ivel Gardens, 55                                      | 18/03932/FULL   | 13/11/2018     | No Objection  | Single storey & two storey rear extension.   | Awaiting Decision   |             |
| Jemmett Grove, 9                                      | 18/03922/FULL   | 13/11/2018     | No Objection  | Rear single storey extension & part garages conversion replacing garage door with window.  | Granted 04/12/2018  |             |
| Laburnham Road, 25                                    | 18/03987/FULL   | 27/11/2018     | No Objection  | Single & two storey rear extension & demolition of outbuilding.  | Consultation Period |             |
| Langford Road, Land West of Langford Road, Holmemills | 18/00791/FULL   | 13/03/2018     | No Objection  | Erection of new 4 bed dwelling.  | Awaiting Decision   |             |
| Lawrence Road, 68                                     | 18/04169/FULL   | 27/11/2018     | No Objection  | Erection of front porch and two storey rear extension.   | Consultation Period |             |
| A1 London Road Retail Park, London Road               | 18/03369/ADV    | 23/10/2018     | No Objection  | Advertisement: Unit G2 - Installation of new company branded signage consisting of the following: 2 x Internally illuminated Fascia signs (A & B) Shopfront elevation and 3 Non illuminated Totem signs (Totem A-London Rd, facing Parking, Totem B-London Rd, facing London Rd and Totem C-facing parking). | Granted 24/10/2018  |             |

CBC Update  
as at 05/12/2018

| ADDRESS  | APPLICATION NO. | COMMITTEE DATE | BTC DECISION                                  | DESCRIPTION  | CBC OUTCOME/ DATE   | "CALLED IN" |
|--|-----------------|----------------|---|--|---------------------|-------------|
| Land adjacent to A1 Retail Park London Road, Biggleswade | 18/02302/FULL   | 10/07/2018     | No Objection                                  | Erection of three retail units (Class A1), alterations to access and servicing arrangements, provision of car parking, landscaping works and all other associated physical works.                        | Awaiting Decision   |             |
| London Road, 106   | 18/02908/FULL   | 28/08/2018     | No Objection                                  | Demolition of existing garage and construction of 2-bedroom bungalow with associated parking and bin storage.  | Granted 29/10/2018  |             |
| Maunder Avenue, Biggleswade                              | 18/03890/FULL   | 13/11/2018     | Objection - loss of off -street parking       | Conversion of an existing garage into habitable space.   | Awaiting Decision   |             |
| Pegasus Drive, Stratton Business Park, Biggleswade       | 18/02305/VOC    | 10/07/2018     | No Objection                                  | Variation of Condition 22 of planning permission CV/17/02166/OUT. Erection of up to 52,000 sqm of B2 and or B8 floor space with ancillary offices, together with associated car parking and landscaping. | Awaiting Decision   |             |
| Land South Of, Potton Road, Biggleswade                  | 18/03796/ADV    | 13/11/2018     | No Objection                                  | Advertisement: Illuminated fascia signs, sign-written signs and post signs to new public house.  | Awaiting Decision   |             |
| Sandy View, 1  | 18/03284/FULL   | 25/09/2018     | No Objection                                  | Single storey front and rear extension with first floor side/front extension.  | Consultation Period |             |
| Shortmead Street, 94-96                                  | 18/04129/FULL   | 27/11/2018     | Objection - On the grounds of overdevelopment | Erection of detached annex to rear garden  | Consultation Period |             |
| Stratton Business Park, Plot 5 A                         | 18/03954/RM     | 13/11/2018     | No Objection                                  | Reserved Matters: following CB/16/04542/VOC permission (B1, B2 and B8 use on CB/15/03078/OUT) for approval of appearance, landscaping, layout and scale.   | Consultation Period |             |
| Stratton Way, 84   | 18/02135/FULL   | 26/06/2018     | No Objection                                  | Construction of a two storey, semi-detached 3-bedroom house.   | Granted 20/11/2018  |             |
| Ullswater Close, 2                                       | 18/04253/FULL   | 27/11/2018     | No Objection                                  | Singe & two storey rear extension.   | Consultation Period |             |

CBC Update  
as at 05/12/2018