



Ref: Agenda/Council-11/08/2020

6th August 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 11th August 2020 via Virtual access, 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 Bedfordshire Constabulary
Notice Boards (2) County Library, Biggleswade
Central Bedfordshire Council
The Editor, Biggleswade Today

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.

Please register in advance for this webinar:

https://zoom.us/webinar/register/WN_QFacdifNSae75H5kExDasQ

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**

Charlotte Gurney - Head of Service Housing Solutions, to speak on Central Bedfordshire Council's Homelessness Strategy.

6. **MEMBERS QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the minutes of the Council Meeting held on **Tuesday 28th July 2020** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. **MATTERS ARISING**

- a. Minutes of the Council Meeting held on **Tuesday 28th July 2020**.

9. **PLANNING APPLICATIONS**

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

a. **CB/20/02572/FULL - 148B Drove Road, Biggleswade, SG18 0HP**

Two storey side extension to form garden/dining room & ensuite.

b. **CB/20/02251/FULL - 15 Ripon Court, Biggleswade, SG18 8JE**

Front porch.

c. **CB/20/02355/FULL - New Inn Public House, 16A Market Square, Biggleswade, SG18 8AS**

Refurbishment and extension of the site for restaurant/bar use (A4 Use) at ground floor and the conversion of the first floor into two new residential units (C3 Use) with the replacement of the single storey garage in the rear yard by a two-storey distillery.

d. **CB/20/02356/LB - New Inn Public House, 16A Market Square, Biggleswade, SG18 8AS**

Listed Building: Refurbishment and extension of the site for restaurant/bar use (Ad Use) at ground floor and the conversion of the first floor into two new residential units (C3 Use) with the replacement of the single storey garage in the rear yard by a two-storey distillery.

e. **CB/20/02384/FULL - 8 Dartmoor Way, Biggleswade, SG18 0FL**

Proposed single-storey side extension and driveway to provide off-street parking.

f. **CB/20/02432/LB - 63 High Street, Biggleswade, SG18 0JH**

Listed Building: Conversion of existing bank to physiotherapy clinic at ground floor and 2 x residential flats above and construction of new residential block to rear of site.

g. **CB/20/00959/OUT - Land East of Biggleswade – Revised planning application**

Outline Application: seeking Planning Permission for up to 1,500 dwellings (use Class C3) and up to a 2ha of commercial development (use Class A1, A2, A3, A4, A5, B1a,b,c, B2, B8) up to 5ha of primary school development (classD1) and up to 4ha of other leisure and community development (Use Classes D1 and D2) up to 61ha of open space including play space, allotments and a country park, infrastructure including site access, internal roads, car parking, footpaths, cycle ways, drainage and utilities. Subject to Environmental statement.

h. **CB/20/02516/FULL - 25 Sun Street, Biggleswade, SG18 0BP**

Replacement and enlarged single storey rear extension.

i. **CB/20/02368/FULL - 15 Sycamore Close, Biggleswade, SG18 0HY**

Two storey side & single storey rear extension.

j. **CB/20/02496/FULL - 2 Station Chambers, Station Road, Biggleswade, SG18 8AH**

Change of Use from A1 to mixed A1 / A4 with internal alterations.

k. **CB/20/02172/FULL - Little Acre One, Langford Road, Biggleswade, SG18 9JU**

Change of use of land adjacent to an existing traveller site to expand the existing facility. Proposal to also include the siting of 4 static and 4 mobile caravans to facilitate accommodation for Gypsies and Travellers with new separate cross over/vehicular access.

l. **CB/20/02693/FULL - 24 Broadmead, Biggleswade, SG18 8LF**

Proposed demolition of existing outbuilding and construction of prefabricated detached garage, with erection of single storey rear extension, replacement UPVC windows and new crossover for new detached garage.

m. **CB/20/01393/VOC - Land at the rear of 33 - 57 Shortmead Street, Biggleswade SG18 0AT**

Variation to Condition 19 of Planning Permission CB/16/00181/FULL (Construction of 30no dwellings and associated road, demolition of commercial premises) Addition of working drawing for TH2 house type to approved plans RDC1034-TH2-200H

10. **ACCOUNTS – N/A**

11. **ITEMS FOR CONSIDERATION**

a. **Diversion of Footpath 24 Biggleswade**

Highways Act 1980 – Application and map attached for a diversion to change the public right of way network, to reposition existing footpath 24.

Councillors are advised that the section of footpath to be diverted is not on Town Council land.

b. **Street Naming - CB/SN/20/0079 - Land at Sorrell Way, Biggleswade, SG18 8WB**

Local Government Act 1985 - 93 apartment retirement scheme. The Developer has asked in this instance that the Town Council make the street name suggestions. Whilst only one street name is required it is advised that 2-3 suggestions are provided. A copy of the Street Naming and Numbering guidance is attached.

c. **Committee Meeting**

Councillors to consider a request from Councillor F Foster for Committee Meetings to resume.

12. ITEMS FOR INFORMATION

a. **Planning Application Outcomes**

Attached report of the Planning Application Outcomes as at 05/08/2020.

b. **Temporary Closure Footpath 36 Biggleswade**

With reference to previous correspondence herewith advise that the Order for the above footpath closure has been sealed by Central Bedfordshire Council.

Enclosed a copy of a Notice which will be published in the next issue of the Biggleswade Chronicle as to the making of the Order.

c. **Chapel at Drove Road**

The Surveyor is producing a specification / tender document for the Chapel which is required to obtain quotes. This has been expedited and should not take too long before it is received.

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.

Please register in advance for this webinar:

https://zoom.us/webinar/register/WN_QFacdifNSae75H5kExDasQ

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.

NONE

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 28 JULY 2020
AT 7PM VIA ZOOM WEBINAR FUNCTION

PRESENT:

Cllr D. Albone
Cllr I. Bond
Cllr K. Brown
Cllr G. Fage (Vice Chairman)
Cllr L. Fage
Cllr F. Foster
Cllr M Foster
Cllr M. Knight
Cllr M. North
Cllr R. Pullinger
Cllr H. Ramsay
Cllr M. Russell (Chairman)
Cllr D. Strachan
Cllr C. Thomas
Cllr J. Woodhead

Mr P. Truppin – Acting Town Clerk, Biggleswade Town Council
Ms N. Villa – Interim Deputy Town Clerk, Biggleswade Town Council
Mrs S. van der Merwe – Meeting Administrator, Biggleswade Town Council

Members of Public – 8

Meeting Formalities:

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

1. APOLOGIES FOR ABSENCE

None

ABSENT WITHOUT APOLOGIES

None.

2. DECLARATIONS OF INTEREST

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

None.

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

None.

3. TOWN MAYOR'S ANNOUNCEMENTS

Station Accessibility Project

Network Rail have confirmed that the preferred option, as supported by Biggleswade Town Council, has now been endorsed by the Department for Transport (“DfT”). No further official signoff is required from the DfT, although they will be kept informed of progress via regular updates. The next stages are the detailed design and tendering for a contractor. The project team has set a challenging programme for implementation with work due to start in the summer of 2022 and the new access open in Winter 2022. Network Rail intend that the Biggleswade scheme should set a new benchmark for delivering successfully and safely at speed.

4. PUBLIC OPEN SESSION

The IT Administrator advised members of the public wishing to speak to use the “raise hand” function on screen.

None.

5. INVITED SPEAKER

None.

6. MEMBERS QUESTIONS

- a. Town Centre De-Cluttering: Cllr G Fage asked if there was an update on receipt of the report. The Acting Town Clerk confirmed that the Town Centre Operations Manager has been liaising with the officer at CBC and whilst he is keen to proceed, this has not been provided to BTC despite numerous requests. Cllr Russell commented that the report is needed to ensure that the planned decluttering fits with the Neighbourhood Plan. The Interim Town Clerk requested assistance from Councillors in helping to get this request progressed.

It was **AGREED** that Cllrs M Foster and I Bond would liaise with CBC Planning Officers to obtain a copy of the decluttering report for Biggleswade Town Centre.

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

Members received the minutes of the Council Meeting held on **Tuesday 14th July 2020**.

The following amendments were proposed:

- **Page 1:** Cllr North was not listed as being present.
- **Page 3: Item 5:** Second Paragraph: Cllr Russell requested a deletion of 3 words – “CBC’s design codes”. The sentence should read “There should be no conflict between the Neighbourhood Plan design codes and the Garden Community Projects”.
- **Page 4: Item 8.a.** Cllr Pullinger felt the minute does not accurately record what he asked. Members agreed to his recommended change: “He asked if it could be confirmed that risk assessments will be completed while the works are underway so that the centre can reopen once the floors are finished”.
- **Page 5: item 9 b.:** Cllr L Fage queried the phrase “he will control the pitches”. Members agreed to change to “he will control his pitches”.
- **Page 7: Item 12 c.:** Cllr Russell requested that “Neighbourhood Planning Committee” be changed to “Neighbourhood Planning Group”.

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

8. MATTERS ARISING

Matters arising from the Minutes of the Town Council Meeting of **14th July 2020**.

- a. **Page 3: Item 6a.:** Parking Orders agreed February 2020: Cllr Knight said that the Interim Deputy Town Clerk was to email Councillors with an update re the parking orders agreed on 11 February 2020, but that Members had yet to receive this. The Interim Deputy Clerk agreed to send this on.

The Town Clerk said that he had sent a follow-up to Mr Marcel Coiffait (Central Bedfordshire Council Director of Community Services) on 15 July 2020. Despite several emails he has not yet received a response.

It was **AGREED** that Cllrs M Foster and I Bond would progress the issue of implementation with Mr. Coiffait.

- b. **Page 3: Item 6c.:** Public Toilets at Century House: Cllr G Fage requested an update on access to the public toilets. The Acting Town Clerk confirmed that the aim is for them to be fully opened on 3 August 2020, pending increased cleaning visits being implemented to comply with current government regulations.
- c. **Page 4: Item 8a.:** Orchard Centre Refurbishment: Cllr R Pullinger asked for an update on the scheduled re-flooring works at the Orchard Centre and the potential opening date of the Centre. The Acting Town Clerk confirmed contractors are due in this week and following a “settlement period” the floor will be inspected for sign-off. If all goes well, the Acting Town Clerk believes it will be opened forthwith. Risk Assessments not already completed are being done but to give a firm date will depend on whether works proceed smoothly.

9. PLANNING APPLICATIONS

a. CB/20/02285/FULL - 41 Shortmead Street, Biggleswade, SG18 0AT

Conversion and extension to existing workshop with partial demolition to create two dwellings and erection of a detached barn cottage.

Cllr Pullinger said that although this is described as 41 Shortmead Street, this is the rear of 33 Shortmead Street which has been dealt with on a number of occasions and has been refused. In view of this, Members asked Cllr I Bond to call this application in.

It was **RESOLVED** that the Town Council **OBJECT** to this planning application for the same reasons as previously.

1) Overdevelopment of the site; 2) The access to Shortmead Street will be compromised; 3) The privacy of neighbours will be compromised; 4) There is inadequate parking.

b. CB/20/02292/FULL - 10 Torquay Close, Biggleswade, SG18 0FS

New garage and garage conversion and link to existing 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 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 dwelling are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

c. CB/20/02410/FULL - 40 Potton Road, Biggleswade, SG18 0DZ

Double storey side and rear extension.

Cllr R Pullinger advised this relates to a change from 2 bedrooms to 3 bedrooms with two existing car spaces remaining. Cllr R Pullinger recommended registering a comment that there are concerns regarding access to on-street parking for any additional cars.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided 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. The comment re access to on-street parking will be submitted.

10. ACCOUNTS

a. Financial Administration

Members received the Accounts for June 2020 and the following amendments were proposed:

Item 10a ii) Detailed Income & Expenditure Report:

Town Council Offices: The current Cleaning Costs balance on the Report was queried at the last meeting as it seemed high. Subsequent investigations highlighted that incorrect

coding of the invoices had resulted in allocations that needed to be amended. The Acting Town Clerk tabled an amendment as follows:

- Town Council Offices: £3,245
- The Orchard Centre: £1,040
- Market Square Toilets: £3,950
- Stationery: £27.

The Acting Town Clerk committed to circulating an amended Income & Expenditure report confirming these changes.

Subject to these changes to the relevant budget codes, the Accounts for June 2020 were **RECEIVED AND ADOPTED**.

b. **Internal Audit – Final Report 2019-20:**

Members received the Internal Audit Final Report for 2019/2020.

Cllr Ramsay said that there were no issues raised in the report and expressed her thanks to the staff for their hard work.

Cllr G Fage commented that the audit report is complimentary of the way the accounts are coded. Given the previous item on the agenda, he questioned if they have conducted thorough checks since they have not highlighted the incorrect coding issue.

Cllr Russell commented that there is a recommendation regarding review of employee fidelity insurance and Cllr Ramsay confirmed this is being forwarded to the Finance & General Purposes Committee.

Members **RECEIVED** the 2019/2020 Internal Audit Report.

c. **Accounts for the Year Ended 31st March 2020:**

- i) Members **APPROVED** and **ADOPTED** the Annual Governance Statement of the annual return for the year ending 31 March 2020 and it was signed by the Chairman.
- ii) Members **APPROVED** and **ADOPTED** the 2019/2020 Accounts and Statement of Accounts contained in the Annual Return for 2019/2020 and they were signed by the Chairman.

11. **ITEMS FOR CONSIDERATION**

a. **BATPC County Committee:**

Cllr Pullinger said this consultation appears to be well written but there is no mechanism for sanctions or enforcement built into the Code of Conduct to govern how those in breach of the Code of Conduct will be dealt with.

Cllr Pullinger questioned when the Code would apply – it is clear that it definitely applies when someone is acting or says they are acting as a Councillor. There is a grey area around when

the Councillor is acting in a personal capacity. Many Councillors try to separate their personal social media profiles and their Councillor social media profiles. The consensus of Members was that Councillors should behave with the same level of discretion regardless.

It was **RESOLVED** to respond that Members have an issue with the lack of sanctions where there is a breach of the Code and therefore a lack of ability to enforce the Code of Conduct.

b. **Central Bedfordshire Local Plan**

Central Bedfordshire Council has submitted further documents to the Planning Inspectorate regarding the emerging Local Plan and is now consulting on those documents.

Cllr G Fage said that the Town Council should be very clear and re-state its position as held for the last two years, even where specific issues are not overtly part of the consultation. He said that some of the Council's decisions have not been easy in that they relate to loss of green space but they are necessary to control the future growth of the town. He therefore made the following proposal:

- The Council supports economic development to the south of the town: between the East Coast mainline and the A1(M) and with easy access to the road network, it is a realistic site for economic development and will bring benefits to the town in the form of high-skilled employment.
- The proposed bridge across the A1 will support the Green Wheel and is to be welcomed.
- The Council continues to support residential development to the east of the town. The first 1,500 units are now a strategic site following the grant of outline planning permission.
- Appendix 7 should not be removed from the Plan as it relates to Biggleswade. The further 5,000 houses are in the most sustainable place.
- The Countryside Gaps should not be removed from the Plan to prevent negative impact on Biggleswade Common and to prevent coalescence with Sutton, Dunton and Sandy.
- The Town Council is very disappointed that HAS06 still appears to be included in the Emerging Plan and still strongly objects to this allocation.

All the above are consistent with positions the Town Council has held in the past.

It was unanimously **RESOLVED** that the Town Council respond to the consultation as proposed.

It was further **RESOLVED** to request clarification from Central Bedfordshire Council as to the location of the proposed bridge over the A1 and whether the bridge is planned to be a bridle bridge or a footbridge.

It was also agreed that the Council should write to Richard Fuller MP to request his support on these issues.

c. **Public Notice – Biggleswade Footpath 33 – Extension of Temporary Closure (Temporary Prohibition of Through Traffic) Order 2020**

Cllr R Pullinger said there is not much that can be done as it has already been extended.

This item was **NOTED**.

d. **Public Notice – Biggleswade Footpath 36 – Temporary Prohibition of through Traffic Order 2020**

Members commented on the length of time stipulated for the works to be completed but noted that this was standard practice in order to give extra time in the event of delays.

This item was **NOTED**.

e. **New Website:**

Cllr G Fage commented this is quite urgent due to new regulations coming into force in the autumn.

It was **RESOLVED** to set up a Working Group with the following members: Cllr Pullinger (Chairman), Cllr Knight, Cllr G Fage, Cllr Thomas, Cllr Russell to work with the Office Manager.

12. **ITEMS FOR INFORMATION**

a. **Trader Consultation of Market Policy/Rules & Regulations**

Following the consultation with Market Traders, there were two suggestions from the Traders.

It was **AGREED** to **ADOPT** the Market Policy in its current form with the Town Centre Operations Manager monitoring the two issues raised by Traders and reporting back to Cllr G Fage as Chairman of the Town Centre Management Committee should the policy need to change in light of those concerns.

b. **CB/TRE/20/00373 – Works to Trees – Holme Woods, London Road, Biggleswade, SG18 9SS**

This item was **NOTED**.

c. **Certificate of Appreciation:**

This item was **NOTED**.

Members requested this be put on the website for members of the public to see.

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.

a. **Cllr Steve Watkins (Central Bedfordshire Ward Councillor):**

Cllr S Watkins praised the Town Council on its mature approach to the Local Plan. He commented that the Council has identified areas of support, areas it is more critical of and built an impressive strategy. This is a credit to the Town Council and it is great to hear the positive approach to this.

14. **EXEMPT ITEMS**

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.

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

- a. **Staffing Matters:** The Interim Deputy Clerk gave a verbal Report.
- b. **Update on appointment of the new Town Clerk:** The Interim Deputy Clerk gave a verbal report.

The Council unanimously **RESOLVED** to appoint Peter Tarrant as Town Clerk, subject to references.

- c. **VE/VJ Day:** Members considered contractual implications of the plans for VE/VJ Day activities.

DRAFT

PUBLIC NOTICE

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
Assistant Director, Highways
paul.mason@centralbedfordshire.gov.uk

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
5th day of October 2018
in the presence of:

Signed
Authorised Signatory

520100

520200

244600
244500
244400
244300
244200
244100

Proposed Diversion of part of Biggleswade Public Footpath No 24

FP24 to be stopped-up



FP24 new route



Unaffected Public Footpath

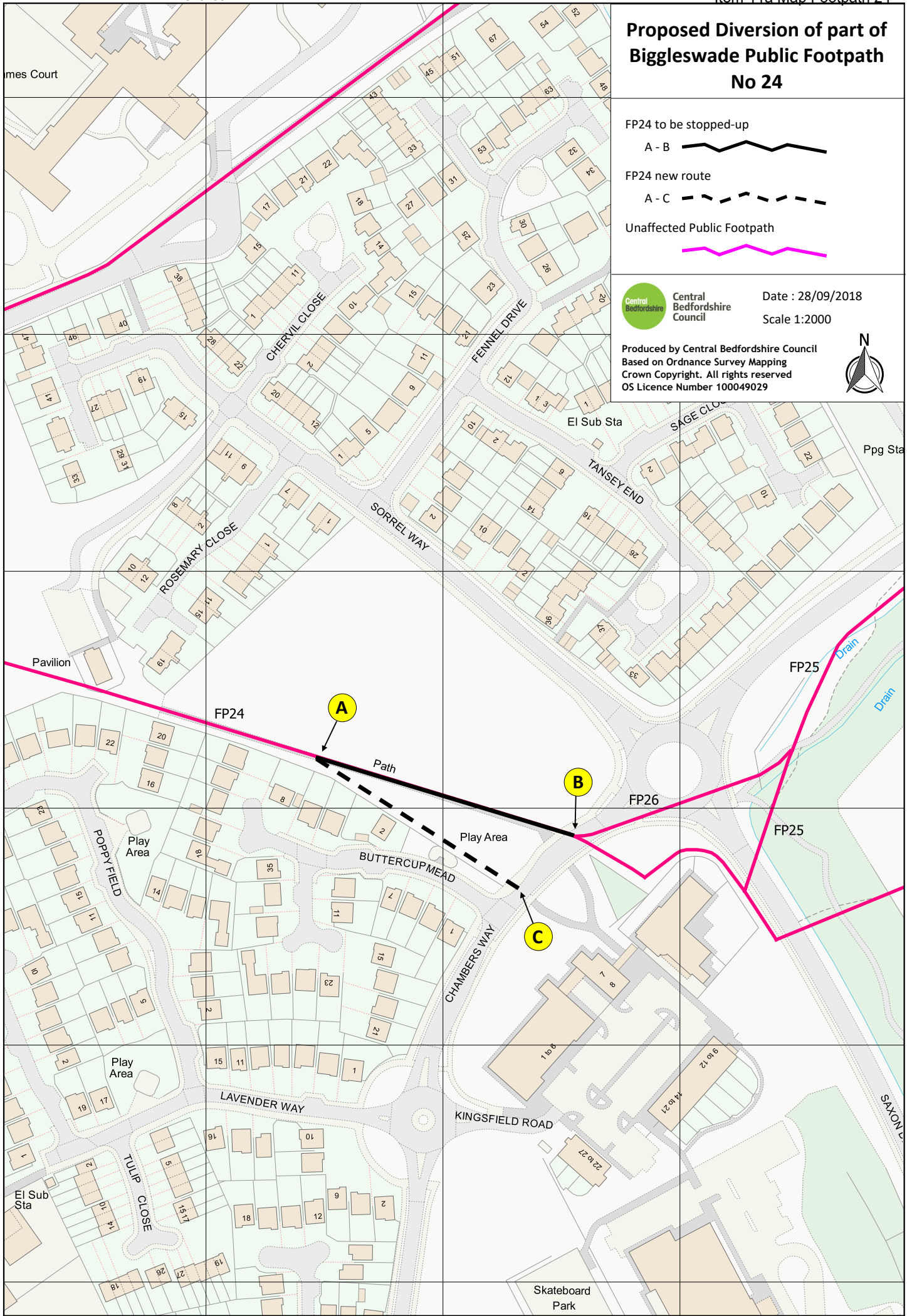


Central Bedfordshire Council

Date : 28/09/2018

Scale 1:2000

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520100

520200

520300

244400
244300
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Peter Keates
Head of Development & Regulation

Mr Philip Truppin
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/20/0079
date 27 July 2020

Dear Mr Truppin


Local Government Act 1985
Street Naming and Numbering
Location: Land at Sorrell Way, Biggleswade, SG18 8WB
Proposal: 93 apartment retirement scheme

I write to inform you that the Council has received the above application for Street Naming. The Developer has asked in this instance that the Town Council make the street name suggestions.

Whilst only one street name is required it is advised that you provide 2-3 suggestions to ensure there are no suitability issues. I have attached a copy of our 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 confirm your suggestions by Friday 21st August 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

OUTCOME OF CBC DETERMINED PLANNING

2018							
Address	Application No.	Committee date	BTC Decision	Description	Comments	Central Beds Outcome/Date	"Called In"
Bonds Lane and Foundry Lane, Lands 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.		Granted 20/07/2020	
Bonds Lane and Foundry Lane, Lands at	18/02353/FULL	23/07/2019	Objection - on the grounds of access	Demolition of existing vacant and derelict buildings and erection of 50 residential apartments with associated vehicular access, car and cycle parking, refuse storage and landscape.		Granted 20/07/2020	
Wilsheres Road, 38	18/04253/FULL	27/11/2018	No Objection	Single & two storey rear extension.		Awaiting Decision	

2019							
Address	Application No.	Committee date	BTC Decision	Description	Comments	Central Beds Outcome/Date	"Called In"
Duntun Lane, Stratton Park Drive	19/02839/VOC	08/10/2019	No Objection	Variation of Condition no.1 on Planning Permission MB/83/456 "Renewal of Planning Permission for caravan park on a permanent basis" to state that the total number of caravans shall not exceed twenty-two at any time		Awaiting Decision	
Land North of Biggleswade	19/04301/OUT	14/01/2020	Strongly Object - does not comply with NPPF and various other comments made against the Applicant	Outline Application: planning permission with all matters reserved except for access for the development of the land situated north of Biggleswade, east of the ECML railway to provide for up to 406 dwellings including affordable housing:green infrastructure -accommodating landscaping, allotments, community orchard, public open space, children's playspace;new roads, car parking, cycleways and footways; associated infrastructure; including a sustainable drainage system; vehicular access to be secured from Furzenhall road.		Awaiting Decision	
Lincoln Crescent, 48	19/03482/FULL	12/11/2019	No Objection	Proposed single storey rear extension		Awaiting Decision	

2020							
Address	Application No.	Committee date	BTC Decision	Description	Comments	Central Beds Outcome/Date	"Called In"
Apple Tree Close,3	20/02239/FULL	14/07/2020	No Objection	Proposed timber framed home office.		Consultation	
Biggleswade Road, Land East of	20/00959/OUT	28/04/2020	No Objection - provided the following points are considered 1) Dunton Lane is upgraded. 2) The speed limit from Saxon Drive reduced from the current 60 mile per hour to 40 miles per hour. 3) The necessary facilities provided for pedestrian footpath and cyclist pathway. 4) Adequate access for Motorists to A1	Outline application: seeking Planning Permission for up to 1,500 dwellings (use Class C3) and up to a 2ha of commercial development dwellings (use Class A1, A2, A3, A4, A5, B1a,bc,B2, B8) up to 5ha of primary school development (class D1) and up to 4ha of other leisure and community development (Use Classes D1 and D2) up to 61 ha of open space including play space, allotments and a country park, infrastructure including site access, internal roads, car parking, footpaths, cycle ways, drainage and utilities	Virtual Council Meeting 28/04/2020	Consultation Period	
Derwent Avenue,3	20/01908/FULL	23/06/2020	No Objection to application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations	Two storey and single storey rear extensions and garage conversion.		Granted 28/07/2020	
Drove Road, 120	20/01278/FULL	28/04/2020	No Objection	Proposed loft conversion with rear dormers	Virtual Council Meeting held 28/04/2020	Awaiting Decision	
Durham Close, 21	20/01658/FULL	09/06/2020	No Objection - provided that there is adequate onsite parking for this property.	Single storey side extension.		Granted 22/07/2020	
High Street, 17-17b	20/01122/FULL	14/04/2020	No Objection	Single storey extension to form new gymnasium area, reception and	Virtual Council Meeting, decided	Granted	
Hitchin Street, 78	20/01989/FULL	14/07/2020	No Objection	Single storey rear extension, Two storey front extension, removal of chimney, alterations to existing garage roof and additional alterations to existing dwelling.		Granted 21/07/2020	
Hitchin Street, 184	20/02151/FULL	14/07/2020	No Objection	Create dropped kerb for easier vehicular access to driveway.		Consultation	
Juno Place, Land adjacent to Unit 2 (Plot 3 Phase 5), Stratton Business park	20/02020/ADV	14/07/2020	No Objection	Advertisement: To permit the use of signage in two locations on the main building, plus the use of flagpoles and a totem.		Consultation Period	
Kingsfield Road, Saxon Centre, The Co-Op Store	20/01547/FULL	23/06/2020	No Objection	Installation of new plant and air-conditioning equipment internally in plant room. shopfront colour changes.		Granted 20/07/2020	
Langford Road - Little Acre One,	CB/20/02172/FULL	14/07/2020	No Objection	Siting of 4 static and 4 mobile caravans with new separate cross over/vehicular access and change of use of land.		Consultation Period	
London Road, Land East of London Road, Stratton Business Park	20/00479/FULL	25/02/2020	No Objection	Erection of a Class A1 retail foodstore with associated car parking, accesses, landscaping, substation and associated engineering works		Granted 21/07/2020	
London Road, 4	20/01657/LB	12/05/2020	Objection - 1) Further detailed plans on design for this application is required 2) Clarity on parking spaces for this application is required 3) Clarity whether Coffee Shop included in this application	Change of use from A1 (Beautician) back to C3 residential dwelling (house only)		Awaiting Decision	

2020							
Address	Application No.	Committee date	BTC Decision	Description	Comments	Central Beds Outcome/Date	"Called In"
London Road, 4	20/01453/FULL	23/06/2020	Objection - 1) Further detailed plans on design for this application is required 2) Clarity on parking spaces for this application is required 3) Clarity whether Coffee Shop included in this application	Change of use from A1 beautician (back to) C3 house residential dwelling (house only). Resubmission of planning application due to i) Highways have objected to parking issues; and ii) Alteration to the red line boundary		Awaiting Decision	
Pegasus Drive, Phase 6b Stratton Business Park, East of	20/01520/FULL	26/05/2020	No Objection, provided that: 1) Neighbours are consulted and that any comments they make are considered by CBC in their deliberations 2) CBC show transparency of where S106 monies are allocated 3) Consideration is taken with regards to the Bridle Way and/or rerouting of this as well as pedestrian access and cycleway	The erection of 4 no. B8 use distribution units, together with associated energy centre, balancing pond, landscaping and all other ancillary works		Awaiting Decision	
Potton Road, 40	20/02410/FULL	28/07/2020	No Objection	Double storey side and rear extension.		Consultation	
Potton Road, Edward Peake School	20/01488/REG3	26/05/2020	No Objection - provided the installation is no longer than five years	Installation of a temporary two classroom unit with WCs on existing school playground		Granted 21/07/2020	
Saxon Drive, Land Off	20/01500/DOC	26/05/2020	Strong Objection - Based on the discharge of Conditions 2,4 and 5 from the application	Discharge of Conditions 2, 4 and 5 from planning permission CB/19/02032/RM (Reserved Matters following outline application CB/17/01277/OUT erection of 200 residential dwellings with associated access, landscaping, open space and ancillary works		Application registered - No further information	
Shortmead Street, 41	20/02285/FULL	28/07/2020	Objected - one the grounds of overdevelopment of the site, as well as access, privacy and parking issues.	Conversion and extension to existing workshop with partial demolition to create two dwellings and erection of a detached barn cottage		Consultation Period	
Shortmead Street, Land to the rear of 33-57	20/01393/VOC	12/05/2020	Objection - 1) House type overbearing and not in keeping with original plan 2) BTC objected to height of building in the original application 3) Building too close to other housing and will have a detrimental impact. BTC agreed to notify CBC that should they be minded to approve this application BTC would like it to be Called In	Variation to Condition 19 of Planning Permission CB/16/00181/FULL (Construction of 30 no. dwellings and associated road, demolition of commercial premises) Addition of working drawing for TH2 house type to approved plans RDC1034-TH2-200H		Awaiting Decision	
Shortmead Street, 60-62	20/00763/FULL	10/03/2020	No Objection	Change of use of out building to commercial use		Granted 27/04/2020	
Spring Close, 15	20/01456/FULL	23/06/2020	Objection - Lack of parking	Conversion of double garage for residential use		Awaiting Decision	
Tate Drive, 5	20/01272/FULL	28/04/2020	No Objection	Single storey UPVC rear conservatory	Virtual Council Meeting held 28/04/2020	Granted 11/06/2020	
Torquay Close, 10	20/02292/FULL	28/07/2020	No Objection	New garage and garage conversion and link to existing extension.		Consultation	

PUBLIC NOTICE



**Central
Bedfordshire**

ROAD TRAFFIC REGULATION ACT 1984 - SECTION 14(1)

CENTRAL BEDFORDSHIRE COUNCIL

(BIGGLESWADE: FOOTPATH NO 36)

(TEMPORARY PROHIBITION OF THROUGH TRAFFIC) ORDER 2020

Notice is hereby given that Central Bedfordshire Council have made an Order the effect of which will be to prohibit any person proceeding on foot along the length of Footpath No 36, Biggleswade which extends from Ordnance Survey Grid Reference (OS GR) TL1994 4560 to OS GR TL 2007 4535.

This temporary closure is required for surfacing works. The closure is expected to take place from 3rd August 2020 and will last approximately 8 weeks.

The alternative route for footpath users while the closure is in operation will be:
Footpath No 25, Bridleway No 28 and Stratton Way and Potton Road footways.

Further details, including a map, can also be found on the Council's website at:

<http://www.centralbedfordshire.gov.uk/leisure/countryside/rights-of-way/temporary.aspx>

The proposed Order will come into operation on 3rd August 2020 for a period not exceeding six months or until the works which it is proposed to carry out on or near to the footpath have been completed, whichever is the earlier. If the works are not completed within six months the Order may be extended for a longer period with the consent of the Secretary of State for Transport.

For further information please contact Chris Nicol, Tel: 0300 300 6230,

chris.nicol@centralbedfordshire.gov.uk

DATED 31 July 2020

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

PAUL MASON
Chief Technical Officer, Highways

Edward Peake Surfacing Works

Closure of Biggleswade Footpaths 30, 33, 36

Compiled by C Nicol on 3 July 2020

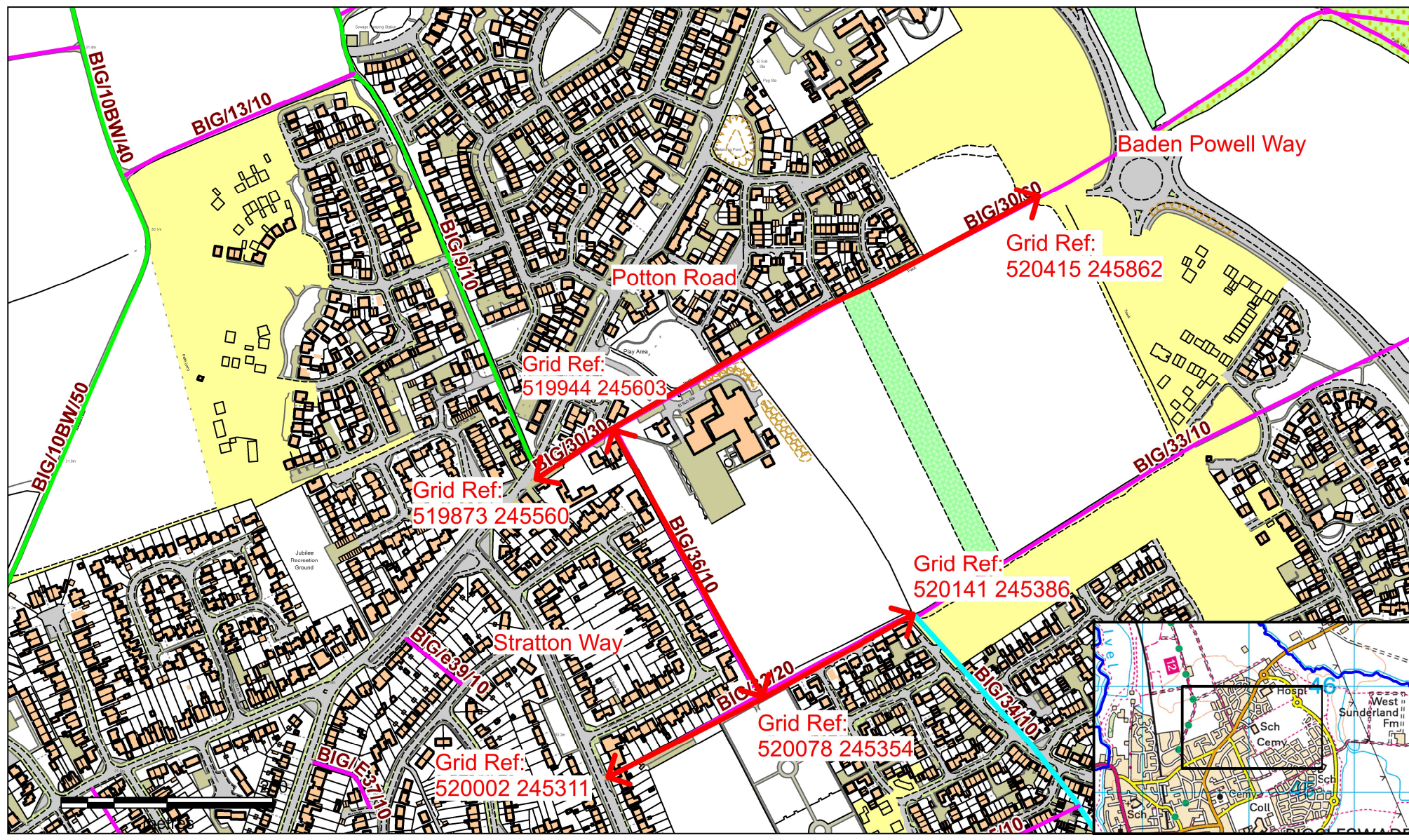
Council 11082020
Items for Information
Item 12b Footpath 36



Central Bedfordshire Council
Priory House
Monks Walk
Chicksands
Bedfordshire
SG17 5TQ



Scale 1:5000



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