



Ref: Agenda/Council-14/07/2020

9th July 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 14th July 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
Notice Boards (2)
Central Bedfordshire Council
The Editor, Biggleswade Today

Bedfordshire Constabulary
County Library, Biggleswade

AGENDA

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

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

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

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

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

Please register in advance for this webinar:

https://zoom.us/webinar/register/WN_TMZGQ5yzQXaZJd312FXhcQ

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

5. **INVITED SPEAKER**

A presentation from the Garden Community Project.

6. **MEMBERS QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the minutes of the Council Meeting held on **Tuesday 23rd June 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 23rd June 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/20/02020/ADV - Land adjacent to Unit 2 (Plot 3 Phase 5), Juno Place, Stratton Business Park, Biggleswade, SG18 8XP**

Advertisement: To permit the use of signage in two locations on the main building, plus the use of flagpoles and a totem.

- b. **CB/20/01989/FULL - 78 Hitchin Street, Biggleswade, SG18 8BE**

Single storey rear extension, Two storey front extension, removal of chimney, alterations to existing garage roof and additional alterations to existing dwelling.

- c. **CB/20/02151/FULL - 184 Hitchin Street, Biggleswade, SG18 8BP**

Create dropped kerb for easier vehicular access to driveway

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

Sitting of 4 static and 4 mobile caravans with new separate cross over/vehicular access and change of use of land.

- e. **CB/20/02239/FULL - 3 Apple Tree Close, Biggleswade, SG18 8NF**

Proposed timber framed home office.

10. **ACCOUNTS – N/A**

11. **ITEMS FOR CONSIDERATION**

a. **Market Update**

To consider the updated Market Policy/Rules & Regulations prepared by the Town Centre Operations Manager (TCOM).

b. **Electoral Review of Central Bedfordshire Council: Draft Recommendations**

The Local Government Boundary Commission for England has published draft recommendations on the future electoral arrangements for Central Bedfordshire Council. This is the start of a 10-week public consultation on the Commission's draft recommendations on new ward boundaries across Central Bedfordshire Council. The consultation closes on 7th September 2020. The draft recommendations may be viewed at www.lgbce.org.uk, where interactive maps can be found, with report and guidance on how to respond.

The Commission has not finalised its conclusions and now invites representations on the draft recommendations. More information on: <https://consultation.lgbce.org.uk/have-your-say/18789>

c. **Parking Controls**

Further to minute 11d of the Council meeting held on 23 June 2020 to receive a progress report on the move to resume charging in Town car parks from 1 August 2020; in particular to review progress on getting the machines up and running and of renewals of parking permits.

d. **Division of Footpath 24 Biggleswade**

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

e. **Division of Footpath 30 Biggleswade**

Notice is hereby given that the Order made by Central Bedfordshire Council on the 14th January 2019, the effect of which will be to prohibit any person proceeding on foot along the length of Footpath No 30, Biggleswade which extends from Ordnance Survey Grid Reference (OS GR) TL 2023 4576 to OS GR TL 2042 4586 has been continued in force with the approval of the Secretary of State for Transport until 22 January 2021.

This closure is required to allow for ongoing construction works. The closure is expected to continue from 22 July 2020 to 22 January 2021. (Attached)

12. **ITEMS FOR INFORMATION**

a. **Planning Application Outcomes**

Attached report of the Planning Application Outcomes as at 08/07/2020.

b. **Crime Stats – June 2020**

Biggleswade crime statistics for June 2020. (Attached)

c. **Our Future Places, Our Future Journeys**

The Royal College of Art and Transport Planning Society together with Local Councils is looking at public transport solutions and how to build Communities to get around.

d. **Grants 2020-2021 – Thank you letter**

A letter to thank Biggleswade Town Council for the recent grant support from Biggleswade Scout Group for their new windows project. (Photo attached).

e. **Neighbourhood Planning Update**

An update regarding Neighbourhood planning attached.

f. **Market Update**

An update from Town Centre Operations Manager on the re-opening of the Markets.

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_TMZGQ5yzQXaZJd312FXhcQ

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

14. EXEMPT ITEMS

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

15a. Staffing matters: Interim Deputy Clerk to give a verbal Report.

15b. Update on appointment of new Town Clerk: Interim Deputy Clerk to give a verbal report.

15c. Costings for Town Centre events: Town Centre Operations Manager to provide confidential report to the members.

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 23 JUNE 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 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 – 6

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

Cllr M North.

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:**

Cllr I Bond in relation to Item 11c.

3. **TOWN MAYOR'S ANNOUNCEMENTS**

None.

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. Cllr R Pullinger requested an update on remedial works in the pipeline for The Orchard Centre. The Acting Town Clerk advised there is little to report at this time, the last correspondence with the contractors was that the proposed work was not appropriate and they were looking at alternative flooring resolutions. The Acting Town Clerk said that members would be updated at the next meeting.

b. Cllr J Woodhead expressed delight that playparks will finally be open on 4 July. The Acting Town Clerk confirmed that they have been monitored and inspected regularly during the COVID-19 and the Council would be well placed to open these sooner rather than later after conducting risk assessments.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

Members received the minutes of the Council Meeting held on **Tuesday 9 June 2020** via Zoom online webinar.

The following amendment was proposed:

- **Page 9: Item 13e:** Page 9: Item 13e: Cllr M Knight stated that the minutes recorded only some of what he had said and requested that it be recorded that he thought it would be wrong and something of an anomaly if market traders were denied the opportunity to trade and earn a living when shops could choose to reopen from 15 June 2020.

Subject to this amendment, the minutes were approved as a true and accurate record.

8. **MATTERS ARISING**

Matters arising from the Minutes of the Town Council Meeting of **09 June 2020**.

- a. **Page 8: Item 13d.:** Cllr M Knight requested an update on the Market Defibrillator. The Acting Town Clerk is aware that an order has been placed and agreed to confirm in writing to Members the current status of this item.

9. **PLANNING APPLICATIONS**

- a. **CB/20/01547/FULL – The Co-Op Store, The Saxon Centre, Kingsfield Road, Biggleswade, SG18 8AT**

Installation of new plant and air-conditioning equipment internally in plant room, shopfront colour changes.

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.

- b. **CB/20/01908/FULL - 3 Derwent Avenue, Biggleswade, SG18 8LY**

Two storey and single storey rear extensions and garage conversion.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application providing the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

- c. **CB/20/01456/FULL - 15 Spring Close, Biggleswade**

Conversion of double garage for residential use.

It was **RESOLVED** that the Town Council **OBJECTS** to this Planning Application due to the lack of adequate parking.

- d. **CB/20/01453/FULL - 4 London Road, Biggleswade, SG18 8EB**

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 issue; and
- ii. Alteration to the red line boundary.

The Town Council considered this application at a meeting held on 12 May 2020 and had resolved to object to this planning application on the grounds that:

1) Further detailed plans on the design for this application were required. 2) There needs to be clarity on parking spaces. 3) Clarity whether the Coffee shop is included in the application.

Councillors further considered the application in the light of the revised plan and, noting the comments made by CBC Highways, **RESOLVED** to inform the Planning Authority that the previous objections stand on all grounds.

10. ACCOUNTS

a. Financial Administration

Members **RECEIVED** and **ADOPTED** the following accounts:

- i. Detailed Balance Sheet to 31/05/2020.
- ii. Income and Expenditure by budget heading 31/05/2020.
- iii. NatWest Payment Listing to 31/05/2020.
- iv. Lloyds Bank Payment listing 31/05/2020.

Cllr R Pullinger queried the current cleaning costs on Town Hall as these were nearly two-thirds of the annual budget and asked for clarification of whether these are COVID-19 related or if there was another reason. The Acting Town Clerk confirmed he would look into this and advise members separately.

Cllr H Ramsay asked The Acting Town Clerk to confirm the proposal for investment of the cash balance on the Lloyds Account. The Acting Town Clerk confirmed that the Lloyds account held over £600,000 and a further sum of circa £260,000 was transferred from the closed NatWest accounts. CCLA has confirmed that all the forms were satisfactorily completed and investment can be actioned. The Acting Town Clerk stated he would initially invest £400,000 with CCLA.

11. ITEMS FOR CONSIDERATION

a. BATPC County Committee

Members were asked for their views on the consultation on the new Model Member Code of Conduct. One recommendation was that there should be stronger sanctions for Councillors who were in contravention of the Code.

Cllr R Pullinger requested that Members be given extra time to review the document and discuss this at the second meeting in July or the first meeting in August, given the deadline of 17 August 2020. Cllr M Russell recommended deferring this to the second July meeting which would allow time for any further work before the deadline.

It was **RESOLVED** to defer this item to the second meeting in July.

b. Hallam Land North of Biggleswade Development Brief

A draft response to Hallam's Development Brief has been completed in conjunction with the Town Council's Transport Consultant.

Cllr G Fage had circulated the draft response to Councillors on 23 June. Following Hallam's presentation and upon further consultation with the Biggleswade Town Council Transport Consultant, Members felt that a formal objection to Hallam's Development Brief should be sent to CBC and copied to Hallam for their records.

Cllr G Fage explained that a Development Brief is the document that sets formal parameters for the level of detail that is required for future planning applications – it is a deliberately high-level document without much detail and could potentially be misleading. Council Members felt that there were issues in the Development Brief that should be

rebutted – especially over access for vehicles and pedestrians, rights of way, what will happen to Lindsell’s Crossing and Hallam’s dependency on the 1500 homes application on Land East of Biggleswade. These are either mentioned and Members are not happy with what has been said or have not been mentioned and should be.

Cllr R Pullinger asked that a copy of the response letter should be appended to the minutes and published for transparency and this was agreed.

It was **RESOLVED** to send the draft response letter as circulated to CBC and copy this to Hallam.

c. **Request – Naming unnamed road in Biggleswade North**

Mr I Bond, as landowner, wrote to Biggleswade Town Council requesting the naming of this right of way under the Type 4 regulations as a measure of thanks to Mr Fidler and his family for ensuring that the land is available for Lindsells Crossing, within the HIF project. The Fidler family has a longstanding dedication to Biggleswade and to retaining the history of Biggleswade by protecting its listed buildings and common ground and as a small measure of thanks for everything they have done over the years, Cllr Bond recommended that the Town Council adopt the name Fidler’s Walk for this right of way.

It was **RESOLVED** that the right of way be named Fidler’s Walk

d. **Parking Control (D):**

CBC has proposed reintroducing parking charges and on-street parking controls from 1 July 2020.

Cllr G Fage reminded Members of the recent proposals for permanent parking changes agreed at the Town Council meeting on 11 February 2020. Those amended parking orders will take time to be put into effect. In the meantime, a plan needs to be devised on how to minimise the health risk to the public and progress of works in order to get the resumption of charges in place.

The Acting Town Clerk reminded Members that there was a decision taken to extend the parking permits in town for a 3-month period. Also, it was intended to continue free parking on Saturdays until the new revised parking orders have been approved by CBC.

Cllr M Russell asked for clarity around the number of working machines in each car park.

Following discussion:

It was **RESOLVED** to resuming parking charges from 1 August 2020 with the relaxed Saturday parking orders to remain unchanged and for the parking charge meters to be repaired or have their software updated.

It was **RESOLVED** to commence the process of parking permit renewals for residents and workers.

It was **RESOLVED** that posters should be provided at all the Biggleswade Town Council parking facilities machines that parking charges will resume from 1 August 2020.

It was **RESOLVED** to add this item to the next Town Council agenda to review progress.

e. **Market Update**

Cllr G Fage advised the Market Policy was received from the Town Centre Operations Manager 24 hours before and recommended Members review this before the next Town Council Meeting. Cllr G Fage believed this could be adopted at the next scheduled Town Council Meeting with traders signing up to this after it has been adopted.

It was **RESOLVED** that the market resume in full on **4 July 2020** using the proposed layout approved by Town Council previously.

It was **RESOLVED** that the updated Market Policy be added to the first meeting in July for adoption by the Town Council.

12. **ITEMS FOR INFORMATION**

a. **Grants 2020 – 2021**

Noted.

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.

None

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. **Rose Lane Car Park Lease:** Interim Clerk to give a verbal report.
- b. **Appointment of the new Town Clerk:** Interim Deputy Clerk to give a verbal report.
- c. **Other staffing matters:** The Interim Deputy Clerk to give a verbal report.

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.



Biggleswade Town Council

Market Policy

Policy Statement

As the owner of the market rights in the Town, Biggleswade Town Council will support and direct the growth and development of markets to meet its economic, social and environmental development objectives. These include regenerating the Town centre, encouraging tourism and trade, supporting a farmers' market and supporting local producers to bring their produce to the customer.

The Council will fully use its powers to pursue its objectives relating to markets.

The Council recognises that the Food Act 1984 provides a useful means of managing markets. Therefore, the Council has resolved to utilise the provisions of the Act where necessary to complement existing market rights in support of this policy. The existing town centre retail market will continue to be operated by the Town Council and charges and regulations will be reviewed annually. **These regulations are set out from Page 4.**

The Council will periodically review its arrangements to ensure it best facilitates a vibrant market. Requests from other externally administered markets seeking to operate in the Town will be considered to decide whether they should be supported on an individual basis.

As the owner of the market rights in the Town, the Council recognises that it holds a partial monopoly. This policy will enable it to manage that monopoly responsibly and fairly.

Where a market is established without consent and in contravention to our market rights, action may be taken to protect the Council's rights.

The Council will register its market rights with Land Registry if deemed appropriate to protect them.

Note: A Local Authority is entitled to the right of protection within a common law distance of six and two third miles, i.e. a right to protection of a lawful market which a Local Authority operates. This distance is measured "as the crow flies". This common law entitlement is part of local authorities' market rights and has been upheld by a Court of Appeal

Definition of a market

“A market is a franchise with the right of having a concourse of buyers and sellers to dispose of commodities in respect of which the franchise was given”.

Section 37 of the Local Government (Miscellaneous Provisions) Act 1982 defines a temporary market as a concourse of buyers and sellers “comprising not less than five stalls, stands, vehicles (whether moveable or not) or pitches from which articles are sold”.

Scope of Policy

This policy identifies distinct types of market:

- Biggleswade Town Council Charter Markets (including Market rights).
- Farmers’ Markets.
- Commercial Markets.
- Charity and Community Markets.

In certain cases, planning permission needs to be obtained to operate a market however, such planning permission does not give the market operator rights to set up a market in competition with the Council’s market.

Objectives

Biggleswade Council Market

- Regenerate town centres through the development, retention and growth of street markets.
- Establish markets as an integral part of the shopping experience within the town.
- Make markets a vibrant centre of activity and social community interaction.
- Establish new reasons for shoppers to visit the markets, increase visit time and spend by existing shoppers. Promote the role markets have in facilitating the start-up of small businesses.
- Promote markets as a place for affordable, quality products.
- Establish markets as centres of environmental sustainability, demonstrating examples of best practice.
- Recognise the integral role that other street trading options add to the economic and vitality of the market and town. To respond, as appropriate, to Central Bedfordshire Council on street trader licence applications, pedlars’ applications, etc.
- Encourage casual traders to become regular traders to make the market more consistent and therefore more attractive to consumers.
- Promote the opportunity for market traders, as sole traders to operate their businesses in the town of Biggleswade.
- Liaise with external bodies such as the National Association of British Market Authorities (NABMA), British Retail Consortium and National Market Traders Federation (NMTF).
- Compare all aspects of markets with other local authority markets.
- New traders will be encouraged to trade on the market providing that, in the view of the Market Superintendent their offer will enhance the market and will not lead to excessive duplication of goods or services offered.
- Support local charities and community organisations to promote themselves through provision of trading positions at preferential rates.
- Work with the operators to provide a clean and safe area to trade.
- Provide guidance and signposting about trading standards to operators.

Farmers’ and Craft Markets

- Increase opportunities for local producers to sell to a broader range of customers.
- Bring local produce to more people living and working in the Town.
- Help protect the rural environment of the surrounding area, through supporting diversification into food processing for local farmers.
- Liaise with the National Farmers' Retail and Markets Association and the operators of privately run farmers' and craft Markets.
- Work with the operators to provide a clean and safe area to trade.
- Provide guidance and signposting about trading standards to operators.
- Identify opportunities to promote the farmers' and craft Markets through publications and websites.
- Identify ways to link the farmers' and craft markets with local businesses and business support services.
- Contribute to the low carbon agenda by reducing food miles through promoting local produce.
- Set criteria to ensure stallholders source products locally, where possible.

Commercial Markets

- Identify opportunities to promote and encourage commercial markets to attend Biggleswade, where this does not cause a detrimental impact to the Charter Market.
- Work with the operators to provide a clean and safe area to trade.
- Provide guidance and signposting about trading standards to operators.

Charity and Community Markets

- Promote seasonal markets (e.g. Summer/Christmas).
- Review the number, locations, dates and times markets can operate in the Town to prevent duplication.
- Promote the organisation of Charity and Community markets, to support local charities and community organisations.
- Work with the operators to provide a clean and safe area to trade.
- Provide guidance and signposting about trading standards to operators.

Enforcement

- The Council may take legal action against any market which threatens the viability of its market.
- The Council will deal with complaints about markets using its existing policies.

Biggleswade Town Council

Biggleswade Charter Market

Market Hours

The hours of trade will be between **8.00am** and **4.00pm**.

Trading will not take place before or after these times.

No traders will be permitted onto the Market area before **6.00am**.

All stalls and trading positions will be occupied by **8.00am**.

All stalls on the market must be dismantled within **2 hours** of the official closing time.

Town Council has the right to suspend or curtail the market in exceptional circumstances such as severe weather. The Town Centre Operation Manager will aim to provide at least 24 hours' notice of any suspension.

Trading Conditions

Traders must comply with all current National and Local Legislation.

The market year shall run from 1st January until 31st December each year.

Regular traders are those who commit to trade for at least 46 weeks per year and who have traded for a minimum of 12 weeks.

Traders who have an allocated "**Regular**" trading positions must claim that position no later than 7.30am.

Failure to do so may result in the temporary allocation of the trading position to a casual trader.

Unavoidable Delay

In the event of unavoidable delay through illness, vehicle breakdown or other reasonable cause, the Market Superintendent may reserve a specific trading position, at their discretion. The trader must contact the Market Superintendent, or, in their absence, the Town Centre Operations Manager, before 7.30am.

If a trading position is reserved as above and the trader fails to attend, the Council reserves the right to hold that trader liable for the payment of that day's fees for that trading position.

Absence

Regular traders who trade for a minimum of 46 weeks in a calendar year will be able to trade free of charge for the first 4 weeks of January in the following year. Regular Traders who trade every week of the previous year will be able to trade free of charge for the first 6 weeks of the following year. Planned absence must be notified to the Market Superintendent not later than 1 week prior, to allow the trading position to be offered to a casual trader.

If a trader is absent from the market for three consecutive weeks (or more than 8 weeks in the calendar year), other than for pre-notified absence, sickness, bereavement or other exceptional circumstances (agreed by the Market Superintendent), they will lose their regular trading position.

A week will comprise of a particular trader's usual regular trading day.

Where a regular trader is absent through illness and a Medical Certificate is presented, the Council may, at its sole discretion, consider the trader as having attended for the purposes of eligibility for free trading during January the following year.

Where a regular trader suffers a close family bereavement, or other exceptional circumstance, the Council may, at its sole discretion, consider the trader as having attended for the purposes of eligibility for free trading during January the following year.

Market Charges

Charges will be payable on demand on the Market day.

The onus to pay the charges rests with the traders. Where a regular trader attends but fails to pay on demand, the trader will be in arrears and recovery action will be taken against the trader, together with all costs incurred in the recovery.

Failure to pay on demand could result in the privilege of trading on the Market being withdrawn.

Traders will use only the defined trading position they have been allocated.

An official receipt will be issued for charges paid. The receipt must be retained and be made available for inspection on demand by any authorised official acting for the Council for the duration of the day's trading.

The Council will review charges annually, or at any other time, with one month's notice of any increase.

Allocation of Stalls

A casual trader attending the market must in the first instance report to the Market Superintendent no later than 7.30am.

On completion of a registration form, the Market Superintendent will enter the trader's name, description of goods and date of registration on the casual traders list.

The sale of live animals, fish, birds and other fowl is not permitted.

Acupuncture, ear piercing, tattooing or electrolysis is not permitted.

A trader will have access to inspect their own entry in the register of traders upon request.

Registration does not guarantee that a trading position will be available.

All traders will maintain a policy of third-party Public Liability Insurance to a minimum of five million pounds and produce such certificates of insurance prior to registration and on demand to the Market Superintendent or any authorised official acting for the Council.

All traders trading on the market shall indemnify Biggleswade Town Council against all costs, claims and convictions arising as a result of the operation of the market.

Trading positions will be allocated by the Market Superintendent, any trader found to be using a trading position without prior authorisation will be asked to leave the market.

Allocations for casual traders will be made by the Market Superintendent and take into consideration the type of goods the trader may sell without detriment to adjacent traders.

Commercial Businesses within the Town's rateable area will be allocated a stall for promotion or trade once annually and will be required to book through the Town Council offices, a charge will be applied in accordance with the scale of fees. The Council reserves the right to restrict the number of trading positions available for this purpose on a given date.

Charities trading donated goods to raise funds locally will be required to book through the Town Council Offices for an allocated stall. A deposit will be payable in advance and returned after taking possession of the trading position on the day.

Charities, based outside of Biggleswade or surrounding villages, seeking funding only by way of collections will be required to book through the Town Council Offices giving at least three months' notice.

Political parties, political groups and candidates will be allocated a stall once annually and once during the campaign period for an election taking place within the area of Biggleswade and will be required to book through the Town Council Offices giving at least 1 weeks' notice.

Where a trader refuses to accept the trading position offered, they will be asked to leave the market and considered absent for that day.

The Council reserves the right not to allocate a trading position even if it remains vacant.

Traders will provide their own stalls and equipment which must meet the standards of safety and appearance required by the Council.

At Town Council's discretion, stalls and equipment may be provided for trading positions allocated to charities, community and political groups.

Any entertainment must be approved in writing by the Town Centre Operations Manager or Town Council.

Goods to be Sold and Changes in Listed Goods

A trader shall sell or expose only the goods listed on his/her registration form.

Any requests for additions or changes in the type of goods must be submitted in writing to the Market Superintendent for consideration.

No trader shall store, display or sell any explosive materials, fireworks, hazardous liquids, bulk gases or any substance which might be a danger to anyone attending the market.

No trader shall store display or sell any item or behave in a way that is likely to outrage public decency.

Conditions Related to use of trading position

Traders are responsible for ensuring that they conduct their business in such a manner as to minimise the risk of fire.

Traders must not install any heating apparatus of any kind and the use of generators is strictly forbidden without prior written consent of the Market Superintendent and Town Centre Operations Manager.

No goods shall be placed on the floor of the market or on or about the stall, which obstruct the free passage or viewing of goods by persons using the market.

Frontage buildouts must not exceed the market boundaries and are only allowed if agreed by the Market Superintendent and Town Centre Operations Manager and a written agreement will be produced.

Side displays and sheeting must not unreasonably obstruct facilities of sight lines immediately adjacent to trader's displays. Transparent sheeting should be used where necessary.

Refuse

The council no longer provides a refuse collection service within its markets.

It is the sole responsibility of any trader, whether casual or regular to take away any refuse that may be created as a result of their days trade. Particular attention should be given to plastic bags, wrapping and other litter which would easily blow around the Town Centre. Traders must not dispose of their trade waste in public litter bins.

All traders are responsible for maintaining, free from refuse and in clean condition, the area immediately adjacent and underneath the trading position. This regulation must be strictly adhered to and failure to do so may result in the loss of trading privileges.

Traffic on Market Premises

All Traffic on entering and exiting the market must use only the approved entrances and exits.

No vehicle shall exceed 5 mph on the market premises during the hours of market operation and setup.

Vehicles unloading and loading must not obstruct the market premises and with the direction of the Market Superintendent.

All traders' vehicles, other than those that are exempt, are to be removed from the market premises in the morning no later than 9.00am and return in the evening not before 4.00pm in accordance with the market trading times, other than at the discretion of the Market Superintendent in extreme circumstances such as severe weather conditions. Exempt vehicles are those approved by the Market Superintendent and are required to display a valid permit.

Employment of Children

All market traders must comply with the Children and Young Persons Act, the Education Act and the Employment of Children Act.

A child is any person under the age of 18, (school age); **Employed** is extended to include any child who assists in a trade or occupation even where the child receives no monetary reward.

Conduct of Traders

Market traders, their agents and or employees (paid or unpaid), are required to conduct themselves in an orderly manner whilst attending the market. They must not use their trading position so as to cause annoyance, inconvenience or concern to any other users of the market, the Market Superintendent or any authorised official acting on behalf of the Council.

No trader may do anything on the stall and or the market premises which will contravene any statute, regulation or by-law which may be in force.

Traders should not encourage their customers to utilise public or other toilets facilities as clothing changing rooms.

No trader shall engage in pitching i.e. calling out their wares.

Traders and producers selling food must be registered with either Central Bedfordshire Councils Environmental Health Department or the Environmental Health Department of their home authority. All required certification relating to food safety/hygiene rating will be clearly displayed within their stall. Copies of all required documents will be held with the Traders registration form and will be held securely.

All food must be transported, displayed and handled in accordance with all food safety and hygiene legislation.

Dispute procedure

All Traders are advised to comply with the lawful requests of the Market Superintendent. In the event of any grievance, this should first be addressed informally with the Market Superintendent.

Any failure to resolve the dispute informally should be taken up with the Town Centre Operations Manager in writing, where the aggrieved person and his/her representative will be given the opportunity to discuss the issue.

Should the dispute still not be resolved, this should then be taken up in writing with the Town Clerk where the aggrieved person and his/her representative will be given the opportunity to discuss the issue.

In the event that any grievance relating to these regulations cannot be resolved by either the Market Superintendent, Town Centre Operations Manager or the Town Clerk, the trader may put their grievance in writing to the Chairman of the Town Centre Management Committee, who will raise the matter at the next available meeting of the Committee or the next available meeting of the Council.

Councillors will not engage in the dispute process before the preceding stages have been exhausted.

The decision of the Committee or the Council will be final and binding on all parties.

Trader

Signed

Print

Type of goods

Date/...../.....

Market Superintendent

Signed

Print

Date/...../.....

Town Centre Operations Manager

Signed

Print

Date/...../.....

Have your say

We are now consulting local people on a new pattern of wards for Central Bedfordshire Council. We have an open mind about our final recommendations, and we will consider every piece of evidence we receive from local groups and people, regardless of whom it is from or whether it relates to the whole council area or just a part of it.

If you agree with our recommendations, please let us know. If you don't think our recommendations are right for Central Bedfordshire we want to hear alternative proposals for a different pattern of wards.

Central Bedfordshire Council

Draft Recommendations on the new electoral arrangements

We aim to propose a pattern of wards for Central Bedfordshire Council which delivers:

- **Electoral equality:** each councillor represents a similar number of voters.
- **Community identity:** reflects the identity and interests of local communities.
- **Effective and convenient local government:** helping your council discharge its responsibilities effectively.

A good pattern of wards should:

- Provide good electoral equality, with each councillor representing, as closely as possible, the same number of voters.
- Reflect community interests and identities and include evidence of community links.
- Be based on strong, easily identifiable boundaries.
- Help the council deliver effective and convenient local government.

Electoral equality

- Does your proposal mean that councillors would represent roughly the same number of voters as elsewhere in the council area?

Community identity

- **Transport links:** are there good links across your proposed ward? Is there any form of public transport?
- **Community groups:** is there a parish council, residents association or another group that represents the area?
- **Facilities:** does your pattern of wards reflect where local people go for shops, medical services, leisure facilities etc?

Write to:

Review Officer (Central Bedfordshire)
LGBCE c/o Cleardata
Innovation House
Coniston Court
Riverside Business Park
Blyth, NE24 4RP

- **Interests:** what issues bind the community together or separate it from other parts of your area?
- **Identifiable boundaries:** are there natural or constructed features which make strong boundaries for your proposals?

Effective local government

- Are any of the proposed wards too large or small to be represented effectively?
- Are the proposed names of the wards appropriate?

Useful tips

- Our website has a special consultation area where you can explore the maps and draw your own proposed boundaries. You can find it at consultation.lgbce.org.uk.
- We publish all submissions we receive on our website. Go to: www.lgbce.org.uk

Our consultation area:

consultation.lgbce.org.uk

Email:

reviews@lgbce.org.uk

Twitter:

@LGBCE



Who we are

- The Local Government Boundary Commission for England is an independent body set up by Parliament.
- We are not part of government or any political party.
- We are accountable to Parliament through a committee of MPs chaired by the Speaker of the House of Commons.
- Our main role is to carry out electoral reviews of local authorities throughout England.

Electoral review

An electoral review examines and proposes new electoral arrangements for a local authority, including:

- The total number of councillors representing the council's voters ('council size')
- The names, number and boundaries of wards
- The number of councillors for each ward

Why Central Bedfordshire?

- Central Bedfordshire Council currently has high levels of electoral inequality: some councillors represent many more - or many fewer - voters than others.
- Therefore the value of your vote, in Central Bedfordshire Council elections, varies depending on where you live in Central Bedfordshire.
- We are seeking to improve levels of electoral equality for local voters.

Our proposals

- We propose that the council should have **63 councillors** in future, representing 12 three-councillor wards, 10 two-councillor wards and seven one-councillor wards.

You have until 7 September 2020 to have your say on the recommendations

Summary of our recommendations

Our draft recommendations propose that Central Bedfordshire Council should have 63 councillors, an increase of 4 from the existing arrangements.

Those councillors should represent 12 three-councillor wards, 10 two-councillor wards and seven one-councillor wards.

Before drawing up the draft recommendations, the Commission carried out a public consultation inviting proposals for a new pattern of wards for Central Bedfordshire.

We have considered all of the submissions we received during that phase of consultation. The boundaries of most wards should change.

An outline of the proposals is shown in the map to the right. A detailed report on the recommendations and interactive mapping is available on our website at: www.lgbce.org.uk.

We welcome comments on our draft recommendations, whether you support the proposals or wish to put forward alternative arrangements.

Have your say at consultation.lgbce.org.uk:

- view the map of our recommendations down to street level.
- draw your own boundaries online.
- zoom into the areas that interest you most.
- find more guidance on how to have your say.
- read the full report of our recommendations.
- send us your views directly.

Stage of Review	Description
22 October 2019 - 24 February 2020	Public consultation on warding arrangements
30 June 2020 - 7 September 2020	Public consultation on draft recommendations
1 December 2020	Publication of final recommendations
May 2023	Subject to parliamentary approval - implementation of new arrangements at local elections

Overview of draft recommendations for Central Bedfordshire Council

View this map online and draw your own boundaries: consultation.lgbce.org.uk

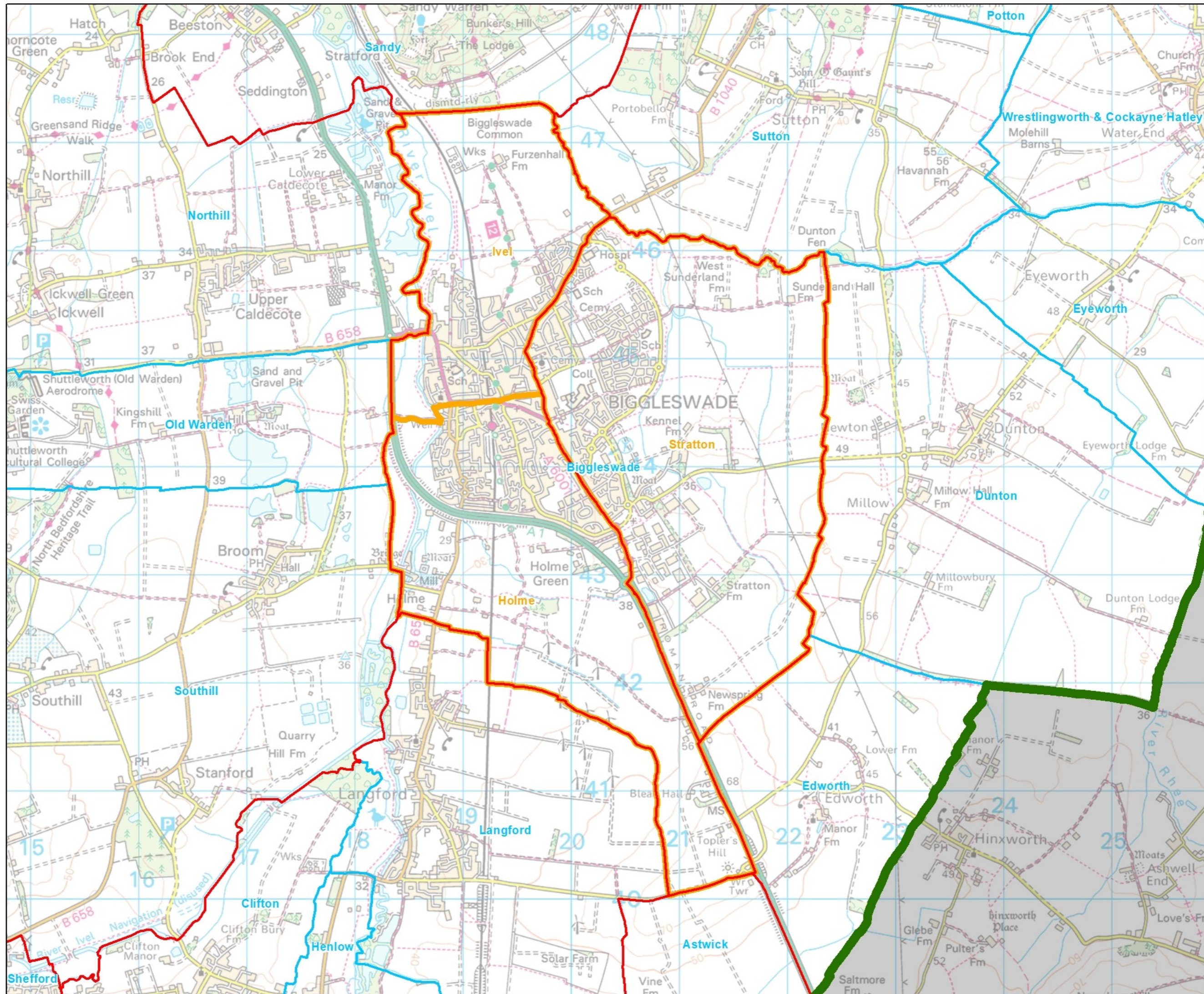
Follow the review on Twitter: [@LGBCE](https://twitter.com/LGBCE)



Parish Warding Arrangements for Biggleswade Town Council

-  District
-  Draft Recommendations
-  Parish
-  Parish Ward

Council 14072020
items for Consideration
Item 11b Electoral Draft - Map



HIGHWAYS ACT 1980
APPLICATION FOR AN ORDER TO
CHANGE THE
PUBLIC RIGHTS OF WAY NETWORK.



Bedfordshire
county council

SECTION ONE – THE APPLICANT (About you)

1. Your name: (Mr/Mrs/Miss/Ms/Dr) BIGGLESWADE TOWN COUNCIL	
2. Correspondence Address BIGGLESWADE TOWN COUNCIL	Contact telephone number: 01767 313134
4 SAFFRON ROAD	Mobile number:
BIGGLESWADE	E-mail address:
BEDS	
Postcode: SG18 8DL	
3. Name and address of agent (if applicable) LEVITT PARTNERSHIP	Contact telephone number 01767..312808.....
57 LONDON ROAD	Shall we deal with your agent or with yourself direct?
BIGGLESWADE	Agent <input checked="" type="checkbox"/>
BEDS	Yourself <input type="checkbox"/> [tick v one box only]
Postcode: SG18 8EU	

SECTION TWO – THE APPLICATION (What it is you want)

4. Do you want to:	v
(a) create a new footpath or bridleway (creation)	<input type="checkbox"/>
(b) remove an existing path (extinguishment)	<input type="checkbox"/>
(c) move a path from one route to another (diversion)	<input checked="" type="checkbox"/>
	[please tick v if applicable]

5. Please describe below what it is you want and attach a plan (of scale 1:2500 to 1:10,000) to help you illustrate your proposal:

.....
TO REPOSITION EXISTING FOOTPATH
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

6. What parish(es) is/~~are~~ the path(s) in?

.....
BIGGLESWADE
.....
.....

7. Is/are the path(s) a:

Footpath

Bridleway

Byway Open to All Traffic (BOAT)

[please tick v those boxes applicable]

8. For existing paths, what is/are its/their number(s) as shown on the Definitive Map if known (Example FP No. 7 Silsoe)? If unknown, please leave blank.

.....
FP 24 BIGGLESWADE
.....
.....
.....

SECTION THREE – LAND OWNERSHIP DETAILS

9. Do you own all the land over which the existing path(s) and the new path(s) run(s)?

YES NO

If YES – please go to Question 11

NB. You may be required to provide proof at your own expense of your ownership of the land in question.

10. Please list below the names and addresses of all the owners of land potentially affected by your application:

Please indicate on a separate plan (to the plan showing the proposal) the extent of your ownership and any other owners affected by your application.

(a)
.....
.....
.....
.....
.....

Do they consent to your application?

YES NO

(b)
.....
.....
.....
.....
.....

Do they consent to your application?

YES NO

(c)
.....
.....
.....
.....
.....

Do they consent to your application?

YES NO

(d)
.....
.....
.....
.....
.....

Do they consent to your application?

YES NO

11. Please give the names and addresses of any tenants, occupiers or others with an interest in any of the land potentially affected by your application:

(a)
.....
.....
.....
.....
.....

Do they consent to your application?

YES NO

(b)
.....
.....
.....
.....
.....

Do they consent to your application?

YES NO

(c)
.....
.....
.....
.....
.....

Do they consent to your application?

YES NO

(d)
.....
.....
.....
.....
.....

Do they consent to your application?

YES NO

SECTION FOUR - THE NEW ROUTE(S) (For creations and diversions)

12. Please list all structures (if any) you wish to erect on the new route of the path, and indicate where by reference to letters on an attached plan.

Structures include: kissing-gates, bridle-gates, other gates, bridges, etc.

GATE
.....
.....
.....
.....

Please note – that we will only ‘authorise’ structures if they are to keep in horses or livestock and we will not accept stiles on new routes.

13. What widths do you envisage allowing for the new path? (please state in metres).

APPROX. 1200mm WIDE TO MATCH EXISTING
.....
.....

Please note that the width of your new path should be at least the minimum as stated out in Appendix 2.

14. Do you intend to erect fencing adjacent to the new route?

YES NO

If YES, please describe type, height and position of fencing.

.....
.....
.....
.....

15. We can make orders to extinguish paths if they are no longer needed for public use.

We can make diversion orders in the interests of the owners/occupiers or in the interests of the public.

We can make creation orders if there is a need for the path in the area.

Please tell us why you want this order:

.....
MORE DIRECT ROUTE TO EAGLE FARM ROAD AND STRATTON SCHOOL
.....
.....
.....
.....

SECTION FIVE – FEES AND CHARGES

16. If we make an order as a result of this application you will be required to pay a fee to cover the cost of the Council's administration and to reimburse us for the cost of advertising the making of, and later, the confirmation of the order.

If we do not make an order or choose not to confirm an unopposed order (without the applicants permission), no fee will be payable, or any fee paid already will be refunded upon request. Advertising fees already paid – will not be refunded.

If we confirm an order as a result of this application you will be required to cover the cost of any works needed and you may have to pay any resultant compensation.

17. An up-to-date schedule of fees and charges is shown on Appendix 1.

SECTION SIX – DECLARATION

18. I declare the following:

- a) All details above are true to the best of my knowledge.
- b) I understand and accept that if an order is made as a result of this application I will be charged an administration fee and asked to reimburse the cost of advertising the making of, and confirming of the order (see Appendix 1).
- c) I understand and accept as part of the process of dealing with this application I shall be required to comply with the Council's policy on widths for new paths (see Appendix 2).
- d) I understand and accept that I may become responsible for future maintenance of bridges, culverts, structures, etc, when the order has been made in the interests of the applicant.
- e) I understand that no authority for the diversion or extinguishment of a public path is conferred until and unless an order has been made and subsequently confirmed.
- f) I undertake to defray any compensation which may become payable by the establishment of the new route and any expenses which are incurred in bringing the new site of the path into a fit condition for use by the public.

Signed: 

Dated ...16 MAY 2007.....

Print Name: LEVITT PARTNERSHIP

NB. The declarations contained in section six above will be in the public domain once we begin to process your application and may be made available for public scrutiny.

FOR BEDFORDSHIRE COUNTY COUNCIL USE ONLY

Parish(es):..... Date Sent:.....

Path(s):..... Sent out by (officer):.....

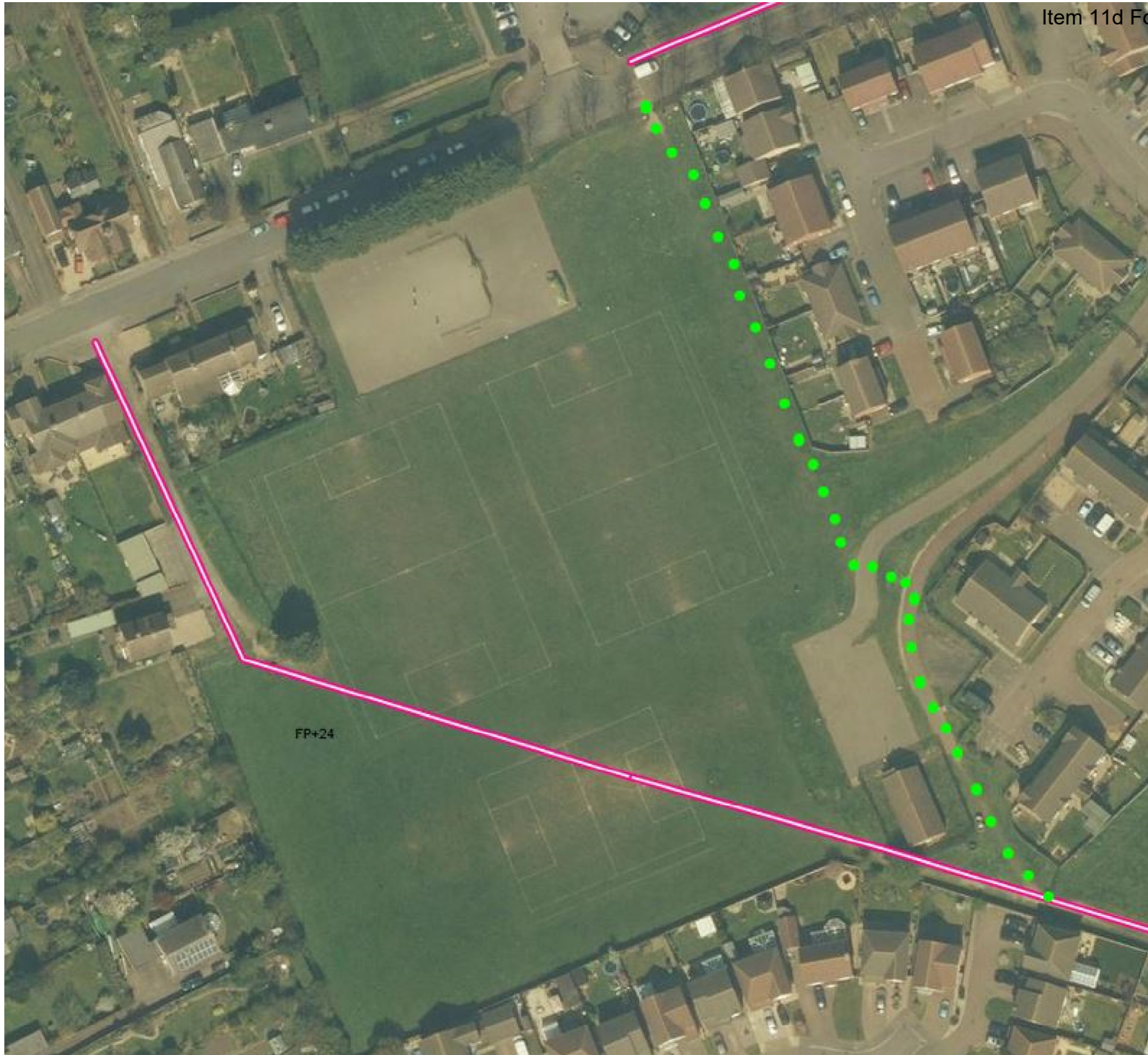
Path/plan ref:..... Date Received:.....

File Ref:..... Date Formally Acknowledged:.....

Type of order sought:..... DCC Decision:.....

..... Date Order Made:.....

(please see Stuart Harrison if there are any queries) Date Order Confirmed:.....



FP+24

ROAD TRAFFIC REGULATION ACT 1984 - SECTION 14

CENTRAL BEDFORDSHIRE COUNCIL

(BIGGLESWADE FOOTPATH NO 30)

(TEMPORARY PROHIBITION OF THROUGH TRAFFIC) ORDER 2020

Notice is hereby given that the Order made by Central Bedfordshire Council on the 14th January 2019, the effect of which will be to prohibit any person proceeding on foot along the length of Footpath No 30, Biggleswade which extends from Ordnance Survey Grid Reference (OS GR) TL 2023 4576 to OS GR TL 2042 4586 has been continued in force with the approval of the Secretary of State for Transport until 22 January 2021.

This closure is required to allow for ongoing construction works. The closure is expected to continue from 22 July 2020 to 22 January 2021.

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 Order will continue in force until 22nd January 2021 or until the works 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 Dorrow, Tel: 0300 3006906,
chris.dorow@centralbedfordshire.gov.uk

DATED 17 July 2020

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

PAUL MASON
Assistant Director, Highways

Closure of Footpath 30, Biggleswade



- Closed section of Footpath 30 A-B
- - - Alternative route

OUTCOME OF CBC DETERMINED PLANNING

2018							
Address	Application No.	Committee date	BTC Decision	Description	Comments	CBC 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		Awaiting Decision	
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		Awaiting Decision	
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	CBC Outcome/Date	Called In
Dunton 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		Consultation Period	
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	CBC Outcome/Date	Called In
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 C3) and up to a 2ha of commercial development (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	Awaiting Decision	
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	
High Street, 17-17b	20/01122/FULL	14/04/2020	No Objection	Single storey extension to form new gymnasium area, reception and staircase	Virtual Council Meeting, decided via email	Awaiting Decision	
Hitchin Street, 162	20/01357/FULL	12/05/2020	No Objection	Single storey rear extension		Granted 19/06/2020	
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.		Awaiting Decision	
Lawrence Road, 48 - 52, Land to the rear of	20/00545/FULL	25/02/2020	Objection - due to overdevelopment, potential loss of parking spaces on an already congested road, and difficulties accessing the proposed development	Construction of new residential bungalow, formation of access, parking, turning and garden areas		Refused 29/04/2020	
London Road, Land East of London Road, Stratton Business Park	20/00479/FULL	25/02/2020	No Objection	Erection of a Class A1 retail food store with associated car parking, accesses, landscaping, substation and associated engineering works		Awaiting Decision	
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 (Cont.)

Address	Application No.	Committee date	BTC Decision	Description	Comments	CBC Outcome/Date	Called In
London Road, 4	20/01657/LB	09/06/2020	No Objection - although concern was expressed with regards to in adequate parking provision	Listed Building Change of use only - from A1 Retail (Beautician) to revert to C3 residential. No development, construction or alteration required, no materials to be used		Awaiting Decision	
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	
London Road, 41, Moorland House	20/01007/FULL	14/04/2020	No Objection	Rear single storey extension	Virtual Council Meeting, decided via email	Granted 15/05/2020	
London Road, 120	20/01309/FULL	12/05/2020	No Objection	First floor extension incorporation a loft conversion		Granted 16/06/2020	
Maunder Avenue, 43	20/01322/FULL	12/05/2020	No Objection	Single storey rear extension		Granted 16/06/2020	
Novello Drive, 21	20/00642/FULL	14/04/2020	No Objection	Erection of freestanding apex porch	Virtual Council Meeting, decided via email	Granted 22/04/2020	
Pegasus Drive, Building 3 (Phase 4) Stratton Business Park	20/01343/ADV	12/05/2020	No Objection	Advertisement: Building signage detailing business name to be placed on the West Elevation above main entrance. General site signage also included in application, as detailed in drawings		Granted 19/06/2020	
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	

2020 (Cont.)

Address	Application No.	Committee date	BTC Decision	Description	Comments	CBC Outcome/Date	Called In
Potton Road, 40	20/01375/FULL	12/05/2020	No Objection	Two storey side and rear extension		Refused 14/06/2020	
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		Awaiting Decision	
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, 60-62	20/00763/FULL	10/03/2020	No Objection	Change of use of out building to commercial use		Granted 27/04/2020	
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		Consultation Period	
Spring Close, 15	20/01456/FULL	23/06/2020	Objection - Lack of parking	Conversion of double garage for residential use		Consultation Period	
Shortmead Street, 15C	20/01120/LB	28/04/2020	No Objection	Listed Building: Replacement of all of the existing timber-framed windows and the front door. Demolition of the existing non-original garden room to the rear of the property and construction of a new garden room extension, connected to the existing building by a contemporary glazed link	Virtual Council Meeting held 28/04/2020	Granted 01/06/2020	
Shortmead Street, 33 Land to the rear of	20/00985/FULL	28/04/2020	Objection - 1) Overdevelopment of the site 2) The access to Sun Street will be compromised 3) The privacy of the neighbours will be compromised 4) There is inadequate parking	Resubmission of planning permission CB/19/03921	Virtual Council Meeting held 28/04/2020	Refused 19/05/2020	

2020 (Cont.)

Address	Application No.	Committee date	BTC Decision	Description	Comments	CBC Outcome/Date	Called In
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		Consultation Period	
Shortmead Street, 60-62	20/00763/FULL	10/03/2020	No Objection	Change of use of out building to commercial 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	Awaiting Decision	
Windermere Drive, 22	20/00241/FULL	25/02/2020	No Objection	Front porch extension and two storey side extension, removal of existing ground floor rear window, demolition of existing detached garage		Granted 18/03/2020	
Winston Crescent, The Grass Verge Adjacent to	20/01037/TDM	28/04/2020	Objection - 1) The site is unsuitable and an alternative needs to be found 2) The mast is impeding on the pavement 3) Is too close to the residential home and detriment in respect of light and privacy of adjacent residents	Prior Approval application: Proposed installation of 15m monopole mast with three antennas, two 300mm dish antennas, two associated radio equipment cabinets, associated electricity meter cabinet and development works as required		Refused 18/05/2020	

Biggleswade
6/17/2020
Sec 4a POA Causing intentional harassment, alarm or distress
Bells Brook
40/32441/20
6/25/2020
Making off without payment
Bells Brook
40/34116/20
6/30/2020
Making off without payment
Bells Brook
40/34915/20
Biggleswade - Holme
6/6/2020
Making off without payment
London Road
40/30426/20
6/8/2020
Sec 4a POA Causing intentional harassment, alarm or distress
Trading Estate, London Road
40/30743/20
Theft from shops and stalls
Trading Estate, London Road
40/30726/20
Theft or Unauthorised Taking of a Pedal Cycle
Lincoln Crescent
40/30702/20
6/9/2020
Theft from shops and stalls
Trading Estate, London Road
40/30921/20
6/10/2020
Assault without Injury - Common assault and battery
Dells Lane
40/31178/20
6/12/2020
Assault without Injury - Common assault and battery
The Baulk
40/31533/20
6/13/2020
Assault occasioning actual bodily harm (ABH)
The Rowlands
40/31765/20
Sexual
Undisclosed
40/31757/20

6/15/2020
Sexual
Undisclosed
40/32101/20
6/19/2020
Having possession of a controlled drug - Class B - Cannabis
The Rowlands
40/32755/20
Sending letters etc with intent to cause distress or anxiety
Undisclosed
40/32810/20
Sexual
Undisclosed
40/32759/20
Theft from shops and stalls
London Road
40/32840/20
6/20/2020
Theft of a motor vehicle
Bunyan Road
40/33081/20
6/21/2020
Assault occasioning actual bodily harm (ABH)
Back Street
40/33230/20
Sec 4a POA Causing intentional harassment, alarm or distress
Back Street
40/33240/20
6/22/2020
Sec 4 POA Fear or provocation of violence
High Street
40/33524/20
Sec 4a POA Causing intentional harassment, alarm or distress
High Street
40/33433/20
Mead End
40/33387/20
6/24/2020
Theft if not classified elsewhere
London Road
40/33867/20
6/25/2020
Sending letters etc with intent to cause distress or anxiety
Undisclosed
40/34110/20
6/29/2020
Having possession of a controlled drug - Class B - Cannabis

Back Street
40/34844/20
6/30/2020
Harassment - without violence (course of conduct)
Undisclosed
40/35083/20
Interference with a motor vehicle
London Road
40/34905/20
Biggleswade - Ivel
6/1/2020
Theft from shops and stalls
Market Square
40/29397/20
40/29427/20
6/2/2020
Assault without Injury - Common assault and battery
Bonds Lane
40/29734/20
Burglary - Residential - Dwelling
Market Square
40/29694/20
Sending letters etc with intent to cause distress or anxiety
Undisclosed
40/29667/20
Theft from shops and stalls
Bonds Lane
40/29728/20
Market Square
40/29638/20
6/3/2020
Attempted - Theft from shops and stalls
Bonds Lane
40/29889/20
Attempted Burglary - Business And Community
Hitchin Street
40/29803/20
Theft from shops and stalls
Market Square
40/29808/20
6/4/2020
Harassment - without violence (course of conduct)
Undisclosed
40/30084/20
6/5/2020
Sec 4 POA Fear or provocation of violence
Market Square

40/30251/20
Theft from a motor vehicle
Brunts Lane
40/30175/20
Theft from shops and stalls
Market Square
40/30215/20
40/30227/20
6/7/2020
Assault occasioning actual bodily harm (ABH)
Larkinson Avenue
40/30491/20
6/9/2020
Theft from shops and stalls
Market Square
40/30910/20
6/10/2020
Racially or religiously aggravated fear or provocation of violence
Undisclosed
40/31159/20
Theft from shops and stalls
Market Square
40/31143/20
40/31202/20
6/11/2020
Having possession of a controlled drug - Class A - Other
Royal Oak Close
40/31295/20
Theft from shops and stalls
Market Square
40/31365/20
6/14/2020
Theft from shops and stalls
Market Square
40/31880/20
6/16/2020
Assault without Injury - Common assault and battery
Hitchin Street
40/32302/20
Shortmead Street
40/32190/20
Attempted - Robbery (Personal) (Indictable)
Furzenhall Road
40/32345/20
Theft from shops and stalls
Church Street
40/32139/20

6/18/2020
Making off without payment
Anne Street
40/32679/20
6/21/2020
Attempted Burglary - Business And Community
Furzenhall Road
40/33274/20
6/22/2020
Robbery (Personal) (Indictable)
High Street
40/33346/20
6/26/2020
Theft from shops and stalls
Market Square
40/34329/20
Theft from the person of another
High Street
40/34339/20
6/28/2020
Assault without Injury - Common assault and battery
Church Street
40/34558/20
6/29/2020
Burglary - Residential - Dwelling
Mountbatten Drive
40/34725/20
Theft from shops and stalls
Market Square
40/34867/20
6/30/2020
Sec 4 POA Fear or provocation of violence
Lindsell Crescent
40/34913/20
Theft from shops and stalls
Market Square
40/34971/20
Biggleswade - Stratton
6/2/2020
Theft from shops and stalls
Kingsfield Road
40/29690/20
6/4/2020
Sec 4a POA Causing intentional harassment, alarm or distress
Stratton Way
40/30042/20
Sending letters etc with intent to cause distress or anxiety

Undisclosed
40/29971/20
6/6/2020
Blackmail (Indictable)
Undisclosed
40/30358/20
Sexual
Undisclosed
40/30391/20
40/30395/20
6/8/2020
Theft from shops and stalls
Kingsfield Road
40/30746/20
6/9/2020
Assault occasioning actual bodily harm (ABH)
Ouse Way
40/31031/20
Theft from shops and stalls
Kingsfield Road
40/30875/20
40/30882/20
40/30917/20
6/10/2020
Theft or Unauthorised Taking of a Pedal Cycle
Pople Road
40/31231/20
6/16/2020
Assault occasioning actual bodily harm (ABH)
Sherrington Grove
40/32351/20
Theft from shops and stalls
Kingsfield Road
40/32296/20
40/32354/20
6/17/2020
Harassment - Pursue course of conduct in breach of Sec 1 (1) which amounts to stalking
Undisclosed
40/32388/20
Sec 4 POA Fear or provocation of violence
(blank)
40/32545/20
6/18/2020
Theft from shops and stalls
Sullivan Court
40/32695/20
40/32697/20

6/20/2020
Sec 4 POA Fear or provocation of violence
Kingsfield Road
40/33023/20
Theft from shops and stalls
Kingsfield Road
40/32968/20
6/22/2020
Theft from shops and stalls
Kingsfield Road
40/33392/20
6/23/2020
Assault occasioning actual bodily harm (ABH)
Williams Court
40/33552/20
Harassment - without violence (course of conduct)
Undisclosed
40/33710/20
6/24/2020
Sexual
Undisclosed
40/33726/20
6/25/2020
Theft from shops and stalls
Biggleswade Retail Park
40/33983/20
6/26/2020
Arson endangering life (Indictable)
Heather Drive
40/34374/20
Attempted Burglary - Residential - Dwelling
Chervil Close
40/34363/20
6/27/2020
Sec 4a POA Causing intentional harassment, alarm or distress
Saxon Drive
40/34517/20
6/28/2020
Burglary - Residential - Dwelling
Tate Drive
40/34706/20
Theft if not classified elsewhere
Drove Road
40/34613/20
6/29/2020
Sec 4a POA Causing intentional harassment, alarm or distress
Williams Court
40/34776/20

Our Future Places, Our Future Journeys – do you want to help shape the future?

The Royal College of Art and the Transport Planning Society together with partners from local councils, national charities and campaign groups are seeking communities and organisations who would like to help us to understand your underlying and deeply held philosophies, emotions and knowledge about the future of your community, with a particular focus on how you build your community together and how you get around.

We are looking for community groups in small towns and edge of urban settlements, as well as diverse groups who can bring together young, old and excluded voices. You will already have started on the journey to increase your community's voice, responding to its concerns and making connections with your local authority. But you may also feel frustrated by the complexity of making change happen or developing an inspiring shared vision that leads to real change on the ground.

The project will last 6 months and will not be onerous. We will send you a few activities and run two or three online workshops with you to listen to your perspectives and to share knowledge and creative responses.

If this sounds like your community, please share your thoughts below and we will contact you soon.

*Required

Email address *

Your email address

I agree to participate voluntarily in this project and consent to our contributions being used in research and future publications. *

Yes

No

What's your name? *

Your answer

Where do you live or represent? *

Madeline Russell

Tell us a little about you. What's your role and who do you represent? *

Mayor of Biggleswade

What are your hopes and ambitions for your community? *

That the town thrives by moving into the 21st Century but building on its history as a market town, important to the surrounding countryside.

What are the challenges that you wish to overcome in the development of your community? *

The regeneration of our town centre - and we are very aware of Bill Grimsey's work and his latest Covid-19 report. Because of its geography, which has influenced the way that the town has grown, the town 'centre' is now on the west of the development and we need to enable all our residents to freely access the shops and businesses in our town.

There is also the issue of the East Coast Main Line station being in the centre of the town. We will never have enough parking so there need to be other solutions.

What would you most like to get out of this project? *

A solution to East/West connectivity in the town without needing cars. We have had a study done by David Edwards of Place Shape and this is the issue which he highlights. We have great connectivity north/south with the railway and the A1.

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Page 1 of 1

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Update on the Neighbourhood Plan

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.

After a gap caused by the pandemic, the Group has started meeting again via Zoom and is 'picking up the pieces'.

The most important thing on the agenda is another round of public engagement where we report back on the previous engagement, give an outline of where we are now and ask for further comments. Any engagement with the public is difficult at the moment and purely electronic means will not be sufficient. Bedfordshire Rural Communities Charity are going to help us with public engagement and we are hoping to be able to set something up for September.

Meanwhile, we are working with BRCC as they update the Green Infrastructure Plan, which is now ten years' old. Just before lockdown, BRCC were able to carry out a first round of public engagement on the GI Plan and, alongside, asked people about the green spaces around the town which are most important to them. This will feed into NP work since one of the things the NP Plan can do is to designate Local Green Spaces which are then protected from development. BRCC also hope to have further public engagement in September, from which they will advise us on what to designate in the Plan.

As well as the Local Green Spaces, we will designate land to the north of Biggleswade, up to the Common, and land to the south towards Langford as Important Countryside Gaps to prevent coalescence with Sandy and Langford.

In line with Council policy, we hope to designate land within our parish and to the east of the 1,500 houses with planning permission, as land for housing. We will need a Strategic Environmental Assessment and this can be carried out by Aecom, funded by a Government grant.

Regarding the Local Plan, the latest documents show that the development of 1,500 houses on Land East is now a strategic committed site rather than a site for allocation so is no longer an issue for the NP. There appears to be no mention of the site to the North and we may have to include that as an allocation in the NP if it becomes allocated in the Local Plan.

Our consultant, Dave Chetwyn of Urban Vision CIC, is doing the technical writing for the plan and is liaising with Aecom about the SEA. He is encouraging us to be ready to go through the formal stages of the NP early next year. (NP referenda will not be able to take place until next May because of the pandemic.)

We are also in process of gathering evidence for the Plan. As well as the Green Infrastructure Plan, there is the Biggleswade Town Centre Masterplan (which is already Supplementary Planning Guidance), the Town Plan and the Place-Shaping Report prepared by David Edwards. Much more background work needs to be done to show that our emerging Plan is properly grounded in previous work and the aspirations of residents.

As David Edwards' report highlights, the biggest problem for the town is east/west connectivity – a reason why so many cars want to access the town centre. UK Regeneration and Central Bedfordshire Council are both producing studies of alternative forms of transport and we wait to see what ideas emanate from these.

Meanwhile, the Royal College of Art is working with the Transport Planning Society on a study called Our Future Places, Our Future Journeys and hope to produce a report by November. They have asked Biggleswade to work with them:

'to understand your community's underlying philosophies and knowledge about the future of the community, with a particular focus on how you build your community together and how you get around in sustainable ways'

They will produce an online survey and run a couple of online workshops building on the survey *'to share knowledge and creative responses'*.

The NP Group will co-ordinate the Biggleswade end. The first task is to invite people from various groups in the town to complete the survey. We will agree the groups to approach with RCA to ensure that we get as wide-ranging a representation as possible. As well as, we hope, giving some insights into possible future transport in the town, this will be further public engagement for the NP Plan since provision for infrastructure for a new system may be necessary.

Another aspect of the plan is the Town Centre. An outline design guide for shop fronts is being worked on by Urban Vision. The overall development of the centre is being discussed at Town Centre Management. The role of the NP Plan is to designate any land that may become available in future whether for retail; services; leisure; parking. The centre is already a Conservation Area which brings certain protections.

The NP Group is also looking at design guides for housing extensions and for new developments based on the Council's experience over the last few years of the various issues and planning applications that we have had to address. Again, Urban Vision are working on outlines that we can take to public engagement.

Because of all the possibilities that are developing for Biggleswade in various ways, the NP Group has to focus on the actual planning issues to get to a Plan that Council will approve and which can then go through the statutory process.

Madeline Russell
Chairman, NP Group
July 2020

BIGGLESWADE TOWN COUNCIL

Report to Full Council Meeting 14th July 2020 Market Update

Implications of Recommendations

Corporate Strategy: In accordance with aim to recommence our Charter Market

Finance: None

Equality: None.

Environment: None.

Community Safety: None

Background

This report has been produced as an update regarding how the restart of our Charter Market went on Saturday 4th July 2020.

It was resolved at Full Council 23/06/2020 that the Charter Market re-open on 4th July 2020, ensuring that the Market was COVID-19 Secure.

Introduction

A comprehensive checklist was devised for traders to assist in them ensuring that they meet Government requirements regarding COVID-19. These were posted out with SAE to each trader with the requirement they send them back to me asap, so that we have evidence to show that traders have taken the necessary steps to ensure they are COVID-19 Secure.

A 3m x 1m banner was designed, printed, and placed on the eaves of Century House welcoming back all traders and customers. It stressed the importance of observing social distancing and supporting local business. This will remain up for a minimum of 4 weeks.

2 further banners were produced (2m x 1m) to be attached to the inside of the road closure that again advised about social distancing and using the hand sanitising stations that would be located at each of the 4 entrances/exits of the market. These will be up each day the market is on.

4 free-standing hand sanitisation stations were purchased to be placed at each entrance of the market. These should be used on entry and exit of the market area. These will be used on each day the market is on, and any other event we may need them at.

4 x A2 sized Corex boards were produced to remind customers of social distancing, hand sanitising and to use contactless payments where they can. These were attached to each of the free-standing hand sanitising units. These will be used each day the market is on.

On the day

Traders started to arrive from 6am.

Road closures were put in place either end of Market Place, as per the usual Saturday trading day.

We had a total of 5 stalls trading, with 3 that had returned for the first time since lockdown was made on 23rd March 2020. 3 further traders had already made contact with either myself or Colin to say that they would be returning in the next couple of weeks, however showed concerns that it may be too soon as we are still in the middle of the pandemic.

As traders were setting up their stalls, myself and a member of the public realm team started to cordon off the market with orange traffic cones and barrier tape. This provided a visible barrier to ensure that social distancing measures could be maintained.

Hand sanitiser stations were placed at the 4 entrances to the market, with clear signage to remind customers of their responsibilities, which was extremely well received. Comments were made on how much better the market looks, clear direction regarding their (customers) responsibilities on how they conduct themselves whilst within the bounds of the Charter Market and also liked that hand sanitisation units were at each of the entrances.

Summary

I am hoping that more of our regular traders will return soon; however I am also aware that 3 traders will not be returning due to not trading at the moment for one reason or another, unconnected to our Charter Market.

As and when traders return, or new traders start with us, they will be positioned at the end of the current run of stalls to ensure that we have a fuller market. This will also mean that we do not have any unnecessary spaces in between stalls.

Colin and I are in contact with other potential new traders to start within Biggleswade. With this as a plan, I will send out all necessary documentation to make sure that new traders meet COVID-19 requirements that we have already asked our current traders to comply with.

Recommendations:

No recommendations

Simon Newton

Town Centre Operations Manager