



Ref: Agenda/Council-09012018

4 January 2018

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the **Council Meeting of Biggleswade Town Council** that will take place on **Tuesday 9 January 2018** at the **Offices of Biggleswade Town Council, Saffron Road, Biggleswade** commencing at **7.00 p.m.** in order to transact the under mentioned items of business.

Yours faithfully

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

Rob D McGregor
Town Clerk

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

AGENDA

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

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

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

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

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

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

5. **INVITED SPEAKER**

None Present.

6. **MEMBERS QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the minutes of the Council Meeting held on Tuesday 12 December 2017 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. For Members to receive the **Recommendations** and **Resolutions** of the Personnel Committee Meeting held on Tuesday 9 January 2018 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- c. For Members to receive the **Recommendations** and **Resolutions** of the Public Land & Open Spaces Committee Meeting held on Tuesday 2 January 2018 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. **MATTERS ARISING**

- a. Minutes of the Town Council Meeting held on 12 December 2017.

9. **PLANNING APPLICATIONS**

- a. **CB/17/05067/FULL – 98 London Road, Biggleswade**
First floor side extension.
- b. **CB/17/05794/FULL – 9 Delius Road, Biggleswade**
To erect pvcu conservatory to the rear of the property.
- c. **CB/17/05545/FULL – 5 Hereford Grove, Biggleswade**
Single floor rear glazed roof conservatory/orangery.
- d. **CB/17/05810/FULL – 53 The Baulk, Biggleswade**
Extension to Dwelling Extension to Garage Pitched Roof to Garage New Vehicle Access.
- e. **CB/17/05881/VOC – The Laurels, Langford Road, Biggleswade**
Variation of condition 2 to planning permission CB/04/01113/FULL, condition currently allows for a max of 2No caravans – applicant is seeking to site a further 3No.
- f. **CB/17/05808/ADV – 28 Palace Street, Biggleswade**
Advertisement: Sign 1: Externally illuminated sign positioned above entrance door/window.
Sign 2: Externally illuminated sign positioned to side of ground floor window.
- g. **CB/17/05928/FULL – 19 Beech Avenue, Biggleswade**
Conversion of existing garage to hallway, additional window in side (west) elevation and internal alterations.

10. ITEMS FOR CONSIDERATION

a. Neighbourhood Planning

To consider a report from the Town Clerk on Neighbourhood planning. (Documentation attached)

b. Standing Orders

A request has been received by Cllr Frank Foster suggesting an amendment to the Town Councils Standing Orders.

To propose that a new sentence be inserted into the Standing Orders under point 29b; If a resolution is not clearly seconded, the Chair shall ask if there is a seconder for the resolution before other resolutions are considered.

c. Co-Option of Town Councillor

For Members to consider two applications for co-option to the position of Town Councillor. (Letters 1 and 2 attached)

d. Street Naming and Numbering

A request has been received from Central Bedfordshire Council, seeking a further 6 to 8 street names based on the Devon theme for parcels 53B, 56A, 59A, 61,63, 64A, 65A, 66B, 66A & 67, Kings Reach.

e. Smart Board – Council Chamber

Members are asked to approve officers making an application for 106 funds for the purchase and installation of a smart board for the Town Council Chamber. (Quotation attached)

11. ITEMS FOR INFORMATION

a. Proposed Temporary Road Closure – Havelock Road, Biggleswade

We have received notification from CBC Highways regarding road closure from Monday 22 January – Friday 26 January 2018, 24 hours a day. (Documentation attached)

12. PUBLIC OPEN SESSION

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

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

13. EXEMPT ITEMS

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

(Community Governance & Personnel)

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 12 DECEMBER 2017
AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE,
4 SAFFRON ROAD, BIGGLESWADE

PRESENT:

Cllr M North (Chair)
Cllr M Russell (Vice Chair)
Cllr D Albone
Cllr I Bond
Cllr B Briars
Cllr G Fage
Cllr M Foster
Cllr F Foster
Cllr J Medlock
Cllr H Ramsay
Cllr D Strachan
Cllr S Watkins

Mr R McGregor – Town Clerk, Biggleswade Town Council
Mr M Thorn – Deputy Town Clerk, Biggleswade Town Council
Members of Staff - 2
Members of Public – 7

A12/12/01 1. APOLOGIES FOR ABSENCE

None.

ABSENT

Cllr S Patel and Cllr T Woodward

A12/12/02 2. DECLARATIONS OF INTEREST

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

- (a) Disclosable Pecuniary interests in any agenda item –
Cllr J Medlock, Item 10e (2-4 Market House).
- (b) Disclosable Non-Pecuniary interests in any agenda item –
Cllr H Ramsay, Item 9h (CB/17/05382/FULL)
Cllr S Watkins, Item 9e (CB/17/02166/OUT)

A12/12/03 3. TOWN MAYOR'S ANNOUNCEMENTS

A12/12/03.1 29 November 2017, Town Mayor attended unveiling of mosaic by the Lord Lieutenant.

7 December 2017, Deputy Town Mayor the Bedfordshire Police Service at the Catholic Church, Shefford.

A12/12/04

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.

A12/12/04.1

Mr S Cutmoor, re 10b Parking on Verges and Footways. Concerned about parents parking on grass verges in Mead End during school drop off and pick up time. Questioned what can be done about it.

A12/12/04A

5. INVITED SPEAKER

There was no invited speaker

A12/12/05

6. MEMBERS' QUESTIONS

A12/12/05.1

- a. Cllr M Russell asked about one way systems on the Baulk and Back Street. Residents were surprised that they have not been notified of the decision to make the one-way systems permanent. There is also a safety concern that temporary signage keeps falling over on Station Road, so it is not clear to traffic and also causes an obstruction on the pavement.

Cllr D Albone raised an additional concern with signage at the junction with The Baulk and Drove where a sign remains stating a 7.5t weight restriction, but this is confusing as it should be replaced with a permanent 'no entry' sign.

Cllr M North asked that a request is made for CBC to install appropriate signage and road markings on Back Street and The Baulk as a priority.

A12/12/05.1

- b. Cllr G Fage asked for an update on the vacancy for a Councillor, whether this would be filled by election or co-option.

The Town Clerk confirmed that notice has been received that Town Council can proceed with co-option.

A12/12/06

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

A12/12/06.1

- a. Re: Minutes of Town Council held on 24 November 2017, the following corrections were noted:

- Cllr I Bond: Pages 1 to 6, page numbers need to be corrected.
- Cllr M North: Page 4 Item 9c, remove paragraph 3)

Subject to the above changes being made, Members received and approved the Minutes of the Council Meeting held on Tuesday 28 November 2017 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

A12/12/06.2

Re: Recommendations and Resolutions of the **Finance and General Purposes Committee** held on Tuesday 21 November 2017, the following Resolutions were noted and Recommendations considered.

a. **Financial Regulations 2017 – 2018**

*Members reviewed the Financial Regulations 2017-2018 and **RECOMMENDED** amendments to be approved by Town Council.*

It was **RESOLVED** to accept the amended Financial Regulations as recommended.

b. **Risk Management Scheme**

*Members reviewed the Risk Management Scheme and **RECOMMENDED** it to Town Council for approval with one amendment.*

It was **RESOLVED** to accept the amended Risk Management Scheme as recommended.

c. **Audits**

*Members **RESOLVED** to approve the following Operating Procedures, with one amendment to the Audit Process:*

- (i) *Audit Process*
- (ii) *Approve the Internal Audit terms of reference*

This item was **NOTED**.

d. **Fees 2018-19**

Members reviewed the following schedules of fees for 2018-2019.

- (i) *Allotment Fees (2018-2019 and 2019-2020)*
- (ii) *Cemeteries*
- (iii) *Market*
- (iv) *Orchard Centre*
- (v) *Recreation (DR)*
- (vi) *Sport Facilities*

*Members **RECOMMENDED** adjustments to the fees with the exception of (iv) Orchard Centre which was deferred until further information is available on bookings and income. The adjusted fee schedules are attached.*

It was **RESOLVED** to accept the recommended adjustments to the fees with the exception of (iv) Orchard Centre which was deferred until further information is available on bookings and income.

A12/12/06.2

Re: Recommendations and Resolutions of the **Personnel Committee** held on Thursday 23 November 2017, the following Resolutions were noted and Recommendations considered.

a. **Orchard Community Centre - Caretaker**

Interviews were carried out 25th October and the position been offered to an external candidate with a start date of 4th December. The Town Clerk informed Members that he had received a letter by email 22nd November that due to unforeseen circumstances the candidate could no longer take up the position of caretaker.

This item was **NOTED**.

b. **Machine Operator**

Interviews were carried out 27th October and the position has been offered to Carl Rummey, Carl was a current employee who applied and it would be our intention to advertise the position that Carl leaves vacant in the Spring of 2018.

Members were pleased to hear that a member of the groundworks team had had the opportunity to progress their career.

This item was **NOTED**.

c. **Air Conditioning**

Members considered various options and quotations for the supply of air conditioning units for the Town Clerk's office and the training room.

*It was **RESOLVED** that subject to the power supply being three phase, Option B is the preferred option;*

One Fujitsu ASYG12LMCE High Wall Inverter Heat-Pump Air Conditioning Split-System £1,411.54 + VAT.

One Fujitsu AOYG30LRCE Ceiling Cassette Inverter Heat-Pump Air Conditioning Split-System £3,684.93 + VAT.

That an application is made for S106 funding to cover the cost of the purchase and installation.

This item was **NOTED**.

d. **Replacement of Administration Staff**

Interviews were carried out 27th October 2017. Subject to references and much discussion the post was offered to Alison Dennis with a start date of 29th November 2017.

This item was **NOTED**.

Cllr H Ramsay welcomed Mrs Dennis as a new member of staff.

e. **Smoking Shelter**

Members were asked to consider various shelter types with a view to obtaining the shelter through application for S106 monies.

It was **RESOLVED** to make an application for S106 monies to purchase the Crosby Economy shelter.

This item was **NOTED**.

A12/12/07

8. MATTERS ARISING

A12/12/07.1

- a. Matters Arising from the Town Council Meeting held on 28 November 2017.

Cllr I Bond re: Page 3, Had there been any reply from David Lamb regarding planning delays and errors?

The Town Clerk stated that there had not.

A12/12/08

9. PLANNING APPLICATIONS

A12/12/09.1

- a. **CB/17/05382/FULL – 85 London Road, Biggleswade**
Single storey side extension.

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

A12/12/09.2

- b. **CB/17/04912/FULL – Land to The Gardeners Arms, 37 Potton Road, Biggleswade**
Erection of 4 semi-detached dwellings.

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

A12/12/09.3

- c. **CB/17/05386/FULL – Biggleswade United Football Ground Second Meadow, Fairfield Road, Biggleswade**
Proposed groundsman's store and tea hut.

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

A12/12/09.4

- d. **CB/17/05322/RM – Stratton Business Park, Pegasus Drive, Biggleswade**
Application for Approval of Reserved Matters – Application No CB/17/02166/OUT dated 18/10/2017 – erection of up to 52,000sqm of B2 and or B8 floor space with ancillary offices, together with associated car parking and landscaping – Submission of details relating to site wide infrastructure including: landscaping; spinal road; drainage; levels; and lighting.

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

- A12/12/09.5 e. **CB/17/05486/FULL – 48 The Baulk, Biggleswade**
 Elevational alterations, increase in height of building including new pitched roof and conversion to form studio as ancillary use to existing dwelling house.
- It was **RESOLVED** that the Town Council raise **NO OBJECTION** to this application providing it is used for a studio or guest room and not used as a permanent residence.
- A12/12/09.6 f. **CB/17/05309/RM – Stratton Business Park, Pegasus Drive, Biggleswade**
 Reserved Matters: Submission of details relating to access, appearance, landscaping, layout and scale for Building 1 (Phase 2) consisting of warehouse building and associated car, cycle and lorry parking; dock levellers; canopies; wash bay; wash bay; security fencing and barriers; and landscaping at Phase 4 Stratton Park, Pegasus Drive, Biggleswade.
- It was **RESOLVED** that the Town Council raise **NO OBJECTION** to this application.
- A12/12/09.7 g. **CB/17/05427/FULL – 17 Elm Road, Biggleswade**
 Proposed two storey rear/side extension (Re-submission)
- 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.
- A12/12/09.8 h. **CB/17/05573/FULL – 95 Holme Court Avenue, Biggleswade**
 Single storey front & rear extensions to bungalow.
- 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.
- A12/12/09.9 i. **CB/17/05441/RM – Land at Phase 6, Stratton Business Park, East of Pegasus Drive, Pegasus Drive, Biggleswade**
 Reserved Matters pursuant to Application Ref CB/16/04542/VOC dated 1st December 2016: Reserved matters approval is sought for the appearance, landscaping, layout and scale of 5 individual B2/B8 Use units on Phase 6 pursuant to outline permission.
- It was **RESOLVED** that the Town Council raise **NO OBJECTION** to this Application, but would however like to note disappointment at the lack of footpaths.

- A12/12/09.10 j. **CB/17/04961/ADV – 15 Market Square, Biggleswade, SG18 8AS**
Advertisement: removal the existing externally illuminated aluminium fascia and projecting signs and to replace them with internally illuminated, aperture cut, fascia and projecting signs.

It was **RESOLVED** that Town Council **OBJECT** to this Planning Application on the grounds that it is against the rules for internally illuminated signage within the Conservation Area.

- A12/12/09.11 k. **CB/17/05222/FULL – 137 Holme Court Avenue, Biggleswade, SG18 8PA**
Single storey rear extension.

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

- A12/12/09.12 l. **CB/17/05066/FULL – 4 Apollo Gardens, Biggleswade, SG18 8FE**
Retrospective: To erect a wooden gazebo in back garden.

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.

- A12/12/08.13 m. **CB/17/05332/FULL – 222 Lincoln Crescent, Biggleswade, SG18 8HR**
Retrospective: Replacement wooden fence 1.83m.

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

A12/12/10 10. ITEMS FOR CONSIDERATION

- A12/12/10.1 a. **CB/TRE/17/00439 - 24 London Road, Baptist Church, Biggleswade**

Members considered an application for Works to Trees covered by Preservation Order: Prune 3 Lime trees at the rear of the Church by the play area.

It was **Resolved** to raise **No Objection** to this application.

- A12/12/10.2 b. **Parking on Verges and Footways**

Members considered correspondence and a proposal to assist CBC with the management of parking verges on footways. A CBC Traffic Regulation Order (TRO) is in place to deal with this matter: namely the Central Bedfordshire Council (Prohibition of Waiting and Loading on Verges and Footways) Order 2014.

Members identified Mead End and Stratton Way as priority areas for consideration.

Members were concerned for the implications on staff resource but suggested a trial at Stratton Way and Mead End first to see how effective the programme would be. If successful, further sites could be considered on a priority basis in the future.

It was **RESOLVED** to support Stage 1 of the TRO implementation process and to inform CBC that Mead End and Stratton Way were identified as priority sites for a trial.

It was also **RESOLVED** that the Town Council could assist by making staff available for Stage 2 of the TRO implementation process on a trial basis and that letters should also be sent to local schools about parents parking on verges and footways.

A12/12/10.3 **c. Internal Audit 2017-18 – First Interim**

Members **RESOLVED** to receive and approve the Internal Audit - First Interim 2017-18.

Members congratulated the Town Council staff for the quality of work that has resulted in such a positive audit report.

A12/12/10.4 **d. Biggleswade 106 Monies Held by CBC**

Members considered a proposal by Cllr Frank Foster.

It had been suggested by two CBC Councillors that Biggleswade Town Council should put together a formal list of projects that could be supported by 106 monies and possibly CBC.

It was **RESOLVED** that a working group is set up to look at the 106 monies and produce a list of possible projects, any recommendations will come back before Town Council, further that 106 monies by heading and claw back date are presented to the F&GP Committee on a regular basis.

A12/12/10.5 **e. Planning Application 17/03905/FULL 2-4 Market House**

Having declared a pecuniary interest, Cllr J Medlock left the meeting at 7:55pm, prior to this item being discussed.

Members considered a proposal by Cllr B Briars to discuss the implications of the above approved planning application on the use of the Market Square legally and if the Town Council can do anything about it.

Concern was raised as to whether the approved planning application would result in loss of control of the Market Square and restrict its use on market days and for events. Would a permanent expansion of the tables, chairs and covers affect the license, use or ownership of the area?

The Town Clerk confirmed that this would be covered under a license agreement for A-boards, tables and chairs.

It was pointed out that approval of a planning application does not dictate a change of ownership or grant rights to implement without a license.

It was noted that the Town Council had agreed to a license in 2015 but that the owner had not yet implemented the plan.

It was also noted that the owner has always complied with events and market activities in the past.

It was **RESOLVED** to seek legal opinion on this matter from the Town Council's solicitors.

Cllr J Medlock returned to the meeting at 8:00 pm.

A12/12/10.6 f. **Biggleswade United - Car Park Improvements**

Members considered a request by Biggleswade United Football Club are seeking Councils permission to carry out surface improvements to the car park area next to the clubhouse and training area, proposals include marking out the surrounds of the car park with wooden bollards. The car park is the responsibility of Biggleswade United under the terms of their current lease.

It was **RESOLVED** to raise **No Objection** to this request.

A12/12/10.7 g. **Bus Shelter – Opposite Sainsburys – Biggleswade**

Members considered a request asking the Town Council and or CBC to consider a bus shelter opposite Sainsbury's near Biggleswade.

Members discussed this request and also identified the need to replace a bus shelter on Kitelands Road.

It was **RESOLVED** to apply for S106 funds for two bus shelters – one on Kitelands Road and one opposite Sainsbury's.

A12/12/10.8 h. **CB/TRE/17/00546 – 4 St Andrews Street, Biggleswade**

Members considered an application for Works to Trees covered by Preservation Order: Prune one Sycamore tree located to the rear of the dwelling.

It was **RESOLVED** to raise **No Objection** to this application.

A12/12/10.9 i. **Disabled Access to Biggleswade Railway Station**

Members considered two letters received from residents of Biggleswade regarding disabled access to Biggleswade Railway Station.

It was noted that at a recent Biggleswade Joint Committee, the Chair of the BJC had agreed to write to Network Rail to request that this is made a priority. The Town Clerk confirmed that the letter had been sent.

It was commented that our MP had also written to Network Rail requesting priority of funding for this project.

Members felt that it was a disgrace that disable access to the station has still not been properly addressed.

It was **RESOLVED** for the Town Clerk to respond to the residents with an update.

A12/12/11 11. **ITEMS FOR INFORMATION**

- A12/12/11.1 a. There were no items for information.

A12/12/12 12. **PUBLIC OPEN SESSION**

- A12/12/12.1 a. Mr Edmond re: parking on verges and footways on Mead End. He has lived in Mead End for 30 years. The grass area on the corner of Mead End near the entrance to Kitelands Recreation Ground has wild flowers and a number of small trees. Normally between 5 and 10 cars are parked there each day at the start and end of the school day and are damaging the area. Could CBC be requested to designate this as a no parking area?

- A12/12/12.2 b. Mr Bacon re: temporary signs on Back Street and Station Road. These are always being knocked down and lying on the floor. They need to be dealt with by CBC.

A12/12/13 13. **EXEMPT ITEMS**

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

- (a. Personnel – Recommendations and Resolutions)
- (b. Staff Matters – Orchard Community Centre Caretaker)

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

Recommendations and Resolutions of the PLOS meeting held on 2 January 2018

6. ITEMS FOR CONSIDERATION

a. **Apollo Gardens**

Members were asked to consider Recommending to Council to adopt the Local Area of Play (LAP) at Apollo Gardens. This will be the first of a number of public open spaces that are expected to become available for adoption. A commuted sum has been offered by the consortium of developers as follows:

“As per schedule 16 of the S106 agreement, the cost per annum for a LAP is £3,980 per year for 20 years. These were at Q4 2006 figures and will be indexed linked using RPI.”

It was **RECOMMENDED** to proceed to adopt the Local Area of Play (LAP) at Apollo Gardens with a commuted sum of £3,980 per annum for 20 years, to be adjusted for inflation.

b. Quotations for Replacement Slide at Kitelands Recreation Ground

Members were asked to consider quotations for a replacement slide at Kitelands Recreation Ground with recommendations to be made to Town Council.

The existing slide is a Wicksteed slide with a 2.1m high platform and rubber safety mats beneath. The outline specification issued to potential contractors was as follows:

- Remove and recycle/dispose of existing slide;
- remove and recycle/dispose of rubber safety tiles under slide;
- supply and install slide to suit age up to 14;
- install black wetpour beneath slide appropriate to height of slide, with concrete pin curb edge;
- colour wear pads at foot of slide ladder and end of slide.

Four contractors have been approached and three have provided quotes as follows:

Contractor A

Quote A1	2.1m high platform slide	£10,665.00 plus VAT
Quote A2	1.7m high platform slide	£ 9,900.00 plus VAT

Contractor B

Quote B1	2.2m high platform slide	£10,836.00 plus VAT
Quote B2	1.77m high platform slide	£ 9,436.00 plus VAT

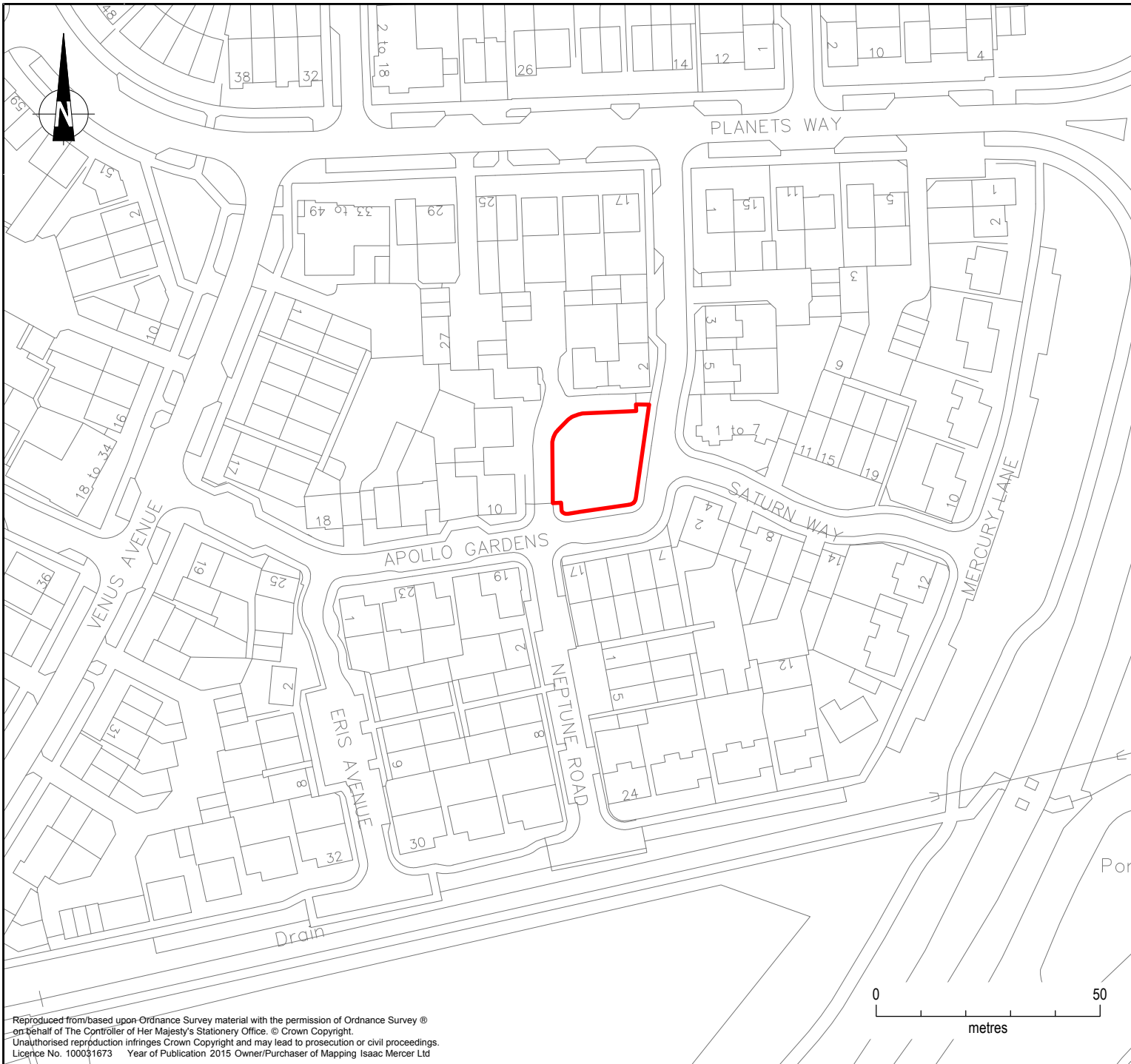
Contractor C

Quote C	2m high platform slide	£13,290.70 plus VAT
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There are currently no S106 funds available for this project. Ear Marked Reserves for Play Equipment amount to £3,500. Any additional commitments would need to be funded from General Reserve.

It was **RECOMMENDED** to accept Quote A2 at a cost of £9,900 plus VAT, funded by Ear Marked Reserves for Play Equipment of £3,500 and the balance from General Reserve.

Item 6a – PLOS 02/01/2018
 Items for Consideration
 Apollo Drive, Biggleswade



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A	Red line amended	21.06.16	Ijj	AI	AI
Mark	Revision	Date	Drawn	Chkd	Appd

Drawing Issue Status

**KING'S REACH, BIGGLESWADE
 SITE 1
 APOLLO GARDENS PLAY AREA**

Client
**TAYLOR WIMPEY
 MARTIN GRANT HOMES**



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 READING
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Date of 1st Issue	Designed	Drawn
10.05.2016	-	Ijj
A4 Scale	Checked	Approved
1:1250	CM	CM

Drawing Number
17156/SK495

Revision
A

Kitelands Recreation Ground - Replacement Slide

PLOS 02/01/2018

Existing installation

Existing Slide has a 2.1m platform height

Existing concrete base with rubber safety tiles and wooden edge. Base size is 4m x 10.1m

Quote Comparison	Quote A1	Quote A2	Quote B1	Quote B2	Quote C
Slide Platform Height	2.1m	1.7m	2.2m	1.77m	2m
Suggested Age Range	10-14 years	7-10 years	4+	3+	5-12 years
Manufacturer's Specified Minimum Safety Surface Area	8.0m x 4.5m	7.0m x 4.0m	9.23m x 4.47m	8.14m x 3.89m	9.09m x 4.35m
Fits within existing base area of 10.1m x 4.0m	No	Yes	No	Yes	No
Safety Surface - requested to remove tiles and replace with wetpour	Remove rubber tiles and replace with wetpour.	Remove rubber tiles and replace with wetpour.	Overlay existing rubber tiles with wetpour	Overlay existing rubber tiles with wetpour	Remove surfacing. Lay black EPDM wetpour.
Edging - requested to remove wooden edging and replace with concrete pin curb edging	Remove wooden edge and replace with concrete PCC edge	Remove wooden edge and replace with concrete PCC edge	Install concrete PCC edge	Install concrete PCC edge	Supply and lay precast kerb edging
Cost excluding VAT	£10,665.00	£9,900.00	£10,836.00	£9,436.00	£13,290.70

Date: 20/12/2017
Quotation No. 17/JH/20122017/A

Biggleswade Town Council - Kitelands Recreation Ground

Supply & Installation Of New High Pedestal Slide (2.1m High Platform) & Wetpour Safety Surfacing
 Onto Existing Concrete Baseworks. Including The Removal Of Existing Slide, Surfacing And
 Edging.

Qty	Product Code	Description	Unit Price	Total Price
REMOVALS				
1	L-Installation	Dig Out & Remove Existing High Pedestal Slide	305.00	305.00
28	L-Installation	Dig Out & Remove 28 Linear Metres Of Timber Edging	3.50	98.00
40	L-Installation	Uplift & Remove 40Sqm Of Existing Wetpour Tiles	28.00	1120.00
INSTALLATIONS				
1	6050-062	High Pedestal Slide Installation	5028.00	5028.00
28	L-Installation	Supply & Lay New Concrete PCC Edging Around Existing Baseworks	22.00	616.00
20	L-Surfacing	Supply & Lay 20Sqm Of New Ecoflec Wetpour @ 90mm Thick	147.00	2940.00
20	L-Surfacing	Supply & Lay 20Sqm Of New Ecoflec Wetpour @ 40mm Thick	71.00	1420.00
1	L-Installation	Temporary Site Security Heras Fencing	300.00	300.00
Sub Total			12697.00	
Discount			-2283.40	
Carriage			251.40	
Grand Total Excluding VAT			10665.00	

All prices are subject to a site visit from our Installation Contracts Manager.

Please note our payment terms for 'Supply and Installation' contracts: - Payment for goods - on invoice, following delivery to site.

Payment for installation - on interim progress invoices submitted during and on completion of installation. (Unless pro-forma terms apply.)

Work can commence within 6 to 8 weeks from receipt of an order.

These prices are valid for a period of 3 months from the date of this quotation.

Errors & Omissions Excluded

Date: 20/12/2017
Quotation No. 17/JH/20122017/B

Biggleswade Town Council - Kitelands Recreation Ground

Supply & Installation Of New Medium Pedestal Slide (1.7m High Platform) & Wetpour Safety Surfacing Onto Existing Concrete Baseworks. Including The Removal Of Existing Slide, Surfacing And Edging.

Qty	Product Code	Description	Unit Price	Total Price
REMOVALS				
1	L-Installation	Dig Out & Remove Existing High Pedestal Slide	305.00	305.00
28	L-Installation	Dig Out & Remove 28 Linear Metres Of Timber Edging	3.50	98.00
40	L-Installation	Uplift & Remove 40Sqm Of Existing Wetpour Tiles	28.00	1120.00
INSTALLATIONS				
1	6050-061	Medium Pedestal Slide Installation	4261.00	4261.00
28	L-Installation	Supply & Lay New Concrete PCC Edging Around Existing Baseworks	22.00	616.00
20	L-Surfacing	Supply & Lay 20Sqm Of New Ecoflec Wetpour @ 90mm Thick	147.00	2940.00
20	L-Surfacing	Supply & Lay 20Sqm Of New Ecoflec Wetpour @ 40mm Thick	71.00	1420.00
1	L-Installation	Temporary Site Security Heras Fencing	300.00	300.00
Sub Total			11843.00	
Discount			-2156.05	
Carriage			213.05	
Grand Total Excluding VAT			9900.00	

All prices are subject to a site visit from our Installation Contracts Manager.

Please note our payment terms for 'Supply and Installation' contracts: - Payment for goods - on invoice, following delivery to site.

Payment for installation - on interim progress invoices submitted during and on completion of installation. (Unless pro-forma terms apply.)

Work can commence within 6 to 8 weeks from receipt of an order.

These prices are valid for a period of 3 months from the date of this quotation.

Errors & Omissions Excluded

Why Choose xxxxxx?

- With over 135 years of experience in the field and still going strong, our equipment is extremely durable and built to last
- Investments are continuously being made! We have recruited a new advisor to the team, 2 extra quality control colleagues and have now just purchased a new oven for the factory to deal with high demands of equipment.
- With xxxx, you have reassurance that we will always be around to help you with queries and be there to supply replacement parts if needed
- Common spare parts are kept as stock at our factory in Northamptonshire and can be delivered within 72 hours of request. Other spares are made order and these are manufactured in house and delivered within 10-14 days.
- Dedicated experienced team at our Head Office and local representation who provide after-sales support and go the extra mile for our customers.
- Extensive guarantees only a company having been established for over 135 years has the proven ability to honour them
 - 25-year metalwork guarantee against structural failure;
 - 15-year timber guarantee against rotting;
 - 5-year paintwork guarantee against corrosion;
 - 5-year guarantee on all wet pour safety surfacing.
 - 2-year guarantee on all eco tumble surfacing
- Our ropes are made of a 6 core steel braided nylon rope - the nylon is braided around the steel to ensure the ropes are longer lasting. We did try just the simple nylon rope but we found this is very prone to vandalism and frays easy!
- Our timber is guaranteed for 10 years. We are the only company to treat our timber with a special micronized osmosis style treatment. With this, the treatment is drilled into the core of the timber giving you more longevity of the material - our timber is guaranteed for 10 years
- To ensure you don't have a continuous cost of painting the steel equipment, we have a very unique paint process which is as follows:
 1. Raw steel with all its impurities comes into our factory
 2. Steel is then shot blasted which removes all the impurities and produces a perfectly clean surface
 3. The steel is then thermal zinc sprayed which is effectively the undercoat - this is unique to xxxxx which helps the powder stick to the material- it also has a self healing quality, so if you were to cut the metal with a Stanley knife, for example, the paint would self congeal!
 4. The last process is the powder coat paint process. The paint used is 80% polyester which is resistant to graffiti in that it can be easily cleaned.

CERTIFICATE OF GUARANTEE

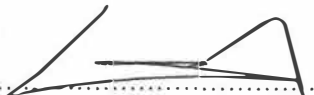
XXXX is proud of its reputation and uses only the highest quality materials in its equipment. XXXX was founded in 1876 and is still Great Britain's leading playground manufacturer. This underlines our ability to fulfill promises and obligations arising from our guarantees. Below are the key terms and limitations of each of the guarantees provided by XXXXXXXXXX ("XXXX") in respect of our equipment and products. If you need any further information or have any questions please contact us at sales@XXXXX.co.uk

Our Guarantees

(See overleaf for specific terms & conditions)

- 25 year guarantee** against structural failure of steel components manufactured by XXXXXXXX.
- 10 year guarantee** against cracking, splitting and delamination on Densetec high density polyethylene panels that form part of the XXX manufactured and supplied products.
- 7 year guarantee** against corrosion of XXXX manufactured painted steel components.
- 5 year guarantee** against corrosion of XXXX manufactured Multi Use Games Areas and fencing
- 5 year guarantee** of our artificial grass.
- 2 year guarantee** against structural failure of consumable parts and components.
- 15 year guarantee** against rot and insect infestation of machine rounded structural timber components with steel shoes used on playground equipment.
- 10 year guarantee** against rot and insect infestation on laminated pine supports with steel shoes and machine rounded timber installed directly into the ground used on playground equipment.
- 5 year guarantee** against rot and insect infestation on machine rounded timber installed directly into loose fill surfacing.
- 2 year guarantee** against rot and insect infestation on machine rounded timber used for landscaping purposes.
- 5 year guarantee** on Wet Pour surfacing against faulty materials and workmanship.
- 1 year guarantee** on Wet Pour repairs carried out by approved XXXXXXX personnel.
- 2 year guarantee** on Eco-Tumble surfacing against faulty materials and workmanship.

Dated - 16/08/17

Signed 

XXXXXXX - Managing Director



Our Guarantees

Specific terms and conditions

The steel components covered by our **25 year structural failure guarantee** are:

- Uprights
- Decks
- Poles
- Bridges
- Castings

Our **10 year Densetec guarantee** covers all **Densetec high density polyethylene** panels that form part of Wicksteed manufactured and supplied products.

The steel components covered by our **7 year corrosion protection guarantee** are Wicksteed manufactured steel products that are protected with the application of an externally coated zinc metal thermal spray pre-treatment applied in accordance with B.S.5493, prior to polyester powder coat painting. All paintwork repairs must be carried out promptly as per Wicksteed's maintenance instructions, using only approved materials, in order to maintain the original level of anti-corrosion protection.

The steel components covered by our **5 year corrosion protection guarantee** are Wicksteed manufactured products which are hot dip galvanized prior to polyester powder coat painting.

Our **5 year artificial grass guarantee** covers:

- Colour fastness and UV stability
- Deterioration of yarn due to water
- Dimensional stability of the carpet
- Yarn tuft lock

Our **2 year structural failure guarantee for consumable parts and components** covers:

- Bearings
- Ropes
- Swing chains
- Fixings
- Springs

The consumable parts and components are not covered by our 5 year corrosion protection guarantee.

Our **15 year, 10 year, 5 year, and 2 year timber guarantees** are against rot and insect infestation which impairs the structural integrity of the product. Untreated timber and cosmetic damage (such as cracks under 8mm), are not covered. Wicksteed uses water based staining products on our timbers which can be subject to some seepage in wet weather during the early stages after installation. This can easily be washed away and is not covered by this guarantee.

Our **5 year Wet Pour guarantee** applies in cases where Wet Pour is laid onto a Wicksteed approved base with concrete pin kerb or block pave edgings. Where Wet Pour is laid onto an existing surface, such as tarmac, the guarantee only covers the Wet Pour itself and does not cover where the surface has been chase cut. Where Wet Pour is laid onto existing bases the guarantee only covers the Wet Pour itself and not the integrity of the bases. Wet Pour repairs carried out by authorised Wicksteed personnel are guaranteed for 1 year

The **2 year Eco-Tumble** guarantee does not cover colourfastness as transfer of colour can occur. Where Eco-Tumble is laid onto existing bases the guarantee only covers the Eco-Tumble itself and not the integrity of the bases.

Additional terms of cover:

All of our guarantees are subject to the following limitations.

1. The guarantees apply from the date of installation and are subject to provision of proof of the purchase date.
2. The guarantees cover only defects in materials and XXXX liability under the guarantees is limited to repair or replacement of defective products or equipment, at XXXXX discretion.
3. The guarantees only apply if the products and equipment have been installed in accordance with XXXX instructions, if all replacement parts are XXXXX approved and provided that the equipment has been inspected and maintained in accordance, where applicable, with BSEN1176 and WXXXXX Guide to the Inspection and Maintenance of Play Areas/ Inspection Check Lists' which can all be downloaded from www.XXXXXX
4. Our guarantees do not cover any damage caused by normal wear and tear, abnormal or improper use, acts of vandalism, accidental damage, fire or flood, ground heave or sub-base movements of any nature, failure to properly maintain or inspect, negligence or subsidence. Our guarantees do not cover discolouration (other than as specifically provided for in our terms) or cosmetic changes, including changes in the colour of wood. Products and equipment which are subjected to the effects of salt spray are excluded from all guarantees.
5. The guarantees are in addition to and do not affect your legal rights and are subject to XXXXX general terms and XXXXX instructions for installation.
6. The defect must be reported to a member of the Customer Service Team at XXXX as soon as it is discovered.
7. The guarantees only apply to products manufactured by XXXXX In cases where items have been sourced from alternative manufacturers our guarantees will not apply and you will have to rely on the guarantee provided by the manufacturer of the product.

Michael Thorne
Biggleswade Town Council
The Old Court House
4 Saffron Road
Biggleswade
Bedfordshire
SG18 8DL

20 December 2017

Dear Michael,

Thank you for allowing us the opportunity to quote for Kitelands Road - Biggleswade - Slide replacement.

Our aim at XXXXX is to capture the imagination of every visitor to our play areas through inventive designs, creative ideas on inclusive play and stimulating products. We design our play areas to incorporate all these aspects whilst ensuring we achieve compliance with the relevant legislations.

We offer a full service including advice, design, contract management and a dedicated after sales service which is unmatched in this industry. We pride ourselves on our offering of complete solution from start to finish of your project.


We will contact you within two weeks to see how we can help further with your project. However if you have any queries regarding this quote or any part of our service in the meantime please do not hesitate to contact me on 0779 5118509.

Yours sincerely

XXXXX
Sales Executive

Prepared for: Biggleswade Town Council
 Our Reference: 1712.18161
 Date: 20 December 2017

Quotation for Kitelands Road - Biggleswade - Slide Replacement

Qty	Code	Product Name	Unit Price	Total Line Price
01. XXXXX Play				
1	J1057A	Surfslide	4,820	4,820
				
1	PJ1057A	Installation of J1057A	550	550
		Total:		£5,370
09. Safer Surfacing				
1	UKX12010	50m ² Black Wetpour Surfacing (overlaid onto existing tiles) 25m ² at 90mm and 25m ² at 40mm Depth (Subject to 2nd site visit)	3,427	3,427
		Total:		£3,427
10. Groundwork and Landscaping				
1	UKV1010A	Removal of existing slide	350	350
31	UKB1200	PCC Edgings 900x150x50mm Lm	21	651
		Total:		£1,001

11. Miscellaneous Items

1	UKA1001	Prelims (Under 10K)	650	650
			Total:	£650

Delivery Charge: £388

Total Quote Amount: £10,836

Optional Extras

Qty	Code	Product Name	Unit Price
1	UKA1100	Post Installation Inspection	£450

Please be advised that the installation prices are a guideline only subject to a full site survey by a XXXXX Representative.

Subject to a CAD Drawing

The price for the wetpour surfacing is subject to a second site visit. The quality of the existing tiles is unknown due to snow. If tiles are not of good quality then there will be an additional cost to remove them.

This quote is valid until 22/12/2017
Please note all prices quoted are excluding VAT



Terms and Conditions

Formation of a Contract

The quotation given on or attached to these terms and conditions will remain valid for a period of 90 days.

Acknowledgment and acceptance of this proposal is made by you placing an order within the specified period above, at which time you will be bound by these terms and conditions. Each proposal accepted shall constitute an individual legally binding contract between you and us. Such contract is hereinafter referred to in these terms and conditions as "an order".

Nothing in these terms and conditions shall prejudice any condition or warranty expressed or implied, or any legal remedy to which we may be entitled in relation to the goods / and or the work the subject of this order.

Our Responsibility

We will ensure that all materials supplied comply with safe building practices and are free from defects and that any work carried out is carried out with reasonable care and skill and to a reasonable standard.

Before starting any work we will carry out an inspection to make sure that all work quoted is appropriate and practicable.

If after our inspection any further work is necessary either because of alterations in design, specification or otherwise and this causes an increase in costs we will send you a further proposal giving details of the extra costs and will only proceed with the works once your written acceptance has been received.

Subject to our terms we will carry out the work in accordance with our proposal.

We will make good any damage caused whilst carrying out the work.

Your Responsibility

You will permit us during normal working hours to carry out an inspection and thereafter to undertake the works according to the programme set out in the proposal.

You will remove all items necessary to allow us to commence the works and cover and protect all fixtures and fittings, which cannot be removed.

You will obtain all permissions and consents, (including if necessary planning permission) from landlords, local authorities and others, which are required before the work can commence.

Where you are required to provide us with measurements or other information such measurements or information must be correct. If we rely on the measurements or information given when preparing our proposal and such measurements or information are incorrect we reserve the right to increase the price to make good any errors or additional works required as a result.

Payment

Goods are invoiced upon dispatch. Payment terms are strictly net 15 days from the date of invoice. Please note all prices quoted are excluding VAT

Delivery/Installation Dates

UK delivery is priced at 7.5% (with a minimum £100 charge) based on the total list price value of the equipment. We reserve the right to increase the delivery charge dependent on location of delivery address, all amended prices will be notified on quotations.

You will be provided with an estimated delivery date on receipt of order and updated throughout the order process. Delivery is approximately 4-6 weeks from the date of order. Deliveries that cannot be accepted by the customer will be subject to a minimum £100 per week storage charge.

Minimum Installation Charge

On orders received with installation, a minimum installation charge per site of £1000 applies in all cases.

Budget costs assume that easy lorry access & precise siting of the equipment will be provided, no surface or underground obstructions will be encountered during excavation such as concrete, hard-core, rock, chalk, roots, drainage, gas or water pipes, telephone or electricity cables etc. In the event of any such obstructions we reserve the right to charge for any additional work involved. We cannot accept liability for any consequent charges that may be incurred by disruption of any of the foregoing services. For fixed installation prices, a site survey is required by a company representative prior to the order being placed

Main Contractor's Discount

Our quotation does not include for a Main Contractor's Discount. If a 2.5% Main Contractor's Discount is applicable, please add 2.563% to our quoted prices.

Cancellation Policy

The Company reserves the right to levy a cancellation charge of 25% of the order value in the event of the order being cancelled by the customer. Please Note: Any such charge is non-negotiable and is solely at the discretion of the Company. All drawings, descriptive and forwarding specifications, particulars of weights and dimensions are approximate only and not binding and illustrations contained in catalogues, price lists, sales literature and other advertisement material are for the purpose of general description only and none of these shall form part of this Contract.

Please note our full terms and conditions can be requested from our main office at XXXXXXX

Slides

J1057



4+



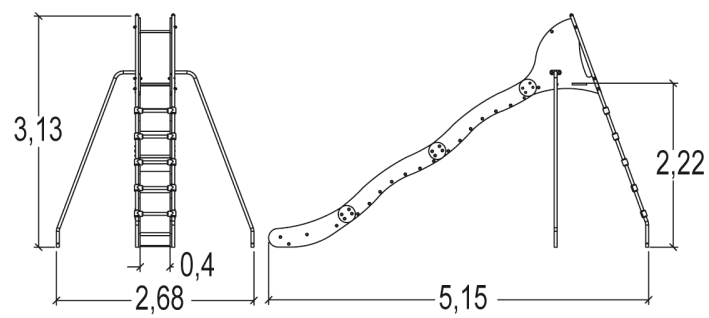
5



2,2m



1 = 5,2m 2 = 3,5m 3 = 3,26m



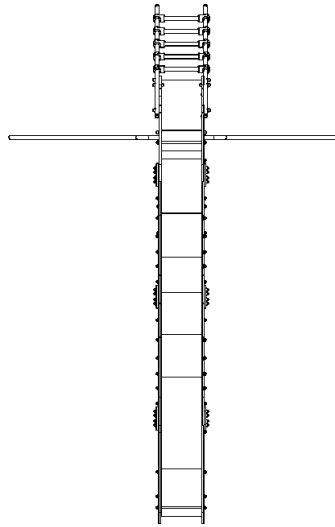
Play value

climbing



sliding



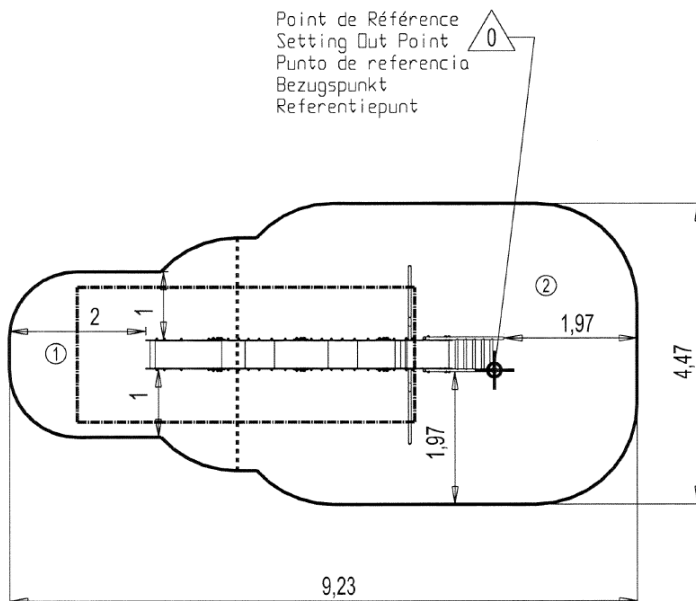




Installation of equipment

Impact area =

-  Impact area
-  Free space

Point de Référence
Setting Out Point
Punto de referencia
Bezugspunkt
Referentiepunt



		
1	1,00m	8,5m ²
2	2,20m	24,5m ²



2



06h15



0.2m³



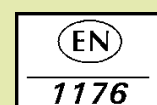
32m²



127kg



115kg



2013-01-15

Michael Thorn

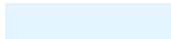
From:
Sent: 20 December 2017 17:16
To: Michael Thorn
Subject: Quote and Datasheets for Biggleswade - Kitelands
Attachments: 1712.18161 - Kitelands Road - Biggleswade - Sde replacement.pdf; J1057.pdf; J1056 DS.pdf; J1057.jpg; IMG_2654.JPG

Good evening Michael,

I hope you are well.

Following on from our meeting please find attached our quotation for the replacement slide, we have priced for our largest slide at 3.26 with a wave to bring excitement to the slide. The slide is great aesthetically and will fit the surroundings of the park well, I have enclosed an image of the slide installed.

As discussed our quotation for slide reference J1057 comes to a total of £10,826, another option would be to change the slide to J1056 which as you can see by the image attached is straight and is 2.71 in height which would give you a cost saving of £1,400. If you would like me to arrange a formal quotation for this option please let me know.



Slides

J1056



3+



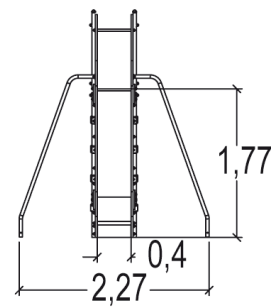
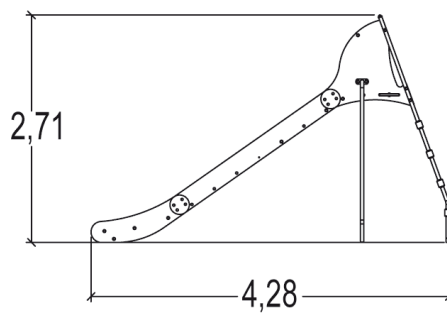
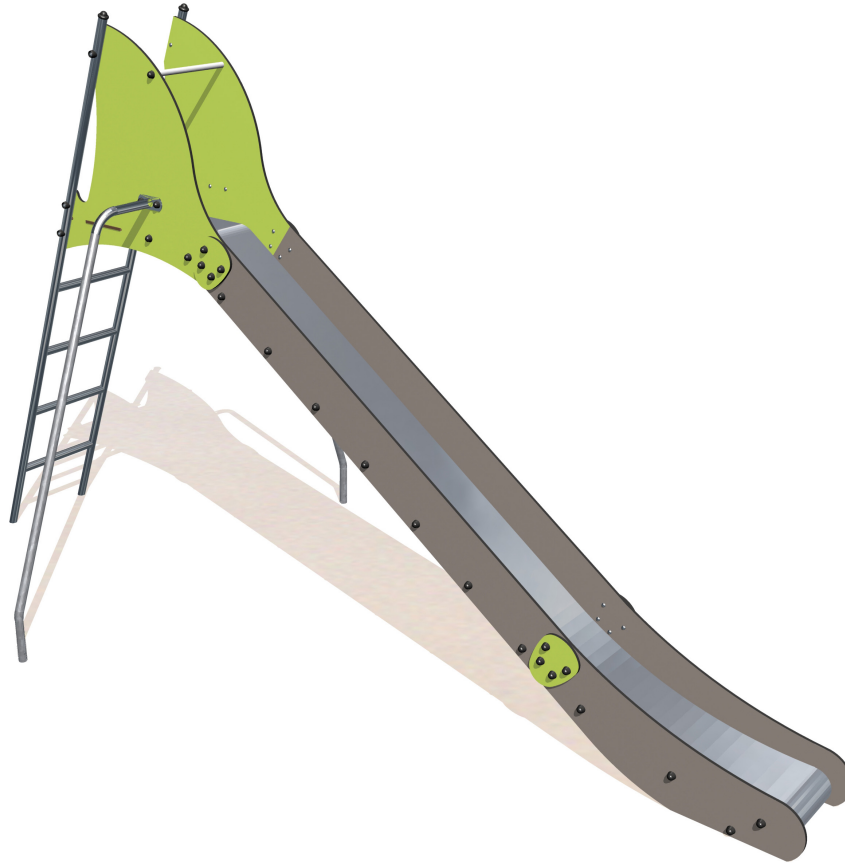
5



1,77m



1 = 4,4m 2 = 2,9m 3 = 2,6m



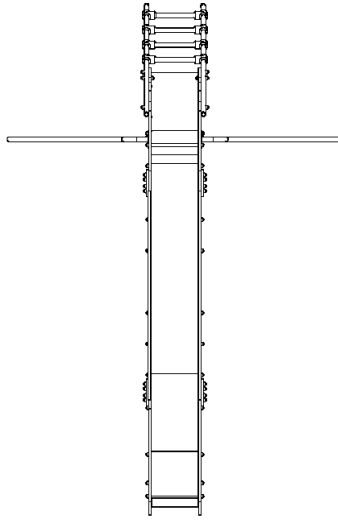
Play value

climbing



sliding

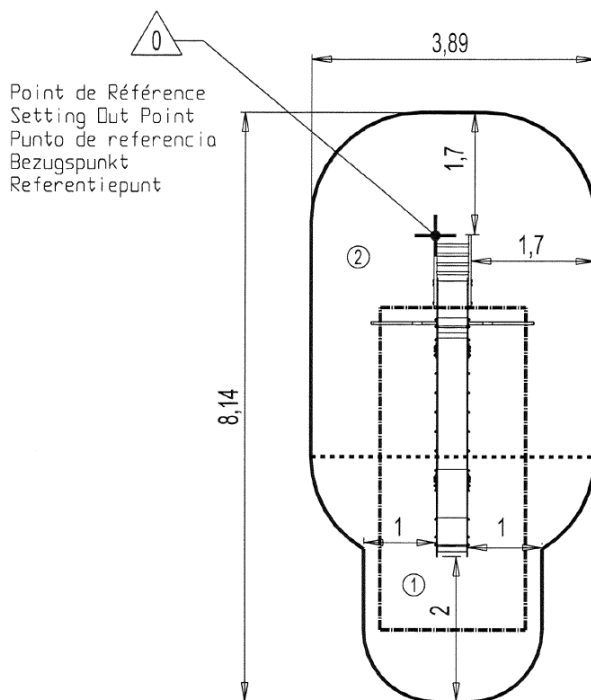






Installation of equipment

Impact area =

-  Impact area
-  Free space



		
1	1,00m	9,5m ²
2	1,77m	17,5m ²



2



04h30



0.2m³



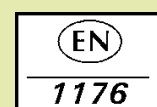
27m²



132kg



25kg



2013-01-15



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

Kitelands Road, Biggleswade (SLIDE)

Biggleswade Town Council

For the attention of Michael Thorn

**Quotation Reference: 56324-002-001
Supply & Installation**

Thank you very much for your recent enquiry. We are now pleased to enclose our quotation for your consideration and we trust that it meets with your approval.

For further information, or if you have any questions, please do not hesitate to contact your Local Area Manager xxx on xxxx or email: xxx@xxx.com.

If you would like to proceed please complete, sign and return the attached Order Acceptance.

Quoted by XXXX
Landscape Designer



Kitelands Road, Biggleswade (SLIDE)

Biggleswade Town Council

21/12/2017

Quotation Reference: 56324-002-001
Supply & Installation

	UNIT	QUANTITY	RATE	TOTAL
Removals				
Remove existing slide and surfacing.	sum	1	£1,950.00	£1,950.00
New Equipment				
3ru1310 Free Standing Slide - A 2m high slide constructed in stainless steel, powder coated steel frame. Suitable for children aged between 5-12 years old.	each	1	£5,584.00	£5,584.00
<i>Install 3ru1310 Freestanding Slide.</i>	sum	1	£585.00	£585.00



Safety Surfacing:

Regulate the existing baseworks prior to new wetpour being installed.	m ²	32	£13.00	£416.00
Lay black EPDM Wetpour, CFH 2.0m.	m ²	32	£91.00	£2,912.00
Supply & lay precast kerb edging, 300 x 50mm, haunched in concrete.	m	23	£29.90	£687.70



Kitelands Road, Biggleswade (SLIDE)

Biggleswade Town Council

21/12/2017

Quotation Reference: 56324-002-001
Supply & Installation

	UNIT	QUANTITY	RATE	TOTAL
Prelims/ H&S/ Site Set-up/ Mobilisation/ Off-Loading:	sum	1	£598.00	£598.00
Carriage:	each	1	£558.00	£558.00

Considerations:

We strongly advise that an independent post installation inspection is commissioned for all new play areas and ball courts. This should ideally be undertaken by an inspector who is certified by The Register of Play Inspectors International (RPII). You can arrange this directly yourselves or we can do this for you. Our charge is £500. Please advise if you require this adding to your quotation when you place your order.

Total ex VAT £13,290.70
**(VAT to be applied, currently
+ 20%)**



ABBREVIATED TERMS

VAT not included.

EU STANDARDS:

All play items listed conform to BSEN 1176 and/or BSEN1177 and/or BSEN 15312

DAY RATES:

Our minimum day rate, when calculated before the addition of prelims or safer surfacing, is £1,000. We reserve the right to recoup this amount should a site not be ready upon our arrival.

FULL TERMS:

xxxx Leisure's full terms and conditions apply (copies available upon request).

DELIVERY TIMES:

Normal delivery time 6-8 weeks* following receipt of written order, with an order number.

*SPIELART ROBINIA PRODUCTS:

Delivery can be approx. 11-13 weeks depending on the complexity of the units ordered.

Mechanical offloading and assembly is ESSENTIAL.

Sufficient access width and height required up to the build site.

Due to the high costs of transportation there is a minimum carriage charge of £600 for all Spielart items.

TOTAL PRICE ASSUMES, UNLESS STATED TO THE CONTRARY ABOVE, THAT:

All ground is soft dig, with no underground obstructions, cabling, pipe work or any other form of service router.

Access is available for all required vehicles up to the construction area.

No reinstatements are required to access way or construction area.

The whole of the above equipment and works are ordered together. If part order is received, we reserve the right to amend our pricing.

RETENTIONS:

xxxx leisure do not accept retentions from main contractors unless authorised by a Director in advance of the order. Unless stated to the contrary, in the main quote, we have not allowed for a main contractors discount. If a 2.5% discount is required please add 2.5644% to the product price quoted.

PAYMENT:

For Local Authority customers, payment is due strictly 30 days from invoice date.

For all other customers, 25% of the quote value plus VAT is due on receipt of the customer order. A further 25% plus VAT is due at the date of delivery of the equipment, with the balance payable 30 days after Practical Completion. On Supply Only orders, Practical Completion is deemed to be the date of delivery.

In the case of customers without a satisfactory credit rating, 25% of the quote value plus VAT is due on receipt of the customer order, and the balance prior to delivery of the equipment.

For Spare Parts orders, payment in full is required prior to delivery.

Any exceptions to the above terms must be agreed in advance and approved in writing by the Commercial Manager, xxx.



Terms and Conditions of Sale

Issue date: 28/06/2016

1. CONDITION OF CONTRACT

In these conditions of Sale 'the Seller' shall mean xxxx Leisure Limited (trading as xxx); "the Buyer" shall mean any person, firm, company or other body by whom the Order is made; "the Goods" shall mean the articles or things or item's described in the Order; "the Services" shall mean the work to be carried out by the Seller for the Buyer; and "the Contract" shall mean the contract for the sale or supply of the Goods and/or Services by the Seller to the Buyer. "The Estimate" shall mean any price list, tender, quotation or estimate as appropriate issued by the Seller.

2. CONTRACT

(a) The right is reserved to withdraw or cancel any Estimate without notice at any time prior to acceptance and any Estimate shall be deemed to be withdrawn if not accepted by the Buyer within 60 days from the date hereof.

(b) The Contract for the sale or supply of the Goods and/or the Services by the Seller to the Buyer shall be concluded when the Estimate shall be met by an unqualified acceptance of that Estimate from the Buyer. The Seller shall not be bound by any terms or conditions other than those set out herein together with any Special Conditions referred to by the Seller all of which shall supersede and prevail over any other terms or conditions stipulated or referred to by the Buyer.

(c) Any variation of the Contract must be instructed in writing by the Buyer and will not be binding on the Seller until accepted by the Seller in writing.

(d) In the event of discrepancies, errors and ambiguities with regards to the specification for the Works, then the buyer shall instruct the Seller in writing to vary Goods and/or Services as necessary to resolve the discrepancy, error and/or ambiguity and the variation shall be valued as per clause 3(a) below. Should the buyer fail to issue the variations within a reasonable time then the Seller may, 7 days after giving notice to the Buyer in writing, carry out any necessary variation which shall be deemed to be a variation by the Buyer and valued as such.

3. PRICE

(a) The prices set out in the Estimate may be varied by the Seller to take account of any increase in prices or costs which may occur at any time before the Contract is completed except where the words "fixed price" appear in relation to any price quoted in the Estimate. However any variation by the Buyer in design, quantities, delivery, instalment arrangements, specification, instructions and any suspension of work, will give rise to adjustment of the price to take account of any increase in prices or costs incurred by the Seller.

(b) All prices quoted are strictly net. In addition to the quoted price the Buyer shall pay (i) Carriage and Freight charges (ii) Insurance (iii) Value Added Tax, where applicable, and (iv) the cost to the Seller of carrying out any special test, examination or inspection requested by the Buyer.

(c) Any installation prices quoted are subject to a detailed SITE SURVEY and any alteration to the quoted prices which arise as a result of this survey will be notified in writing by the Seller and agreed with the Buyer all prior to commencement of the works.

(d) Unless stated otherwise within the Estimate, all prices are based upon the site being level and well drained, and that no underground obstructions of any kind will be encountered. Should such obstructions be encountered, this will give rise to adjustment of the price to take account of any increase in prices or costs incurred by the Seller.

e) The estimate excludes any Main Contractor's Discount, unless stated. If a 2.5% Main Contractor's Discount is applicable, 2.563% should be added to the Estimate total.

4. CREDIT CHECK

The Company reserves the right to make use of a Credit Reference Agency who will keep a record of that search.



Terms and Conditions of Sale

Issue date: 28/06/2016

5. PAYMENT

Unless otherwise agreed in writing, the terms of payment are as follows: -

i) for Local Authority customers, where the Contract provides for the supply of Goods only, payment shall be due within 30 days after the date of the Seller's invoice, which will be issued on dispatch of the Goods from the Seller's premises. For all other customers, 25% of the Contract value is due on receipt of the customer order. A further 25% is due prior to the date of delivery of the equipment, with the balance payable 30 days after delivery. Payment will be requested in advance for all spares orders and in certain circumstances where the Seller has concerns over giving credit to the Buyer.

ii) for Local Authority customers, where the Contract provides for the supply of Goods and Services, payment shall be due within 30 days of the date of Practical Completion. Practical Completion is the point where the Contract is completed subject to snagging and in certain cases, a post installation inspection. For all other customers, 25% of the Contract value is due on receipt of the customer order. A further 25% is due prior to the date of delivery of the equipment, with the balance payable 30 days after Practical Completion.

iii) where the Seller is unable to complete the works or sections thereof due to weather or other circumstances beyond the control of the Seller including those circumstances detailed within clause 15 (a) of these conditions, then the Seller shall be entitled to payment for the works carried out up to that date as per clause 4 (ii) above.

The Seller shall have the right to charge interest on all sums overdue for payment in terms of the contract at the rate per month of 4% above Royal Bank of Scotland PLC Base Rate from time to time.

6. DELIVERY

The time for delivery whether expressly stated or not shall not be or be deemed to be of the essence of the Contract. In no circumstances shall the Seller be liable to compensate the Buyer for non-delivery or late delivery of the Goods or any of them and any such circumstance shall not render the Seller in breach of contract and shall not entitle the Buyer to rescind the contract.

7. FAILURE TO TAKE DELIVERY

Should the Buyer fail to take delivery of the Goods on the date or dates specified in the contract of which these conditions form part, the Seller, at its option, reserves the following rights:

(a) The Seller may treat the contract, or the balance of the contract as repudiated and recover from the Buyer by way of damages any loss or expense which the Seller may suffer or incur as a result of the Buyer's default.

(b) The Goods may be invoiced to the Buyer in accordance with the payment terms specified in paragraph 4 hereof.

(c) The Goods may be held by the Seller for the Buyer and the Seller shall have the right to charge interest at the rate per month of 4% above Royal Bank of Scotland PLC base rate from time to time on the price of the Goods held and storage may be charged to the Buyer.

(d) After giving reasonable written notice, the Seller may treat as repudiated any other outstanding contracts between the Seller and Buyer.

8. EXAMINATION OF THE GOODS

The Buyer shall inspect the Goods immediately on delivery thereof and shall within 7 days from such delivery give notice to the Seller of any matter, or thing by reason whereof the Buyer may allege that the Goods are damaged, or are not in accordance with the contract, or are defective in materials or workmanship.



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9. PASSING OF PROPERTY

The property in the Goods shall not pass to the Buyer until the whole of the price for the Goods and all other sums due by the Buyer to the Seller have been received by the Seller.

Notwithstanding the foregoing, the risk of damage to or destruction of the Goods shall pass to the Buyer at the time of delivery to the Buyer's premises or site.

10. TECHNICAL DATA

All information contained in the Seller's catalogues, sales manuals, technical data sheets or given by any of the Seller's employees, whether verbally or in writing, is intended to be and may be construed only as of a generally informative nature and the foregoing shall not form any part of or be incorporated in any way into the Contract. It is further acknowledged by the Buyer that such prior information has not been relied upon by the Buyer in entering into this Contract.

It is acknowledged by the Buyer that Robinia products, being a natural material, may not look exactly as reflected in the brochure. The buyer acknowledges the colour will change as the material matures in situ.

11. INDUSTRIAL PROPERTY RIGHTS

a) All drawings, specifications or other technical data provided by the Seller in connection with the contract and all other material of similar nature supplied for any purpose whatsoever shall remain the property of the Seller and shall be treated as confidential by the Buyer.

b) All patents, copyright and any other intellectual property rights in any drawings, specifications, technical data, models, or other property used by the Seller in connection with the contract and any such rights in the design of the Goods provided by the Seller shall be and shall remain the sole property of the Seller.

12. SELLER'S WARRANTY AND LIABILITY FOR DEFECTS

(a) Where any of the Goods supplied by the Seller to the Buyer are found by the Buyer within twelve calendar months after delivery or such any other time as previously agreed by the Seller, to be defective in material or workmanship, the Buyer shall notify the Seller of such defect within 10 days of discovery of such defect or failure to conform and the Seller shall either repair such Goods or free of charge replace such Goods or refund to the Buyer the price thereof, but in no circumstances whatsoever shall the liability of the Seller in connection with any such Goods exceed the cost of the replacement thereof.

The liability of the Seller under this Clause is conditional upon the Buyer (i) adhering strictly to the terms of payment provided for in the Contract (ii) bringing the defect in the Goods to the attention of the Seller within the period of 10 days and (iii) not attempting to repair or allowing anyone not previously approved by the Seller to repair any part or parts of the Goods.

There shall be no liability on the Seller in terms of this Clause for any defects which in the opinion of the Seller, occur as a result of:-

- (i) misuse of the Goods or any negligence on the part of any person other than the Seller;
- (ii) loss or theft of the Goods or any part of them;
- (iii) damage from any cause other than negligence by the Seller or the Seller's personnel; and
- (iv) unauthorised modification, alteration or repair of any of the Goods.
- (v) The Seller accepts no responsibility in any circumstances for any direct, indirect or consequential loss or damage, howsoever arising, which the buyer may sustain in connection with Goods supplied under the contract.



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13. SUB CONTRACTORS

The Seller reserves the right at its sole discretion to assign or sub-contract the whole or any part of the work involved in the supply of the Goods or the Services.

14. ACCESS TO SITE

(a) The Buyer will ensure that at all times the Seller has free access to the site where the Goods are to be delivered or the Services performed. The Buyer will ensure that at all times the site is in a condition in which the Seller can deliver the Goods or carry out the services.

(b) In the event of the Seller being unable to obtain access to the site, or the site not being in a condition in which the Seller can deliver the Goods or carry out the services, then the Buyer shall be liable for all of the costs of the Seller incurred in any abortive visits to the site in addition to any extra visits to the site required to deliver the Goods or perform the services.

(c) The Buyer is responsible for checking for any underground services within the site. The Buyer is responsible for advising the Seller of any underground services within the site. Any damage to said services will only be the liability of the Seller, if the Buyer had made the Seller aware of them in writing, in advance of any works being carried out.

15. SUSPENSION OR CANCELLATION OF DELIVERIES

If the Buyer shall fail to make payment to the Seller within 28 days of the due date of any sum payable under the contract, or shall be declared bankrupt or shall grant a Trust Deed for behoof of his creditors, or being a body corporate shall have a Receiver, Provisional Liquidator or an Official Liquidator, Administrator or Manager appointed to it or if any order shall be made or any resolution passed for winding up the Buyer, then the Seller may, without prejudice to its other rights, either suspend or cancel deliveries or further deliveries of the Goods supply or further supply of the services and charge the Buyer in respect of any loss sustained thereby.

16. FORCE MAJEURE

(a) If performance of the Contract shall be delayed by any circumstances or conditions beyond the control of the Seller including (but without prejudice to the generality of the foregoing) any war, industrial dispute, strike, lock out, riot, malicious damage, fire, storm, flood, Act of God, accident, non-availability or shortage of material or labour, failure by any sub-contractor or supplier to perform, failure of production equipment, any statute, rule, byelaw, order, regulation or requisition made or issued by any government department, local or other duly constituted authority, then the Seller shall have the right to suspend further performance of the Contract until such time as the cause of the delay shall no longer be present.

(b) If performance of the Contract by the Seller shall be prevented by any such circumstances or conditions beyond the control of the Seller, then the Seller shall have the right to be discharged from further performance of and liability under the Contract. If the Seller exercises such right the Buyer shall thereupon pay all sums due in terms of the Contract less a reasonable allowance for such part of the Contract as has not then been performed by the Seller.

17. SEPARATE AND SEVERABLE

Each Clause and Sub-Clause in these Conditions of Sale is separate and severable and enforceable accordingly.

18. RULING LAW

The Contract of which these Terms and Conditions form part of, shall be governed by and construed in all respects, in accordance with the Law of England and shall be subject to the non-exclusive jurisdiction of the English Courts.



Order Acceptance

To place an order please complete and return this form to:

Email orders@xxx.com (F.A.O: xxxxxx)

Post X

xxx

To:
From:
Project:

Quotation Reference: 56324-002-001

Supply & Installation

Dated: 21/12/2017

I/ we wish to accept the above quotation in the amount of £13,290.70 + VAT

I/ we declare that I/ we have read and accept the Terms and Conditions of Sale, issued 28th June 2016, along with the Abbreviated Terms attached.

I/ we confirm that any extra works required, not already covered within the quotation, may incur additional charges.

Company / Organisation Details:

Name of Organisation: _____

Address: _____

_____ Postcode: _____

_____ Telephone: _____

Name of representative duly authorised to accept quotation _____
(please print)

Signed: _____ Date: _____

Purchase Order Number: _____

Billing Details (if different from above)

Contact Name: _____

Address: _____

_____ Postcode: _____

_____ Telephone: _____



BIGGLESWADE TOWN COUNCIL

Report to Council on 9th January 2018: Neighbourhood Planning

Implications of recommendations

Corporate Strategy: In accordance with Priority 4, To develop the potential of the Council.

Finance: Additional cost.

Equality: More freedom to act.

Scope

This report considers the legislation and guidance concerning neighbourhood planning, the benefits and disadvantages of the Council preparing one as well as costs and available funding.

Background

For local councils, one of the more significant provisions of the Localism Act 2011, is the introduction of a new right for communities to shape their local areas through the development of a Neighbourhood Plan. Neighbourhood planning allows communities, including residents, employees and business, to come together through a local town council and say where they think new houses, businesses and shops should go – and what they should look like. It can help protect heritage and environmental features which are important locally.

These plans can be very simple and concise, or go into considerable detail where necessary. Local communities may be able to use neighbourhood planning to grant full or outline planning permission in areas where they most want to see new homes and businesses, making it easier and quicker for development to go ahead. Communities can help determine where development should go and can decide the type and design of development that can be granted automatic planning permission, through a Neighbourhood Development Order.

Provided a neighbourhood development plan or order is in line with national planning policy, with the Local Plan policies of the Central Bedfordshire Council, and with other legal requirements, local people will be able to vote on it in a referendum. If the plan is approved by a majority of those who vote, then the local planning authority must bring it into force. Neighbourhood Planning (General) Regulations came into force on 6th April 2012 and give more detail on how the process will work.

Introduction

Within England, there have been 1666 applications for designation as neighbourhood planning areas and 88 neighbourhood plans have been adopted after referendum (Planning Resources, December 2017) There were originally 5 waves of forerunners (pilots) approved by Government to receive up to £20k funding. Within Central Bedfordshire, there have been 31 designation applications, 3 of which were front runners but only one plan has so far been adopted (Central Bedfordshire's Web Site, December 2017).

Neighbourhood Plans are now becoming accepted and are proving robust at public enquiries. Winsford Neighbourhood Plan was successfully used by Chester and Cheshire East to contest an appeal against refusal for an edge of town housing estate not included in the Neighbourhood Plan.

Conformity with Local Plan

One of the criteria is that the Neighbourhood Plan must conform to the broad policies set out in the Central Bedfordshire Council's Local Plan when adopted, which is currently under development. Unfortunately, the draft was withdrawn in November 2015 after the government introduced major changes to national planning guidance and revised housing projections. The Central Bedfordshire Local Plan will be the key strategic planning document for Central Bedfordshire. It will plan for the next 20 years, covering the period 2015 to 2035. (Central Bedfordshire Web Site, December 2017).

Initial guidance from the Department of Community and Local Government (DCLG) was that conformity needed to be with emerging Local Plan rather than any existing strategic plan, DCLG now refer to the Independent Examiner Report for Winsford, by D Mynors requirement although consideration of an emerging local plan is desirable where possible. This would mean that any Neighbourhood Plan adopted before the Local Plan would need to conform with the existing Local Development Framework Core Strategy and any retained policies of Central Bedfordshire Council. Although the Local Plan will gradually gain status as it progresses through the due process, it would be sensible for a Neighbourhood Plan for Biggleswade to be completed just after the Local Plan is adopted (estimated late 2018) and to cover the same period.

Community Infrastructure Levy

Community Infrastructure Levy (CIL) allows local planning authorities to set charges which developers must pay when bringing forward new development in order to contribute to new infrastructure (Planning Act 2008 & CIL Regulations 2010 as amended), including:

- Transport, such as highway improvements; bus / rail interchange and cycling facilities.
- Local schools; further education facilities and community building.
- Parks; play areas; leisure and cultural centres.
- Community safety; health and social care provision.

The Localism Act introduced changes to the Community Infrastructure Levy. Firstly, it includes provisions to make regulations requiring some of these funds to be passed to local councils or neighbourhoods where the development has taken place. Secondly, it makes clear that funds can be spent on the ongoing costs of infrastructure, as well as the initial costs of new infrastructure. Up to 15% of CIL (capped) is proposed for local councils, but this rises to 25% uncapped if a Neighbourhood Plan is in place.

The Central Bedfordshire Scheme (November 2015) provides for CIL at £150/sq. m floorspace on all open market houses built gaining planning permission after this date, £200sq/m on large retail superstores of 2,500 m² & above and £100/sq. m on other retail uses (A1- A5), with some key town centre exceptions. With the proposed development within Biggleswade, this could be a significant source of income to the Town Council.

Resources

In preparing a Neighbourhood Plan, there are significant commitments in terms of time and energy, over a period of up to 2 years. The Town Council's major expense would be employing consultants, consultation, printing and room hire. From research with other councils, the costs to the Town Council are likely to be in the region of £20k. Planning authorities are able to claim from the Department of Communities and Local Government, £5k on an area being designated and up to a further £25k on plans being ready for independent review. It would be a matter of negotiation how much of this sum Central Bedfordshire Council would pass to the Town Council. Planning authorities do incur some direct costs such as the independent assessment, referendum and offering guidance.

Although Forerunner funding has now ceased, a grant of up to £9k is available available directly to the Town Council from the DCLG Supporting Community fund and this may be increased by up to a further £6k where a plan is particularly complex (DCLG Locality Website).

Alternatives

The process of producing a Local Plan is long and complex. High quality project management and risk management skills will be required.

One alternative would be to produce a Town Action Plan, which could still be adopted as part of the Local Plan but would be less complex to produce and would not require independent examination or a referendum. It would however be more planning authority led as oppose to the Town Council and the community, would have less legitimacy and not attract the extra 10% CIL.

A further alternative would be to update the Town Plan of 2012, which is already becoming outdated. Again, this would have similar disadvantages to a Town Action Plan.

Next Steps

If the Council wishes to progress neighbourhood planning, it must formally apply to Central Bedfordshire Council to designate a neighbourhood area and define it on a map. The planning authority must then publicise the application on their website and consider any representations before approving it.

It would then be sensible to establish a Steering Group, to oversee the development of the plan. Whilst legally it is the Town Council's responsibility to approve the neighbourhood plan which is submitted to the planning authority, it is good practice to involve the wider community as much as possible. It is suggested that a steering group should be of a practical size, and have representatives from the Town Council and representatives of major interests such as businesses, community groups, property ownership together with balanced geographical representation. The Department of Communities and Local Government produce a "Roadmap Guide to Neighbourhood Planning" which gives considerable practical advice and on which a project plan can be based. (Roadmap Guide Distributed). <http://locality.org.uk/wp-content/uploads/Neighbourhood-planning-roadmap-2016.pdf>

The Town Council would need to appoint consultants to undertake much of the work and there are now a number of consultants with experience. There would need to be considerable community involvement, as with the preparation of the Town & Parish Plan. It is suggested this should be introduced at the beginning of the process and is ongoing through to consultation stage.

When completed, a draft Neighbourhood Plan would be submitted to the planning authority, which would publicise the fact and appoint an independent person to examine the Plan. This may be a member of the Planning Inspectorate but can also be another competent person. Central Bedfordshire Council would then arrange for a referendum and the Neighbourhood Plan would only be approved if supported by 50% or more of voters.

About the Plan itself

The Town Council would get fairly wide discretion on its format and contents, but it will be a statutory planning document and as such can only deal with planning matters. It may be desirable to prepare a town Design Guide to consider the detailed design of development and of public realm.

The period of the Neighbourhood Development Plan should be as close to that of the Local Plan as possible, currently 2031. This gives certainty to the community that if a level of development is approved, it will not be increased every 4 or 5 years. Plans can be reviewed but there must be substantial justification for any major changes.

The Planning Advisory Service states that neighbourhood plans are not required to have a sustainability appraisal undertaken on them, although there is still confusion over this. However, impacts still need to be considered as part of good planning.

Recommendations:

1. That Council apply for grant funding.
2. That Council apply to Central Bedfordshire Council to designate the Town as a Neighbourhood Planning Area.

Rob McGregor
Town Clerk

Sir

>

> I am informed that there is presently a vacancy for a Town Councillor.

> I would like to apply to be a co-opted member of Biggleswade Town Council.

>

> I and my wife have lived in Biggleswade for the last 44 years and have seen it develop over that period.

> However I am off the belief that Biggleswade has suffered from too much development over the past 6 years and this is now having a serious negative effect on the town and existing residents.

None of this development has been supported by all the necessary infrastructure and so Biggleswade and its residents are suffering as a result. We seem to be unable to halt the ever increasing urban sprawl into the countryside and high grade agricultural land that surrounds the town and I think that enough is enough. As a result of this the character of the town is changing, for the worse I fear, and I feel that perhaps I should try to contribute to help to arrest that decline.

>

> I have no political interest and believe that politics should be kept out of both Town and District Councils.

>

> I am on holiday between the 6th and 15th of September.

>

> Regards

>

> Simon Denchfield

Dear Mr McGregor,

Re: Co-option to the Town Council

I am writing to you to express my interest in the vacancy that has arisen on Biggleswade Town Council and I wish to be considered for co-option.

I am 42 years old and I have lived in Biggleswade practically all my life and have spent all but 18 months of my working life at businesses in the town and I now run my own business, Sheldon Electricals in Hitchin St.

Biggleswade is a town that I care about very much and I have a huge amount invested in the town, not only do I live here but own and run a business here, my children go to School here (as did I) Biggleswade is undergoing huge change at present with all the new housing developments happening in and around the town as well as the new A 1 Retail Park which is having a huge effect on the Town centre and I feel that with my extensive knowledge of the town, its schools, transport system and town Centre I could be a very useful member of the Town Council and I would very much like the opportunity to help shape the future of the town and its services for the good of the people of Biggleswade.

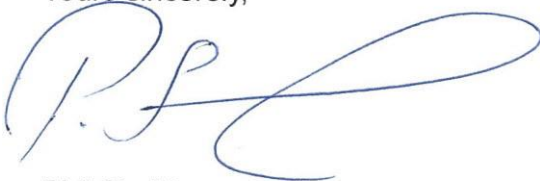
I am currently a member of the Chamber of Trade and feel that by becoming a member of the Town Council also it would help give me a complete view of what is going on in the town and surrounding areas. I have an excellent relationship with other business owners in the town as well as my Biggleswade customers and by being a member of both the Town Council and the Chamber of Trade will enable me to feedback areas of concern that those people have and help change the town for the better and improve the lives of all concerned.

I would love the opportunity to help shape the future of 'my town'- I have a passion for this town and I feel that with the current unprecedented growth, if handled correctly Biggleswade could be on the verge of something truly great and I would dearly love to be able to play a part in that.

Thank you very much for taking the time to consider my application.

I look forward to hearing from you soon.

Yours sincerely,



Phil Sheldon

From: Rob McGregor

Sent: 02 January 2018 15:46

To: 'Bernard Briars' <bernard.briars@biggleswadetowncouncil.gov.uk>; 'David Albone' <david.albone@biggleswadetowncouncil.gov.uk>; Duncan Strachan <duncan.strachan@biggleswadetowncouncil.gov.uk>; 'Frank Foster' <frank.foster@biggleswadetowncouncil.gov.uk>; 'Grant Fage' <grant.fage@biggleswadetowncouncil.gov.uk>; 'Ian Bond' <ian.bond@biggleswadetowncouncil.gov.uk>; 'Jonathan Medlock' <jonathan.medlock@biggleswadetowncouncil.gov.uk>; 'Madeline Russell' <madeline.russell@biggleswadetowncouncil.gov.uk>; 'Mark Foster' <mark.foster@biggleswadetowncouncil.gov.uk>; 'Michael North' <michael.north@biggleswadetowncouncil.gov.uk>; ramsayh2@gmail.com; 'Sarju Patel' <sarju.patel@biggleswadetowncouncil.gov.uk>; 'Steve Watkins' <steven.watkins@biggleswadetowncouncil.gov.uk>; 'Tim Woodward' <tim.woodward@biggleswadetowncouncil.gov.uk>

Subject: FW: CB/SN/17/0244

Dear Councillors

Please find attached, this item will be on next week's Town Council agenda, you may wish to consider names prior to the meeting.

6 to 8 names are required based on the Devon theme, can I suggest we find 8 names.

The names in current use, Devon Drive, Torquay Close, Exmoor Avenue and Dartmoor Way.

Kind Regards

Rob McGregor PSLCC

Town Clerk

Tel: 01767 313134 - Ext 23

Mob: 07739183647

town.clerk@biggleswadetowncouncil.gov.uk



From: Anne Smith [<mailto:building.control@centralbedfordshire.gov.uk>]

Sent: 02 January 2018 15:01

To: DG-TownClerk <town.clerk@biggleswadetowncouncil.gov.uk>

Subject: CB/SN/17/0244

Good Afternoon Rob

Please see attached request for further street name proposals for Kings Reach.

Regards

Anne



Peter Keates
Head of Development & Regulation

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

please ask for Anne Smith
direct line 0300 300 5504
e-mail building.control@centralbedfordshire.gov.uk
web-site www.centralbedfordshire.gov.uk

your ref
our ref CB/SN/17/0244
date 02 January 2018

Dear Rob

Local Government Act 1985
Street Naming and Numbering

Location: **Potton Road, Biggleswade (Kings Reach) parcels 53B,56A,59A,61,63,64A,65A/66B 66A and 67)**

Proposal: **Postal address for further phase of new dwellings**

Happy New Year, I hope you are well.

I received an application to address the following parcels of land at Kings Reach a few weeks ago, unfortunately it has taken a while to locate the various parcels in the grand scheme of things.

The sites cover various areas of the development that have already been named and after checking our records I have enough Musician and Sporting names for what I need but do not appear to have any spare names for the top of the development that was commenced back in 2009 and named along a Devon theme

As far as I can tell from our records the Town Council suggested Devon, Barnstaple, Exmoor, Dartmoor and Salcombe all of which have been used. I need a further 2 or 3 suggestions for the parcels I am currently addressing (65A, 66A & B and 67) but will also need a further 2 or 3 for parcel 76 when that needs to be addressed. Can I therefore ask the Town Council for a further 6 to 8 Devon themed names that they would like to put forward for the new street names.

Can you let me know when the matter is likely to be discussed so that I can advise the Developer of an approximate timescale.

Kind regards

Anne

Anne Smith
Senior Technical Administrator
Building Control

Central Bedfordshire Council

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

Telephone 0300 300 8635
Email building.control@centralbedfordshire.gov.uk
www.centralbedfordshire.gov.uk/buildingcontrol



Item	Description	Price	Qty	Ext. Price
4007286	SMART Board 7286 86" Interactive Flat panel with IQ and SMART Learning Suite	£6,838.80	1	£6,838.80
UGK-KAPPIQ-AM30-ENT	SMART kapp android appliance (fits in to OPS slot of display). Includes additional HDMI/USB input, and Nov 2016 update will include wireless screen sharing and web browser.	£714.00	1	£714.00
SVC-UK-KAPP-IQ65-WP-3YR	SMART Services - UK Warranty PLUS Support for KAPP-IQ65 - 3 Year Term. Advanced hardware replacement and technical support via phone, web and email. Onsite de-install/re-install by SMART-authorized technicians.	£958.80	1	£958.80
4002372	Soundbar White for SB602 LCD Screen Installs 60W	£119.40	1	£119.40
201-7233	LCD VESA WALL MOUNT 100KGS 900*600	£94.80	1	£94.80
4002370	Universal under screen mounting kit for Soundbars	£14.39	1	£14.39
	On-site installation and configuration of SMART Board	£750.00	1	£750.00
3000011	Delivery	£81.60	1	£81.60
*Optional Amount				£9,571.79

Services

Item	Description	Price	Qty	Ext. Price
NOD-PRS002	Network cabling, power and mounting of unit on the wall. Dependent on height, lift maybe required. est. cost Provision of professional services via 3rd Party	£1,000.00	1	£1,000.00
Subtotal				£1,000.00

your
reference
our reference
please ask for
e-mail
web-site
date

CBC 6459
Streetworks
streetworks@centralbedfordshire.gov.uk
www.roadworks.org
14th November 2017

For your information

Proposed Temporary Road Closure – Havelock Road, Biggleswade

I have a request for a Temporary Road Closure at the above location to facilitate a new electrical connection to be carried out safely. Details are listed in the schedule below and having assessed the application I am satisfied the request is justified.

The alternative route for this closure is as in the details below and will be signed accordingly. The restrictions are to be in operation only when the necessary signs are erected on site. The Legal Order will be made to cover a 12 months period. Access may be allowed from time to time according to local signing.

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

Streetworks Team
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Road: Havelock Road, Biggleswade

Application from: Andy Rayner - 01379 676 462

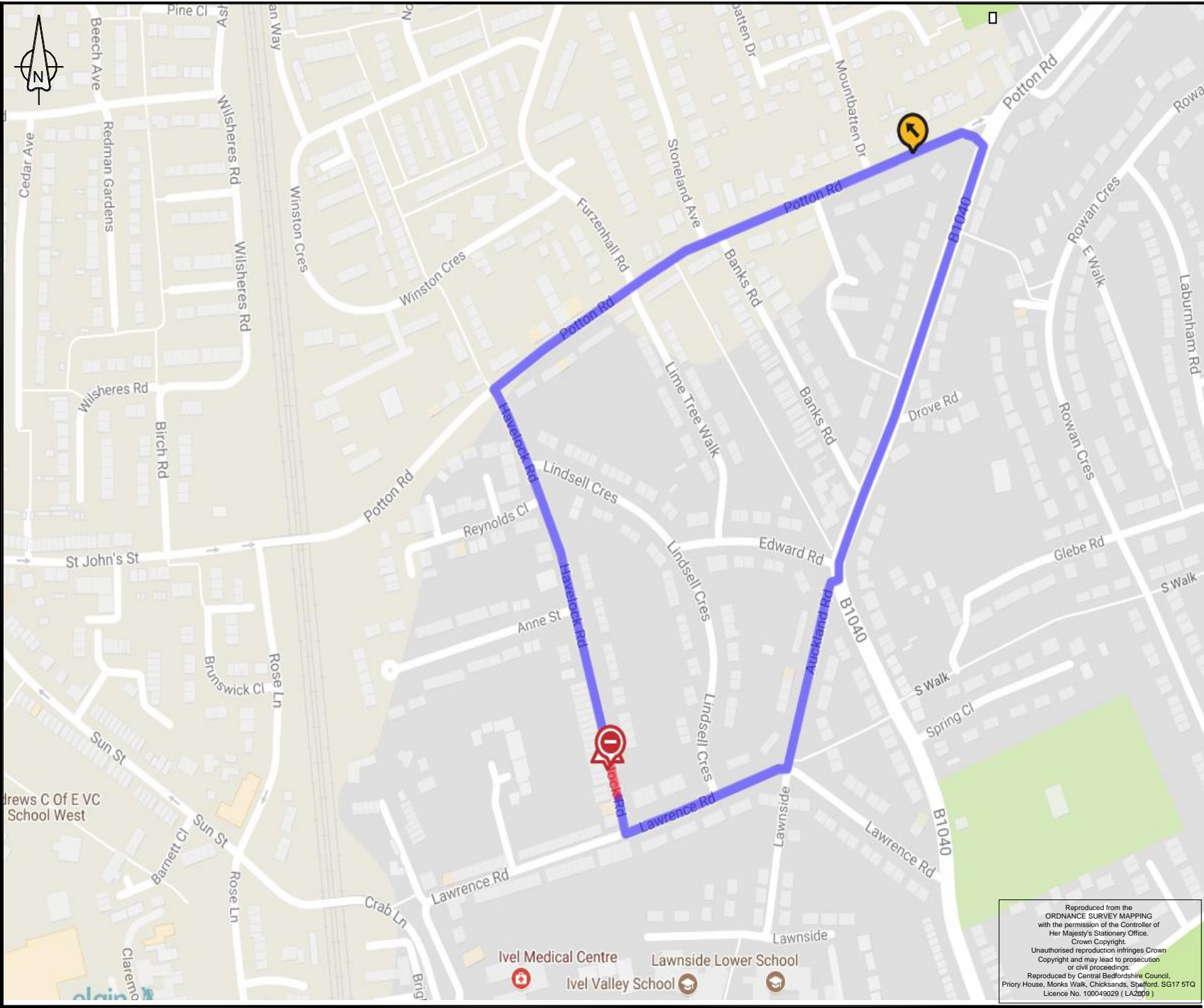
Reason: New electrical connection

Length affected: 35 m north of junction with Lawrence Road for a further 30m north

Date: The closure will take place from Monday 22nd to Friday 26th January 2018, 24hrs a day.

Alternative Route: Lawrence Road, Auckland Road, B1040, Potton Road and vice versa.

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



Key

- Diversion Route**
- Road Closure**

Rev	Revision details	Chkd	Appd	Date
	Drawn: GH			Preliminary
	Design: GH			For comment <input checked="" type="checkbox"/>
	Chkd: GH			For tender
	Appd: GH			For construction
	Date: 14/11/17			As constructed
				Other



Project Name
**Havelock Road, Biggleswade
 Proposed Temporary Road Closure
 CBC6459**

Drawing Title
Extent of closure and diversion

Original Drg Size :A4	Dimensions : -
Scale : Not to scale	Copyright ©/CBC

Drawing No	Rev
	-

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