



Ref: Agenda/Council-12/01/2021

7th January 2021

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 12th January 2021 via Virtual access** 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 "Peter Tarrant", written over a horizontal line.

Peter Tarrant
Town Clerk & Chief Executive

Distribution: All Town Councillors
Notice Board
Central Bedfordshire Council
The Editor, Biggleswade Today

Bedfordshire Constabulary
County Library, Biggleswade

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

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

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

3. TOWN MAYOR'S ANNOUNCEMENTS

4. PUBLIC OPEN SESSION

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

Please register in advance for this webinar:

https://zoom.us/webinar/register/WN_2JdBNtZNR63iyJD4NUOPw

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

6. **MEMBERS QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the minutes of the Council Meeting held on **Tuesday 8th December 2020** via Zoom Webinar hosted from the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. **MATTERS ARISING**

- a. Minutes of the Council Meeting held on **Tuesday 8th December 2020**.

- b. **CB/20/03884/FULL - 8 Parry Rise, Biggleswade, SG18 8FU**

Revised application: Single storey rear extension and part garage conversion.

It was **RESOLVED** that the Town Council remains of the view that there is insufficient off-street parking as a result of the part garage conversion and requires further clarification as to whether this planning application meets the standards set by CBC for off street parking for the property. Assurances need to be obtained from CBC that these standards have been met.

For Members to receive the revised plans.

9. **PLANNING APPLICATIONS**

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

- a. **CB/20/04541/FULL - 4 Apple Tree Close, Biggleswade, SG18 8NF**

Single storey side extension.

Extension for comments has been granted by CBC to **13th January 2021**.

- b. **CB/20/04496/FULL - Petrol Filling Station, London Road, Biggleswade, SG18 8PL**

New 'Food Offer' pod to be constructed, with associated car parking spaces, refuse area & bollards.

Extension for comments has been granted by CBC to **13th January 2021**.

- c. **CB/20/04501/FULL - 60 Saffron Road, Biggleswade, SG18 8DJ**

Reinstatement of single dwelling into two dwellings, 2 storey rear extensions to both properties.

d. **CB/20/04249/ADV - UIP, Building G106, Lancaster Drive, Biggleswade, SG18 8TQ**

Advertisement: 3 high level fascia signs.

Extension for comments has been granted by CBC to 13th January 2021.

e. **CB/20/04658/FULL - 4 Mitchell Green, Biggleswade, SG18 8GS**

Single storey rear extensions.

f. **CB/20/00959/OUT Land East of Biggleswade**

Outline Application: seeking Planning Permission for up to 1,500 dwellings (use Class C3) and up to a 2ha of commercial development (use Class A1, A2, A3, A4, A5, B1a,b,c, B2, B8) up to 5ha of primary school development (classD1) and up to 4ha of other leisure and community development (Use Classes D1 andD2) up to 61ha of open space including play space, allotments and a country park, infrastructure including site access, internal roads, car parking, footpaths, cycle ways, drainage and utilities. Subject to Environmental statement.

Previously on Council Agenda

Council Agenda 13/10/2020, 28/04/2020 and 11/08/2020. Outcome as **No Objection** provided the following points are considered 1) Dunton Lane is upgraded. 2) The speed limit from Saxon Drive reduced from the current 60 mile per hour to 40 miles per hour. 3) The necessary facilities provided for pedestrian footpath and cyclist pathway. 4) Adequate access for Motorists to A1.

g. **CB/20/04634/FULL 16 South View, Biggleswade, SG18 8BZ**

Single storey rear extension following demolition of existing kitchen roof.

h. **CB/20/04727/FULL - 120 London Road, Biggleswade, SG18 8EL**

First floor extension incorporating loft conversion and single storey rear extension incorporating detached garage.

Previously on Council Agenda

CB/20/01309/FULL – 120 London Road on Council Agenda 12/05/2020. First floor extension incorporation a loft conversion. Outcome as **No Objection**.

i. **CB/20/04700/FULL - 9 Auckland Road, Biggleswade, SG18 0DR**

Single storey front and two-storey rear extension to replace conservatory.

j. **CB/20/04731/VOC - 24A and B High Street, Biggleswade, SG18 0JL**

Variation of condition number 2 of planning permission CB/17/02774/Full Installation of replacement windows - Removal of condition Installed without wood grain effect to standard UPVC finish.

k. **CB/20/04370/FULL - 46 Boddington Gardens, Biggleswade, SG18 0PJ**

Rear dormer extension.

l. **CB/20/04772/FULL - 8 Chamberlain Park, Biggleswade, SG18 8GT**

Single Storey Rear Extension.

m. **CB/21/00018/FULL - 72 Windermere Drive, Biggleswade, SG18 8LT**

Single storey rear extension following demolition of conservatory.

10. ACCOUNTS

a. **Financial Administration**

- i. Detailed Balance Sheet to 30/11/2020.
- ii. Summary Income and Expenditure by Committee 30/11/2020.
- iii. Detailed Income and Expenditure by Committee 30/11/2020.
- iv. Lloyds Bank Payment listing November 2020.

11. ITEMS FOR CONSIDERATION

a. **Council and Committee Meetings Dates**

A written report is provided by the Assistant Town Clerk on the Council and Committee Meeting dates.

b. **Highways Act 1980 Section 26 Pre-Order Creation of Bridleways West Sunderland Farm, Biggleswade, SG18 8SD Biggleswade CP**

Correspondence has been received regarding West Sunderland Farm, Biggleswade, SG18 8SD, Biggleswade. Central Bedfordshire Council want to consult with various individuals and bodies to ascertain their views on the proposals to create a new section of Public Bridleway approximately 1,920 metres in length from Bridleway 28 Biggleswade running South to connect to Dunton Lane, Biggleswade shown as Points A-B-C-D on the map included below. The Council also intends to create a second section of Public Bridleway approximately 129 metres in length between Points B- E shown on the map below, connecting the new route to Footpath 27 Biggleswade.

c. **Abbotsbury Care Home**

A presentation was given on 12 December 2020 from Central Bedfordshire Council on statistics of care home provision for the future. Members have the opportunity to discuss and give any response to the Consultation before the deadline of 29 January 2021.

d. **CB/TRE/20/00693 21 Ivel Gardens, Biggleswade, SG18 0AN**

Works to Trees Protected by Tree Preservation Order MB/09/0002/T8: Undertake regular pollarding process to rear Lime Tree and remove all regrowth back to original pollard points.

e. **CB/TRE/20/00694 - 4 Eagle Farm Road, Biggleswade, SG18 8JD**

Works to trees protected by a Preservation order: MB/57/00003/G1 General pruning to Horse Chestnut and Lime Tree.

Extension for comments has been granted to **13th January 2021**.

f. **CB/TCA/20/00543 - 34 Shortmead Street, Biggleswade, SG18 0AP**

Works to Trees Within a Conservation Area: fell Sycamore Tree T1 to ground level.

Extension for comments has been granted to **13th January 2021**.

g. **CB/20/03824/FULL- 7 & 11 Britten Place, Sullivan Court, Biggleswade**

Conversion of commercial units (A2) to two residential dwellings.

It was **RESOLVED** that the Town Council **STRONGLY OBJECTS** to this planning application due to loss of commercial space. Amenities, including retail units, promised by the Developer are still to be delivered. With the loss of these units, such delivery will be highly unlikely. The Council will provide further representations in due course.

12. ITEMS FOR INFORMATION

a. **Planning Application Outcomes**

A report of the Planning Application Outcomes as of 5 January 2021.

b. **Crime Statistics – November 2020**

A report from the Deputy Finance & HR Manager outlining and analysing the Biggleswade crime statistics for November 2020.

c. **OPCC Newsletter**

OPCC Newsletter November 2020 from Bedfordshire's Police Crime Commissioner Kathryn Holloway.

d. **Biggleswade Community Emergency Plan**

For Members to receive the Biggleswade Community Emergency Plan for information only.

e. **Land to rear of 33 Shortmead Street, Biggleswade SG18 0AT CB/20/00985/FULL**

Town and Country Planning Act 1990 Appeal by Mr M Welbourn CB/20/00985/FULL Appeal Reference APP/P0240/W/20/3257024 Site at Land to rear of 33 Shortmead Street, Biggleswade SG18 0AT

The decision against this appeal has been received as 'Planning Appeal Dismissed'.

13. **PUBLIC OPEN SESSION**

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

Please register in advance for this webinar:

https://zoom.us/webinar/register/WN_2JdBNtZNR63iyJD4NUOPw

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

14. **EXEMPT ITEMS**

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

(15a. Personnel Policies)

For Members to receive an oral introduction from the Assistant Town Clerk followed by the presentation of five new policy statements for consideration and adoption.

(15b. HR Update)

For Members to receive an oral update from the Assistant Town Clerk and Town Clerk and Chief Executive.

(15c. Rose Lane)

For Members to receive an oral update from the Assistant Town Clerk regarding Rose Lane Car Park.

(15d. Town Clerk and Chief Executive Objectives for Members)

Information from Councillor J Woodhead (Personnel Committee Chair) for Members to note.

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 8th DECEMBER 2020
AT 7PM VIA ZOOM WEBINAR FUNCTION



PRESENT:

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

Mr P. Tarrant – Town Clerk & Chief Executive, Biggleswade Town Council
Mr P. Truppin – Assistant Town Clerk, Biggleswade Town Council
Ms H Calvert – Deputy Finance & HR Manager, Biggleswade Town Council
Mr Bob Catchpole – Public Realm Manager, Biggleswade Town Council
Mrs S. van der Merwe – Meeting Administrator, Biggleswade Town Council
Mr D Kemp – Managing Director & Principal Consultant – DCK Accounting Solutions Ltd

Members of Public – 5

Meeting Formalities:

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

1. APOLOGIES FOR ABSENCE

None.

ABSENT WITHOUT APOLOGIES

None.

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item

None.

b. Non-Pecuniary interests in any agenda item

None.

3. TOWN MAYOR'S ANNOUNCEMENTS

a. National Transport Planning Conference

Cllr Russell attended this virtual conference on 16 November, where the keynote speaker was Rachel McLean MP, the Parliamentary Under Secretary of State at the Department of Transport. The Royal College of Arts and the Transport Planning Society jointly presented the results of their "Our future place, our future journey" consultation, which included Biggleswade. Cllr Russell has since been contacted by the Transport Planning Society to use the toolkit developed to look at Biggleswade in further detail, in particular people's aspirations for the town. This could be an important source of engagement with residents to help with planning future services, however, funding needs to be found and Cllr Russell is waiting to hear more on what would be involved.

b. The Examination in public of Central Bedfordshire Draft Local Plan

The Town Council submitted its Hearing Statement and Cllr Russell did not expect to contribute further on behalf of the Council, however, Cllr Russell was able to give direct input on the Holme Farm and New Spring Farm issues and made three points to the Inspector: loss of the only arable land left within the Parish, the requirements for improvements to access to the A1 and questioned the viability of Holme Farm given the large amount of infrastructure required for alternative transport to the site, including improvements to national cycle route 12 (resurfacing and lighting) and a bridle bridge over the A1.

c. NALC Presentation

Biggleswade Town Council was approached by NALC to be the subject of a 2-day study visit by NALC members to look at the Town Council's involvement in strategic planning, considering the recent growth in Biggleswade. This study was cancelled due to COVID-19, but Cllr Russell and the Town Clerk & Chief Executive have been invited to present a webinar at the end of January entitled: "In Conversation, Biggleswade's Strategic Planning for Larger Projects". The webinar is sold out and Members will be updated in due course.

4. PUBLIC OPEN SESSION

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

None.

5. **INVITED SPEAKER**

Mr Tobin Stephenson, Head of Service of the Meeting the Accommodation Needs of Older People (MANOP) at Central Bedfordshire Council, presented on care facilities within Biggleswade and surrounding areas, to help formulate a response to the consultation on Abbotsbury Care Home.

CBC reviews supply and demand statistics for independent living and care facilities to plan for future service provision in the local area. Three care homes were recently closed and residents re-homed in other local facilities. The two remaining facilities are Alison House in Sandy and Abbotsbury in Biggleswade. Central Bedfordshire Council are building two new facilities and will manage and own these.

Central Bedfordshire Council's research suggests there is enough care capacity within the Ivel Valley area up to 2027, should Abbotsbury close. Central Bedfordshire Council has opened its own company for the longer term in order to provide care for older people at the financial level that the Council can afford.

Abbotsbury Care Home is currently a Central Bedfordshire Council placement facility and in the event, it does close, the MANOP team have a tried, tested and established process for dealing with moving residents that is determined by the needs of the resident.

6. **MEMBERS' QUESTIONS**

- a. **Buttercup Mead** (near Chambers way junction): Cllr Albane advised a fence has been removed by the Developer as it was in a poor state of repair. However, the play area fencing now only has three sides. The Public Realm Manager will investigate this.

White Hart Car Park: Cllr Albane is concerned about pedestrian safety following removal of all the fencing on the traffic circle. Members were updated that these were removed by CBC following government funding to help stop the spread of coronavirus and were removed without any consultation with the Town Council. Concerns were expressed for pedestrians when there are large events on the square with large crowds. Those were in place to guide pedestrians to safe crossing points and future Town Centre events may need consideration of temporary fencing, barriers or pedestrian crossing monitors.

Town centre cycle parking: Cllr Albane asked if CBC are going to replace cycle parking in the town centre. Cllr G Fage confirmed they are due to be replaced with similar cycle parking racks to those outside Peacocks.

Tennis Courts: Cllr Knight noted from the Town Council's Facebook page that the tennis courts have been reopened, but only on weekdays. The Town Clerk & Chief Executive confirmed the courts will be opened all week, including weekend days.

Cllr Woodhead extended his thanks to staff for all their effort in getting the light show and Christmas events. He has spoken to shop keepers and Town people and all the events have been well received. The variety and difference to the usual Christmas offerings of the past is welcome.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. Members received and **APPROVED** the minutes of the Council Meeting held on **Tuesday 10th November 2020** via Zoom Webinar.

8. **MATTERS ARISING**

Matters arising from the Minutes of the Town Council Meeting of **10th November 2020**.

- **Item 5: Transport Interchange:** Cllr Strachan asked if there was an update on the planning application which was due to be submitted on 1 December 2020. Cllr Russell advised Members that Ward Councillors and Town Council representatives had attended a workshop with Central Bedfordshire Council officers. An option was presented which showed that highways officers have really taken on board the feedback from Biggleswade Councillors and the public.

9. **PLANNING APPLICATIONS**

a. **CB/20/04034/FULL - 8 Kittiwake Close, Biggleswade, SG18 8HH**

Single storey front extension and porch.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

b. **CB/20/03396/FULL - Biggleswade United Football Club, Second Meadow, Fairfield Road, Biggleswade, SG18 0AA**

Replace current four floodlight stanchions with four new floodlight stanchions in each corner of the football ground.

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

c. **CB/20/04125/FULL - The Annexe, 148B Drove Road, Biggleswade, SG18 0HP**

Retrospective planning permission for annexe.

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

d. **CB/20/03566/FULL - 168 Drove Road, Biggleswade, SG18 0HP**

Revised Plan: Garage conversion and modification of roof structure to provide loft room/storage.

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.

e. **CB/20/04148/FULL - 16 Gale Drive, Biggleswade, SG18 0JQ**

Change of use from Home office garage to Home Hairdressers.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided that 1) CBC consult and notify every neighbour, 2) No signage to be installed or fitted outside this address, 3) Subject to adherence of operating hours as stipulated in the application.

f. **CB/20/04279/FULL - 40 Courtlands Drive, Biggleswade, SG18 8PQ**

Proposed Single Storey Front Extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided consideration is taken particularly to the effect on the adjoining property.

g. **CB/20/03616/FULL - 2 - 6 High Street, Biggleswade, SG18 0JA**

Alterations to courtyard involving demolition of existing single storey outbuildings, repairs to existing boundary wall and addition of security fence.

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

h. **CB/20/04221/FULL - 63 High Street, Biggleswade, SG18 0JH**

Resubmission of planning application CB/20/02609/FULL Conversion of existing bank to physiotherapy clinic at ground floor and residential flats above. Construction of new residential block to rear. Change of use.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided:1) Central Bedfordshire Council conduct a noise assessment and take due consideration of impact of noise from business next door. 2) The residents are aware that in terms of Biggleswade Town Council's parking permit policy, there will be no eligibility for resident parking permits. 3) The physiotherapy clinic will be eligible for worker permits.

i. **CB/20/04222/LB - 63 High Street, Biggleswade, SG18 0JH**

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

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided:1) Central Bedfordshire Council conduct a noise assessment and take due consideration of impact of noise from business next door. 2) The residents are aware that in terms of Biggleswade Town Council's parking permit policy, there will be no eligibility for resident parking permits. 3) The physiotherapy clinic will be eligible for worker permits.

j. **CB/20/03884/FULL - 8 Parry Rise, Biggleswade, SG18 8FU**

Revised application: Single storey rear extension and part garage conversion.

It was **RESOLVED** that the Town Council remains of the view that there is insufficient off-street parking as a result of the part garage conversion and requires further clarification as to whether this planning application meets the standards set by CBC for off street parking for the property. Assurances need to be obtained from CBC that these standards have been met. Correspondence to be sent to the respective planning officer for advice on the matter, a further comment therefrom may be forthcoming from the Town Council.

k. **CB/20/04266/ADV - Land at Phase 6 Stratton Business Park East of Pegasus Drive, Biggleswade**

Advertisement: 3 x Fascia 1x Roof Identification Sign 2 x Main Statement Sign 6 x Directional Sign 1 x Building Specific Signs.

It was **RESOLVED** that the Town Council has **No Objection** provided that: 1) Neighbours are consulted and that any comments they make are considered by CBC in their deliberations.

I. CB/20/04412/LB - 29 Market Square, Biggleswade, SG18 8AQ

Listed Building: Hand painted 'Seasons Kitchen' logo on existing fascia above front door. Hand painted fascia's above windows x 2 displaying the words 'Fruit & Vegetables, Groceries, Cheese, Charcuterie'; and replacement canvas for existing canopies with 'Seasons Kitchen' logo x 2.

It was **RESOLVED** that the Town Council has No Objection to this planning application provided that neighbours are consulted and that any comments they make are considered by CBC in their deliberations.

m. CB/20/04413/LB - 29 Market Square, Biggleswade, SG18 8AQ

Listed Building: Installation of a staircase from the ground floor into the basement to enable the use of the basement as additional shop floor, removal of the kitchenette on the first floor & installation of a kitchen on the second floor.

It was **RESOLVED** that the Town Council has No Objection to this planning application provided that neighbours are consulted and that any comments they make are considered by CBC in their deliberations.

10. ACCOUNTS

a. Members received and **ADOPTED the following accounts:**

- i. Detailed Balance Sheet to 31/10/2020.
- ii. Summary Income and Expenditure by Committee 31/10/2020.
- iii. Detailed Income and Expenditure by Committee 31/10/2020.
- iv. Lloyds Bank Payment listing October 2020.

11. ITEMS FOR CONSIDERATION

a. Review of Financial Regulations

The Assistant Town Clerk reminded Council this item had been deferred from the last Council meeting. Members had requested a comparison of previous Council regulations adopted December 2019 and these new proposed Council regulations.

Members discussed interpretation of the wording of Regulation 5.7 for Grants. This Regulation covers giving of grants to other organisations where there is a finite budget. These grants are currently recommended by the F&GP Committee and approved by Council.

For Regulations 6.17 authority has already been given for credit card applications, the Town Council has chosen not to apply for one.

It was **RESOLVED** to agree to the changes set out in the report to Financial Regulations 4.1, 6.17 and 14.2 as recommended and for Financial Regulation 5.7 to remain as it was originally.

b. **Public Realm Equipment**

The Public Realm Manager's report set out 3 quotations for specific commercial-grade equipment to be used for grounds maintenance. This had been shared with the Public Lands & Open Spaces Committee meeting on 24 November. The current Public Realm equipment is unfit for use, outdated and in some cases, dangerous to use. The equipment quoted has been selected based on quality, specification for use and reliability of brand. The recommendation is to accept the suggestions set out in the report.

The Town Clerk & Chief Executive confirmed that purchase of this equipment will only be made once a depot has been obtained to ensure safe storage of the equipment.

Cllr Woodhead underlined the need for appropriate training to be provided to the staff to ensure correct and safe handling, which would ensure longevity in the equipment.

It was **RESOLVED** to accept the Public Realm Manager's recommendations with the provision that the equipment is purchased after we have a depot to store it in safely and training is provided for staff on use of the equipment.

c. **Central Bedfordshire Council proposes to introduce Disabled Parking Spaces and amend Residents parking bays and waiting restrictions in Back Street, Biggleswade**

Members expressed concerns about pressure this change will place on parking in the area, as well as the danger posed by the current junction layout. It was felt 4 parking bays could easily be accommodated and CBC could potentially investigate changing the layout of the junction to ensure the safety of cars and people. Cllr Pullinger commented that making a disabled space does not ensure parking for residents because any disabled person could use the space.

It was **RESOLVED** to write to CBC requesting 2 residents and 2 disabled bays even if that means restricting the double yellow lines and for CBC to investigate other ways to make the London Road/Back Street junction safer.

12. **ITEMS FOR INFORMATION**

a. **Planning Application outcomes**

- Pegasus Drive, Phase 6B Stratton Business Park: Cllr Knight noted this application has been granted and BTC previously requested transparency from CBC about where the S106 monies will be allocated. The Town Clerk & Chief Executive advised this would be followed up.
- Pople Road: Cllr G Fage noted BTC objected to this application on the grounds of loss of parking and feels progress on parking issues around Kings Reach is being made. He encouraged Members to continue to object to parking issues on future Kings Reach applications.
- Cllr Woodhead asked if there was any update on the Lidl signs. Cllr M Foster confirmed work has started.

b. **Crime Statistics – October 2020**

The Deputy Finance & HR Manager and Amanda Cawthorn from Biggleswade Community Safety Group have been compiling crime statistics in a clear and easy to read form.

This report clarifies the level of theft-related crime around Biggleswade and the increase of thefts from shops and stalls in 2020. The Place Shaping Manager has since had a discussion with CBC Safer Communities and Partnership Manager about these concerns. Going

forward, a member of the Safer Communities team will be looking in greater depth at the theft data and will work with Bedfordshire Police to understand contributing factors to these crimes.

Cllr Woodhead noted with concern the three-fold increase in hate crimes.

c. **Keech Hospice Care – 2020 Drive-by Santa and his sleigh**

Keech Hospice is doing a drive-by Santa in a sleigh with a banner advertising a funding link to raise funds in Saxon Gate and St. Andrew's Park.

The contents of this correspondence are noted.

d. **Land North of Biggleswade**

Hallam Land Management have responded to BTC's technical audit and have submitted supplementary information to their transport assessment. CBC Officers have responded to the transport assessment and requested additional information from Hallam.

The purpose of the draft letter to CBC circulated to Members is to respond to that new communication, laying out the concerns of the past and the new information at our disposal. Members are asked whether this should be sent and copied to Hallam.

It was **RESOLVED** to send the draft letter to CBC and to Hallam.

13. **PUBLIC OPEN SESSION**

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

None.

14. **EXEMPT ITEMS**

The resolution was **moved** that it was advisable in the public interest that the public and press be excluded whilst the following exempt items were discussed.

(14a.) **Original Estimate Strategy 2021/2022**

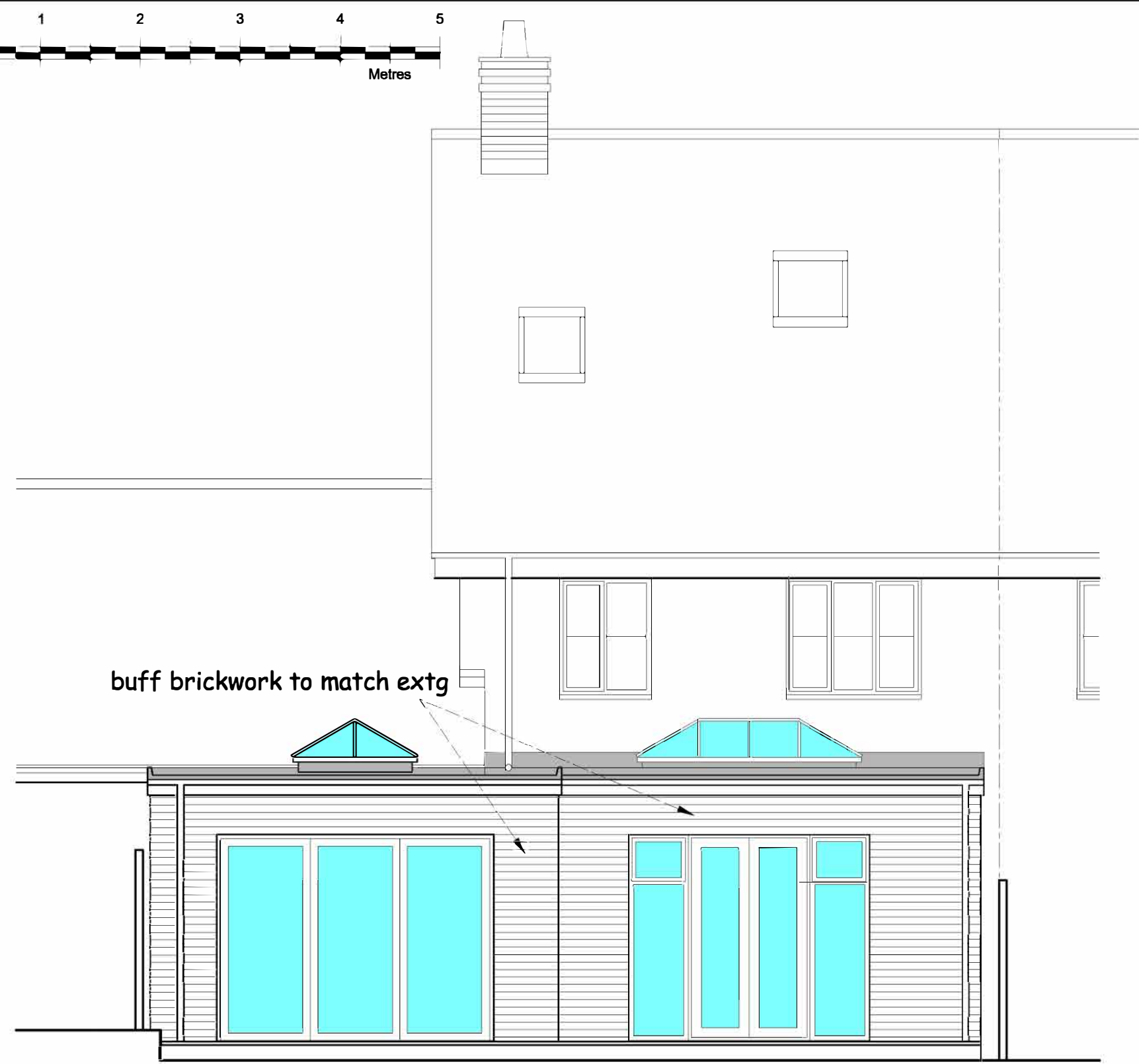
It was **RESOLVED** to note the contents of the report and to recognise that the report was part of an ongoing consultation exercise. Various alternative options around future financial strategy were debated on the understanding that the decision on the amount of precept to set would not take place until January.

(14b.) **Public Realm Depot**

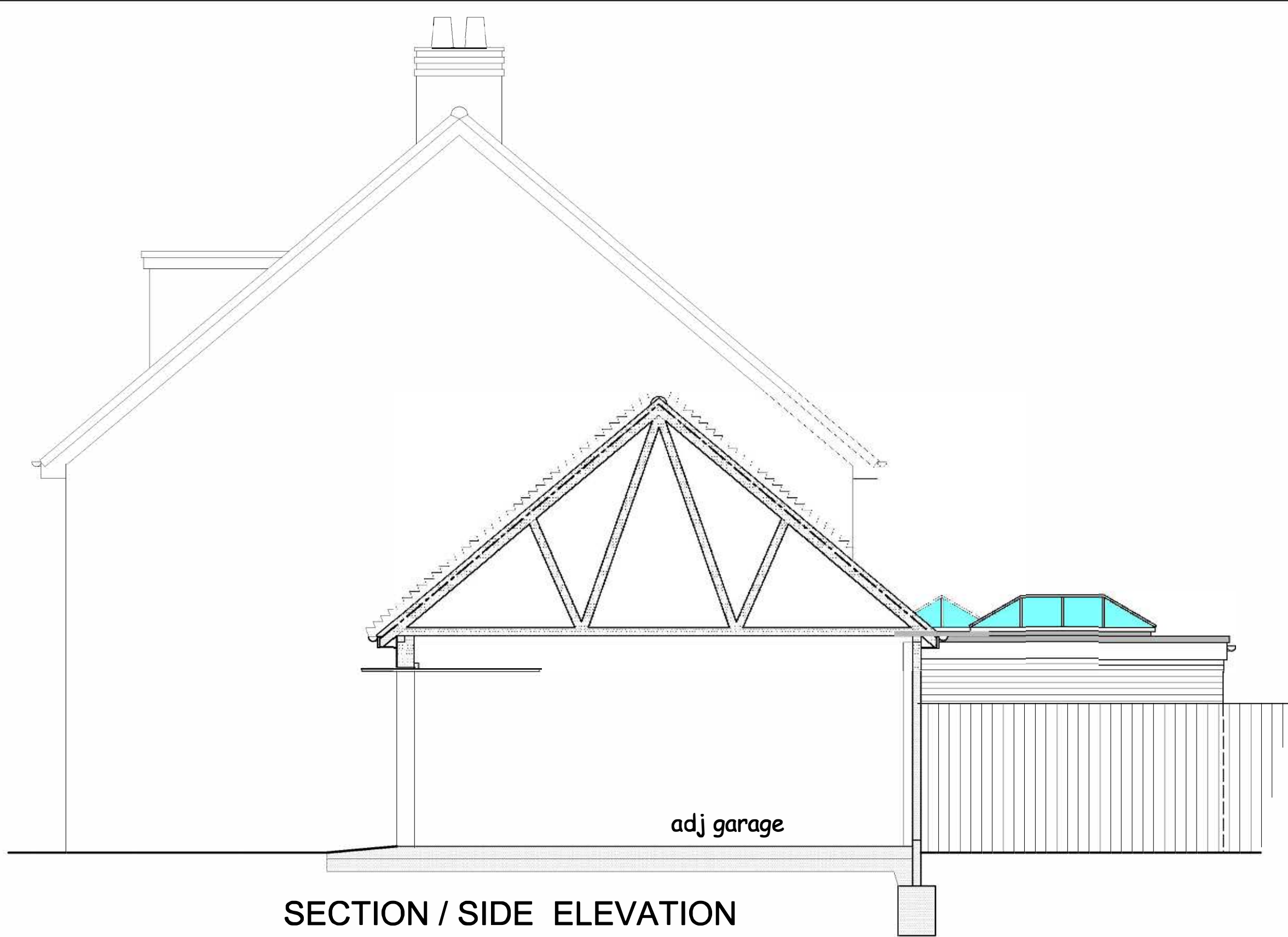
The Council considered a report from the Assistant Town Clerk and the Public Realm Manager on the provision of covered, secure accommodation for vehicles and equipment and as a base for the Public Realm Team. Comparisons of costs of a new build and a lease option were considered, with members being of the view that the preferred option was a 15-year leasehold agreement.

It was **RESOLVED** that:

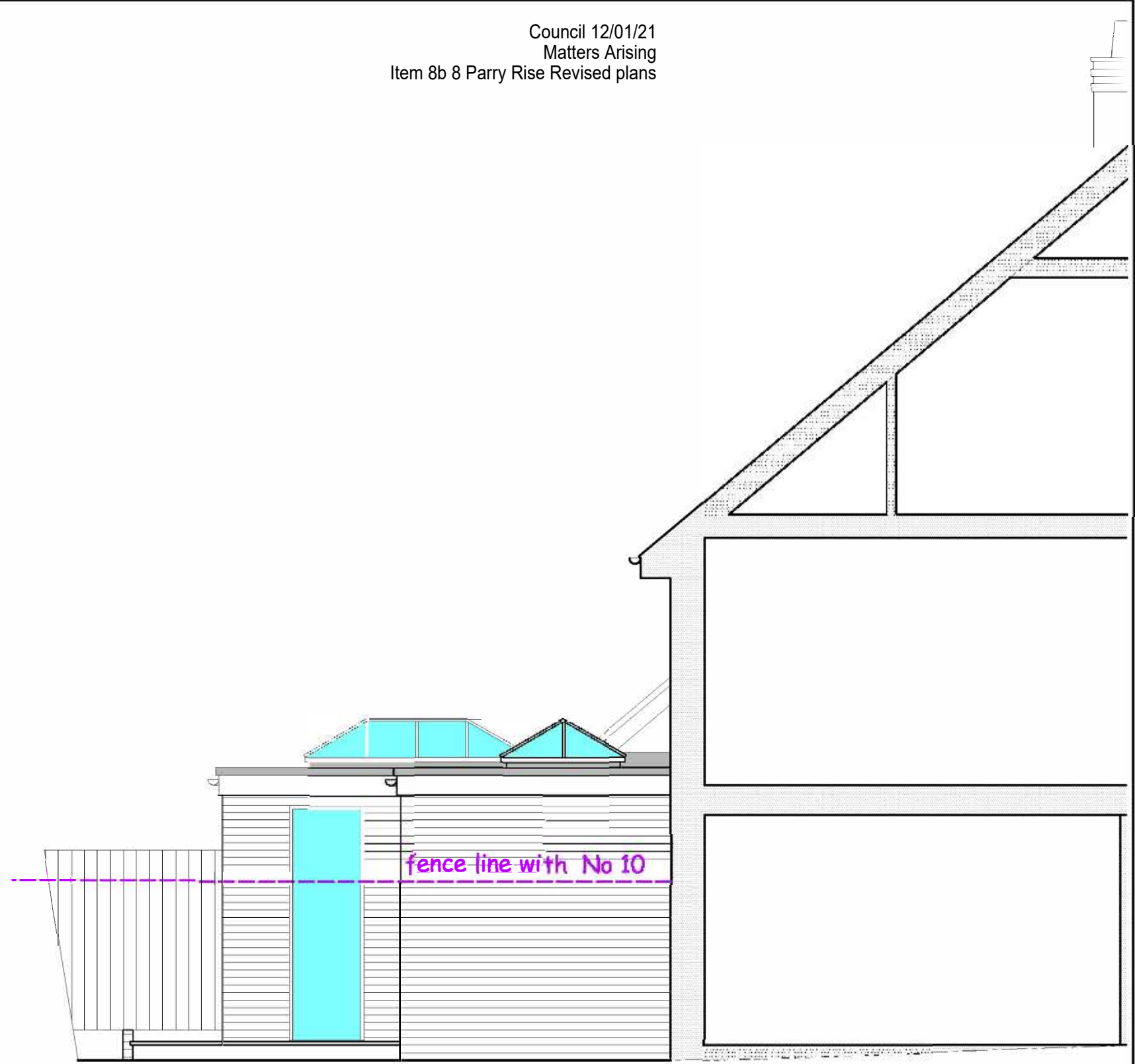
1. The Town Clerk & Chief Executive proceed to secure a lease agreement for Unit 11 Eldon Way as the first preference, and Unit 9 as a second option;
2. Clarification be sought from the letting agent on the composition of the service charge for the premises;
3. Any required modifications to the premises be at the cost of the landlord;
4. The lease, when agreed, be signed as a sealed document in the presence of the Mayor, Deputy Mayor and the Town Clerk & Chief Executive;
5. The Town Clerk & Chief Executive is authorised to seek alternative premises in the event that Units 11 and 9 are no longer available, for consideration at an Extraordinary Meeting of Council.



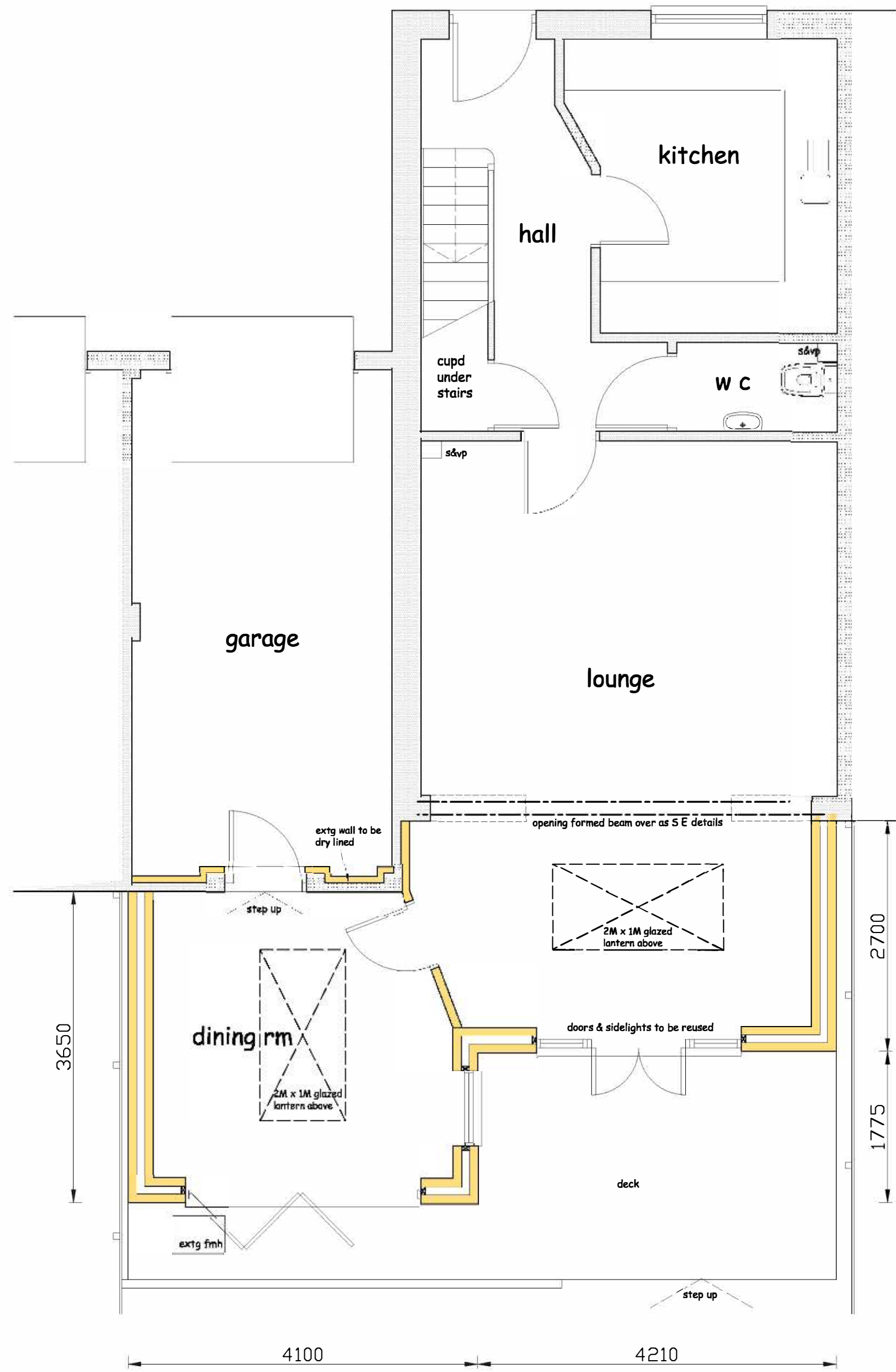
REAR ELEVATION



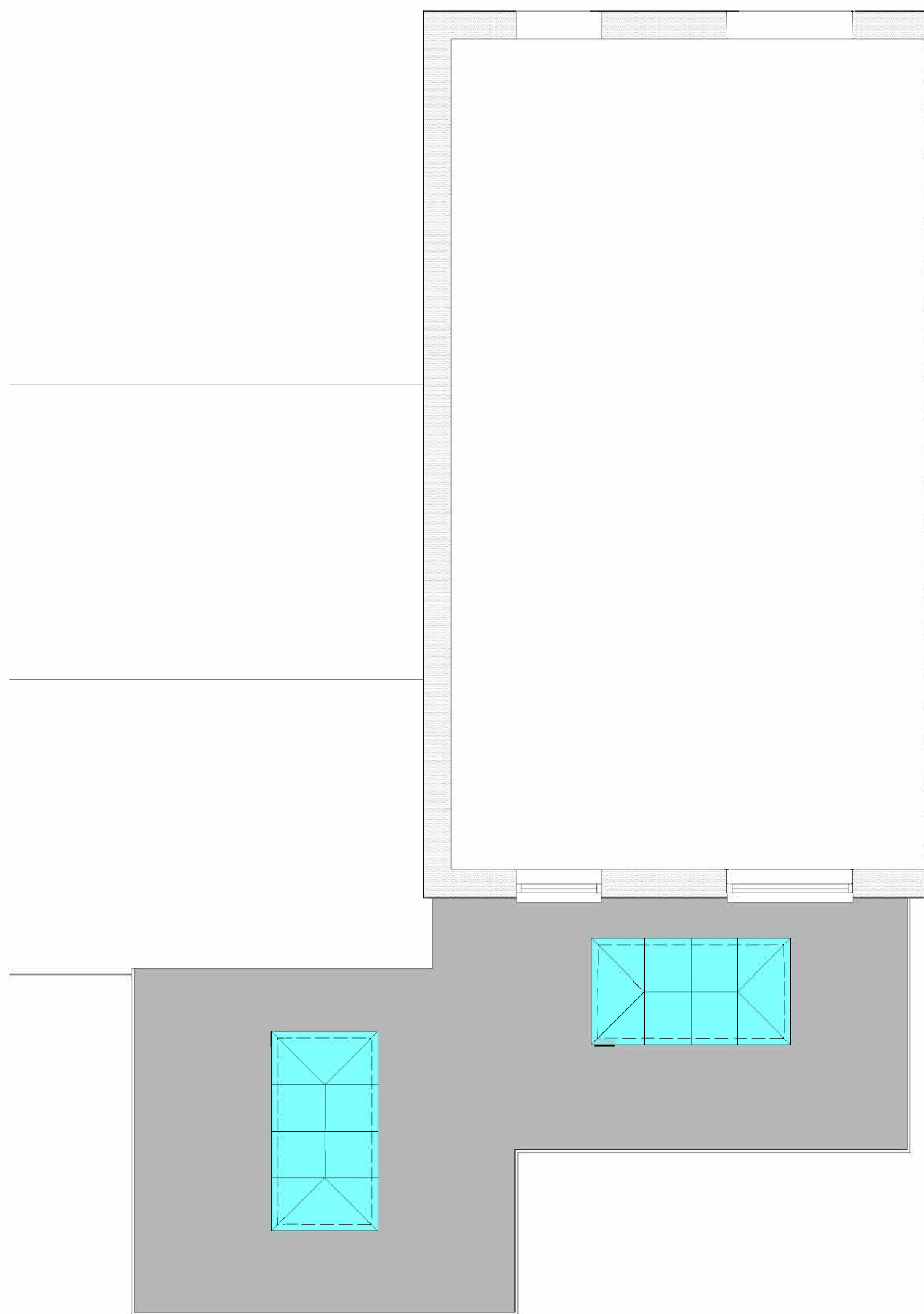
SECTION / SIDE ELEVATION



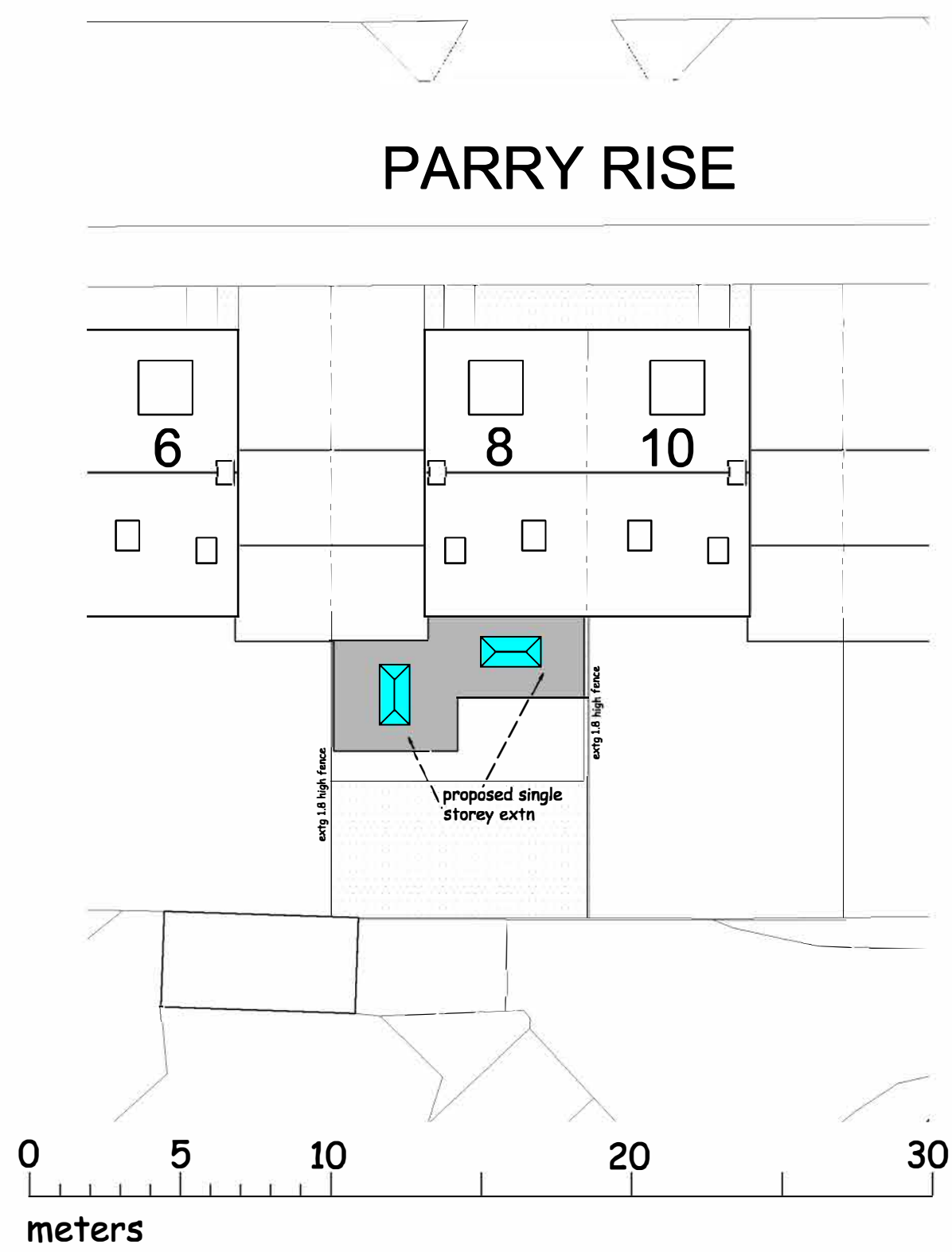
SECTION / SIDE ELEVATION



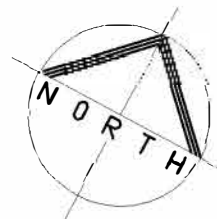
GROUND FLOOR PLAN



ROOF PLAN



SITE PLAN 1:200



No.	Date	Revision	Initial
A	Nov 20	garage conversion deleted & extension made bigger	C.R

PROPOSED SINGLE STOREY
REAR EXTENSION & PART
CONVERSION OF EXISTING
GARAGE TO DINING ROOM AT
No 8 PARRY RISE,
BIGGELSWADE, BEDS
SG18 8FU

Client

MR IAN LARTER

Drawing

PROPOSED PLAN

Scale 1:50 @ A1 Drawn C.R

Checked Date Sept 20

Drawing No.

LAR/20/02A

This drawing and design is copyright and must not be reproduced in part or in whole without prior written consent. Contractors must verify all dimensions on site before commencing work

21/12/2020

Biggleswade Town Council

Item 10ai Detailed Bal Sheet

16:03

Detailed Balance Sheet - Excluding Stock Movement

Month 8 Date 30/11/2020

Page 1

<u>A/c</u>	<u>Description</u>	<u>Actual</u>		
	<u>Fixed Assets</u>	Asset Value	Depreciation	Net Value
1	OP'L F/H LAND & BUILDINGS	1,813,044	428,478	1,384,566
2	OP'L L/H LAND & BUILDINGS	9,095	0	9,095
21	VEHICLES & EQUIPMENT	792,859	456,288	336,571
41	INFRASTRUCTURE ASSETS	301,806	238,084	63,722
61	COMMUNITY ASSETS	15,380	0	15,380
	Total Fixed Assets	2,932,184	1,122,850	1,809,334
	<u>Current Assets</u>			
91	CAPITAL WORK IN PROGRESS	7,325		
100	DEBTORS - TOWN COUNCIL	4,136		
101	DEBTORS - ALLOTMENTS	8,168		
102	DEBTORS - PITCH HIRE	3,772		
103	DEBTORS - ORCHARD CENTRE	23,224		
105	VAT REFUNDS	33,274		
202	LLOYDS CURRENT BANK A/C	320,536		
204	LLOYDS SALARY A/C	20		
210	PETTY CASH	355		
212	CASH CHANGE FLOAT	24		
224	PUBLIC SECTOR DEPOSIT	625,000		
	Total Current Assets		1,025,833	
	<u>Current Liabilities</u>			
501	TRADE CREDITORS	8,758		
510	ACCRUALS	2,000		
525	ALLOTMENT DEPOSITS	3,200		
530	INC IN ADVANCE - COMMUTED	26,400		
537	SUNDRY CREDITORS	252		
	Total Current Liabilities		40,610	
	Net Current Assets			985,223
	Total Assets less Current Liabilities			2,794,557
	<u>Long Term Liabilities</u>			
401	PWLB LOANS	115,993		
430	LEASE CREDITOR (GROSS)	5,364		
435	LEASE CREDITOR (DEF'D INT)	(401)		
	Total Long Term Liabilities		120,956	
	Total Assets less Total Liabilities			2,673,601
	<u>Represented by :-</u>			
301	CURRENT YEAR FUND	371,020		
310	GENERAL RESERVE	134,400		
327	EMR TWINNING	500		
329	EMR DEPOT	1,500		
349	ROLLING CAPITAL FUND	470,477		
350	CAPITAL FINANCING RESERVE	1,361,656		
451	DEF'D GRANTS APPLIED	608,674		
452	DEF'D GRANTS W/BACK	(274,627)		

21/12/2020

Biggleswade Town Council

Page 2

16:03

Detailed Balance Sheet - Excluding Stock Movement

Month 8 Date 30/11/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	Total Equity	<u>2,673,601</u>

21/12/2020

Biggleswade Town Council

Item 10a: Summary Inc & Exp

16:05

Summary Income & Expenditure by Budget Heading 30/11/2020

Month No: 8

November 2020

Page 1

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Finance & General Purposes								
101 BSWADE MAGISTRATES COURT	Income	0	800	0	(800)			0.0%
	Expenditure	0	800	0	(800)		(800)	0.0%
	Movement to/(from) Gen Reserve	0	0					
108 GRANTS (INCL S137)	Expenditure	0	28,340	32,017	3,677		3,677	88.5%
109 CAPITAL EXPENDITURE	Income	0	1,020	0	(1,020)			0.0%
	Expenditure	447	86,132	120,200	34,068		34,068	71.7%
	Movement to/(from) Gen Reserve	(447)	(85,112)					
111 CORPORATE MANAGEMENT	Income	59	1,167,002	1,171,677	4,675			99.6%
	Expenditure	13,539	100,434	122,729	22,295		22,295	81.8%
	Movement to/(from) Gen Reserve	(13,480)	1,066,568					
112 DEMOCRATIC REP N & MGM T	Expenditure	19,332	143,591	187,376	43,785		43,785	76.6%
113 CMC ACTIVITIES & EXPENSES	Income	0	508	0	(508)			0.0%
	Expenditure	760	760	3,600	2,840		2,840	21.1%
	Movement to/(from) Gen Reserve	(760)	(252)					
115 ORCHARD COMMUNITY CENTRE	Income	0	276	50,250	49,974			0.5%
	Expenditure	6,759	53,962	105,942	51,980		51,980	50.9%
	Movement to/(from) Gen Reserve	(6,759)	(53,686)					
901 CENTRAL SERVICES	Expenditure	0	0	0	0		0	0.0%
Finance & General Purposes	Income	59	1,169,606	1,221,927	52,321			95.7%
	Expenditure	40,836	414,018	571,864	157,846	0	157,846	72.4%
	Movement to/(from) Gen Reserve	(40,777)	755,587					

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Public Land & Open Spaces</u>								
102 ALLOTMENTS	Income	8,205	9,849	6,600	(3,249)			149.2%
	Expenditure	0	856	2,015	1,159		1,159	42.5%
	Movement to/(from) Gen Reserve	8,205	8,992					
104 BURIAL GROUNDS	Income	805	9,848	17,300	7,452			56.9%
	Expenditure	7,907	59,676	104,123	44,447		44,447	57.3%
	Movement to/(from) Gen Reserve	(7,102)	(49,828)					
210 GENERAL	Expenditure	883	3,876	3,000	(876)		(876)	129.2%
212 RECREATION GROUNDS	Income	0	6,018	9,240	3,222			65.1%
	Expenditure	25,699	199,147	369,209	170,062		170,062	53.9%
	Movement to/(from) Gen Reserve	(25,699)	(193,129)					
902 WORKS SERVICES	Expenditure	(0)	(0)	0	0		0	0.0%
	Public Land & Open Spaces Income	9,010	25,715	33,140	7,425			77.6%
	Expenditure	34,489	263,555	478,347	214,792	0	214,792	55.1%
	Movement to/(from) Gen Reserve	(25,479)	(237,840)					

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Town Centre Management</u>								
103 STREET LIGHTS	Expenditure	0	3,894	0	(3,894)		(3,894)	0.0%
105 CAR PARKS	Income	951	8,634	53,000	44,366			16.3%
	Expenditure	12,469	61,997	94,732	32,735		32,735	65.4%
	Movement to/(from) Gen Reserve	<u>(11,518)</u>	<u>(53,363)</u>					
106 MARKET	Income	372	2,096	13,400	11,304			15.6%
	Expenditure	3,314	25,219	32,623	7,404		7,404	77.3%
	Movement to/(from) Gen Reserve	<u>(2,942)</u>	<u>(23,123)</u>					
107 TOWN CENTRE GENERAL	Expenditure	6,568	53,268	119,141	65,873		65,873	44.7%
110 PUBLIC CONVENIENCES	Expenditure	1,905	13,080	24,760	11,680		11,680	52.8%
		<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	
	Town Centre Management Income	1,323	10,730	66,400	55,670			16.2%
	Expenditure	24,257	157,458	271,256	113,798	0	113,798	58.0%
	Movement to/(from) Gen Reserve	<u>(22,933)</u>	<u>(146,727)</u>					
<u>Grand Totals:-</u>								
	Income	10,393	1,206,051	1,321,467	115,416			91.3%
	Expenditure	99,582	835,031	1,321,467	486,436	0	486,436	63.2%
	Net Income over Expenditure	<u>(89,189)</u>	<u>371,020</u>	<u>0</u>	<u>(371,020)</u>			
	Movement to/(from) Gen Reserve	<u>(89,189)</u>	<u>371,020</u>					

21/12/2020

Biggleswade Town Council

Item 10a iii Detailed Inc & Exp

16.05

Detailed Income & Expenditure by Budget Heading 30/11/2020

Month No: 8

November 2020

Page 1

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Finance & General Purposes</u>								
<u>101 BSWADE MAGISTRATES COURT</u>								
1081 INC-RENT	0	680	0	(680)			0.0%	
1091 INC-MISCELLANEOUS	0	120	0	(120)			0.0%	
BSWADE MAGISTRATES COURT :- Income	0	800	0	(800)				0
4007 HEALTH & SAFETY	4	294	0	(294)		(294)	0.0%	
4011 RATES	1,260	9,180	11,960	2,781		2,781	76.8%	
4012 WATER RATES	0	343	500	157		157	68.7%	
4013 RENT	(4,417)	(31,415)	(34,760)	(3,345)		(3,345)	90.4%	
4014 ELECTRICITY	457	1,705	3,000	1,295		1,295	56.8%	
4015 GAS	258	2,340	2,000	(340)		(340)	117.0%	
4016 CLEANING COSTS	1,108	8,732	9,000	268		268	97.0%	
4021 TELEPHONE & FAX	0	122	0	(122)		(122)	0.0%	
4026 COMPUTER	59	59	0	(59)		(59)	0.0%	
4029 OFFICE REFURBISHMENT	0	20	0	(20)		(20)	0.0%	
4036 PROPERTY MAINTENANCE	20	678	4,000	3,322		3,322	16.9%	
4042 EQUIPMENT/REPAIR	115	481	500	19		19	96.2%	
4067 PEST CONTROL	0	0	100	100		100	0.0%	
4104 REFUSE COLLECTION	361	825	1,000	175		175	82.5%	
4110 FIRE PRECAUTIONS	0	431	1,200	769		769	35.9%	
4134 SECURITY/CCTV	775	7,005	1,500	(5,505)		(5,505)	467.0%	
BSWADE MAGISTRATES COURT :- Indirect Expenditure	0	800	0	(800)	0	(800)		0
Net Income over Expenditure	0	0	0	0				
<u>108 GRANTS (NCL S137)</u>								
4261 GRANTS UNDER OTHER POWERS	0	16,840	20,767	3,927		3,927	81.1%	
4264 Community Agent Grant	0	11,500	11,250	(250)		(250)	102.2%	
GRANTS (NCL S137) :- Indirect Expenditure	0	28,340	32,017	3,677	0	3,677	88.5%	0
Net Expenditure	0	(28,340)	(32,017)	(3,677)				
<u>109 CAPITAL EXPENDITURE</u>								
1074 INC-DONATIONS	0	1,020	0	(1,020)			0.0%	
CAPITAL EXPENDITURE :- Income	0	1,020	0	(1,020)				0
4053 LOAN INTEREST	0	2,755	5,383	2,628		2,628	51.2%	
4253 LEASE INTEREST REPAID	33	268	401	133		133	66.7%	
4802 CP -New Computer Installation	0	3,817	0	(3,817)		(3,817)	0.0%	

Continued over page

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4808 CP - Website Re-design	0	0	5,000	5,000		5,000	0.0%	
4843 CP - Street Furniture	0	1,020	0	(1,020)		(1,020)	0.0%	
4900 ROLLING CAPITAL FUND ALLOCN	0	71,500	71,500	0		0	100.0%	
4979 NEW LOAN COSTS	0	0	28,500	28,500		28,500	0.0%	
4980 LOAN REPAYMENT	0	4,683	9,453	4,770		4,770	49.5%	
4982 LEASE CAPITAL REPAD	414	3,308	4,963	1,655		1,655	66.7%	
4990 ASSET FUNDING FROM RCP	0	(1,220)	(5,000)	(3,780)		(3,780)	24.4%	
CAPITAL EXPENDITURE :- Indirect Expenditure	447	86,132	120,200	34,068	0	34,068	71.7%	0
Net Income over Expenditure	(447)	(85,112)	(120,200)	(35,088)				
111 CORPORATE MANAGEMENT								
1076 PRECEPT RECEIVED	0	1,166,677	1,166,677	0			100.0%	
1096 INTEREST RECEIVED	59	325	5,000	4,675			6.5%	
CORPORATE MANAGEMENT :- Income	59	1,167,002	1,171,677	4,675			99.6%	0
4057 AUDIT FEES	0	0	3,720	3,720		3,720	0.0%	
4901 C.S.SALARY RECHARGE	5,491	38,967	63,456	24,489		24,489	61.4%	
4911 C.S.O HEAD RECHARGE	8,048	61,466	55,553	(5,913)		(5,913)	110.6%	
CORPORATE MANAGEMENT :- Indirect Expenditure	13,539	100,434	122,729	22,295	0	22,295	81.8%	0
Net Income over Expenditure	(13,480)	1,066,568	1,048,948	(17,620)				
112 DEMOCRATIC REPN & MGM T								
4024 SUBSCRIPTIONS	0	2,945	3,200	255		255	92.0%	
4026 COMPUTER	0	0	1,500	1,500		1,500	0.0%	
4082 NEIGHBOURHOOD PLAN	1,280	6,734	20,000	13,266		13,266	33.7%	
4135 ELECTION PROVISION	0	0	4,000	4,000		4,000	0.0%	
4901 C.S.SALARY RECHARGE	7,321	51,957	84,608	32,651		32,651	61.4%	
4911 C.S.O HEAD RECHARGE	10,731	81,955	74,068	(7,887)		(7,887)	110.6%	
DEMOCRATIC REPN & MGM T :- Indirect Expenditure	19,332	143,591	187,376	43,785	0	43,785	76.6%	0
Net Expenditure	(19,332)	(143,591)	(187,376)	(43,785)				
113 CMC ACTIVITIES & EXPENSES								
1091 NC-MISCELLANEOUS	0	508	0	(508)			0.0%	
CMC ACTIVITIES & EXPENSES :- Income	0	508	0	(508)				0
4008 STAFF TRAINING	0	0	500	500		500	0.0%	
4009 STAFF TRAVEL	0	0	500	500		500	0.0%	
4112 TOWN MAYOR'S ALLOW .	760	760	1,000	240		240	76.0%	

16:05

Detailed Income & Expenditure by Budget Heading 30/11/2020

Month No:8

November 2020

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4166 TW INNING	0	0	1,000	1,000		1,000	0.0%	
4179 CMC FUNCTIONS	0	0	1,000	1,000		1,000	0.0%	
4180 CMC REGALA REPAIRS ETC	0	0	100	100		100	0.0%	
4992 TRANSFER FROM EMARKED RESERVE	0	0	(500)	(500)		(500)	0.0%	
CMC ACTIVITIES & EXPENSES :- Indirect Expenditure	760	760	3,600	2,840	0	2,840	21.1%	0
Net Income over Expenditure	(760)	(252)	(3,600)	(3,348)				
115 ORCHARD COMMUNITY CENTRE								
1078 NC-MISC GRANTS	0	0	18,000	18,000			0.0%	
1082 NC-LETTINGS	0	276	32,000	31,724			0.9%	
1109 NC-COFFEE MACHINE	0	0	250	250			0.0%	
ORCHARD COMMUNITY CENTRE :- Income	0	276	50,250	49,974			0.5%	0
4001 STAFF SALARIES	4,143	33,593	54,599	21,006		21,006	61.5%	
4002 EMPLOYERS N.I	370	3,020	5,153	2,133		2,133	58.6%	
4003 EMPLOYERS SUPERANN.	1,028	8,331	13,540	5,209		5,209	61.5%	
4007 HEALTH & SAFETY	0	802	500	(302)		(302)	160.3%	
4009 STAFF TRAVEL	0	87	300	213		213	28.9%	
4011 RATES	0	0	5,500	5,500		5,500	0.0%	
4012 WATER RATES	0	115	450	335		335	25.6%	
4014 ELECTRICITY	1,004	2,742	10,000	7,258		7,258	27.4%	
4015 GAS	(73)	687	4,500	3,813		3,813	15.3%	
4016 CLEANING COSTS	0	1,440	4,500	3,060		3,060	32.0%	
4020 MISC. ESTABLISH COST	0	226	500	274		274	45.1%	
4021 TELEPHONE & FAX	0	0	1,200	1,200		1,200	0.0%	
4026 COMPUTER	95	585	1,500	915		915	39.0%	
4032 PUBLICITY	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTENANCE	0	80	1,000	920		920	8.0%	
4038 MAINTENANCE CONTRACT	89	900	1,500	600		600	60.0%	
4042 EQUIPMENT/REPAIR	103	103	200	97		97	51.6%	
4081 Licences	0	158	300	143		143	52.5%	
4128 EQUIPMENT	0	1,095	200	(895)		(895)	547.5%	
ORCHARD COMMUNITY CENTRE :- Indirect Expenditure	6,759	53,962	105,942	51,980	0	51,980	50.9%	0
Net Income over Expenditure	(6,759)	(53,686)	(55,692)	(2,006)				
901 CENTRAL SERVICES								
4001 STAFF SALARIES	14,623	101,869	193,197	91,328		91,328	52.7%	
4002 EMPLOYERS N.I	1,432	8,203	18,323	10,120		10,120	44.8%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4003 EMPLOYERS SUPERANN.	2,247	19,820	47,915	28,095		28,095	41.4%	
4005 AGENCY STAFF	12,287	83,956	0	(83,956)		(83,956)	0.0%	
4007 HEALTH & SAFETY	266	314	2,500	2,186		2,186	12.6%	
4008 STAFF TRAINING	135	398	2,000	1,602		1,602	19.9%	
4009 STAFF TRAVEL	146	750	3,000	2,250		2,250	25.0%	
4010 MISC. STAFF COSTS	0	462	1,000	538		538	46.2%	
4013 RENT	4,417	31,415	34,760	3,345		3,345	90.4%	
4020 MISC. ESTABLISH COST	0	0	250	250		250	0.0%	
4021 TELEPHONE & FAX	1,077	6,442	6,500	58		58	99.1%	
4022 POSTAGE	0	408	1,000	592		592	40.8%	
4023 STATDNERY	167	1,347	5,000	3,653		3,653	26.9%	
4025 INSURANCE	0	19,545	21,000	1,455		1,455	93.1%	
4026 COMPUTER	4,559	32,287	30,000	(2,287)		(2,287)	107.6%	
4027 PHOTOCOPIER	0	1,770	3,500	1,730		1,730	50.6%	
4031 ADVERTISING	0	550	400	(150)		(150)	137.5%	
4032 PUBLICITY	242	1,884	3,500	1,616		1,616	53.8%	
4051 BANK CHARGES	170	742	2,100	1,358		1,358	35.3%	
4056 LEGAL EXPENSES	1,730	2,230	1,220	(1,010)		(1,010)	182.8%	
4058 PROFESSIONAL FEES	660	13,333	2,000	(11,333)		(11,333)	666.6%	
4060 OFFICE EQUIPMENT	147	147	500	353		353	29.4%	
4073 PAYROLL BUREAU FEES	0	1,703	2,000	297		297	85.2%	
4074 ACCOUNTANCY FEES	826	5,204	15,000	9,796		9,796	34.7%	
4125 Misc Costs	0	0	30	30		30	0.0%	
4901 C.S. SALARY RECHARGE	(18,302)	(129,892)	(211,520)	(81,628)		(81,628)	61.4%	
4911 C.S.O HEAD RECHARGE	(26,828)	(204,888)	(185,175)	19,713		19,713	110.6%	
CENTRAL SERVICES :- Indirect Expenditure	0	0	0	0	0	0		0
Net Expenditure	0	0	0	0				
Finance & General Purposes :- Income	59	1,169,606	1,221,927	52,321			95.7%	
Expenditure	40,836	414,018	571,864	157,846	0	157,846	72.4%	
Movement to/(from) Gen Reserve	(40,777)	755,587						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Public Land & Open Spaces								
102 ALLOTMENTS								
1087 NC-ALLOTMENTS	8,205	9,849	6,600	(3,249)			149.2%	
ALLOTMENTS :- Income	8,205	9,849	6,600	(3,249)			149.2%	0
4013 RENT	0	349	465	116		116	75.0%	
4037 GROUNDS MAINTENANCE	0	73	1,000	928		928	7.3%	
4067 PEST CONTROL	0	435	550	115		115	79.1%	
ALLOTMENTS :- Indirect Expenditure	0	856	2,015	1,159	0	1,159	42.5%	0
Net Income over Expenditure	8,205	8,992	4,585	(4,407)				
104 BURIAL GROUNDS								
1084 NC-BURIAL FEES	805	9,848	17,000	7,152			57.9%	
1097 NC-MEMORIALS	0	0	300	300			0.0%	
BURIAL GROUNDS :- Income	805	9,848	17,300	7,452			56.9%	0
4011 RATES	421	3,102	4,800	1,698		1,698	64.6%	
4012 WATER RATES	0	67	150	83		83	44.8%	
4014 ELECTRICITY	18	75	150	75		75	50.3%	
4036 PROPERTY MAINTENANCE	0	455	2,000	1,545		1,545	22.8%	
4104 REFUSE COLLECTION	0	303	0	(303)		(303)	0.0%	
4110 FIRE PRECAUTIONS	0	153	500	347		347	30.7%	
4178 PATHS MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
4901 C.S.SALARY RECHARGE	1,098	7,793	12,691	4,898		4,898	61.4%	
4902 W.S.SALARY RECHARGE	3,895	30,623	59,441	28,818		28,818	51.5%	
4911 C.S.O HEAD RECHARGE	1,610	12,293	11,111	(1,182)		(1,182)	110.6%	
4912 W.S.O HEAD RECHARGE	866	4,809	12,280	7,471		7,471	39.2%	
BURIAL GROUNDS :- Indirect Expenditure	7,907	59,676	104,123	44,447	0	44,447	57.3%	0
Net Income over Expenditure	(7,102)	(49,828)	(86,823)	(36,995)				
210 GENERAL								
4064 ANNUAL HANGING BASKETS	883	3,876	3,000	(876)		(876)	129.2%	
GENERAL :- Indirect Expenditure	883	3,876	3,000	(876)	0	(876)	129.2%	0
Net Expenditure	(883)	(3,876)	(3,000)	876				
212 RECREATION GROUNDS								
1081 NC-RENT	0	2,449	5,240	2,791			46.7%	
1083 NC-PITCH HIRE	0	262	4,000	3,738			6.5%	

16:05

Detailed Income & Expenditure by Budget Heading 30/11/2020

Month No:8

November 2020

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1091 NC-MISCELLANEOUS	0	3,308	0	(3,308)			0.0%	
RECREATION GROUNDS :- Income	0	6,018	9,240	3,222			65.1%	0
4011 RATES	397	2,939	4,565	1,626		1,626	64.4%	
4012 WATER RATES	0	8,902	11,000	2,099		2,099	80.9%	
4013 RENT	0	0	1	1		1	0.0%	
4014 ELECTRICITY	459	863	6,000	5,137		5,137	14.4%	
4016 CLEANING COSTS	0	0	400	400		400	0.0%	
4036 PROPERTY MAINTENANCE	0	0	5,000	5,000		5,000	0.0%	
4037 GROUNDS MAINTENANCE	0	0	2,500	2,500		2,500	0.0%	
4038 MAINTENANCE CONTRACT	575	5,008	6,500	1,492		1,492	77.0%	
4039 PLAY.EQUIP.MANT.	0	0	3,000	3,000		3,000	0.0%	
4043 FENCING & GATES	0	0	1,000	1,000		1,000	0.0%	
4044 TREES & PLANTS	0	1,110	2,500	1,390		1,390	44.4%	
4067 PEST CONTROL	50	250	1,500	1,250		1,250	16.7%	
4100 FERT./SEEDS/W EEDKILL	0	41	2,000	1,959		1,959	2.0%	
4104 REFUSE COLLECTION	0	1,982	6,000	4,018		4,018	33.0%	
4110 FIRE PRECAUTIONS	334	476	750	274		274	63.5%	
4114 LITTER BINS	0	0	2,000	2,000		2,000	0.0%	
4901 C.S.SALARY RECHARGE	2,928	20,783	33,843	13,060		13,060	61.4%	
4902 W.S.SALARY RECHARGE	13,633	107,182	208,042	100,860		100,860	51.5%	
4911 C.S.O HEAD RECHARGE	4,292	32,782	29,628	(3,154)		(3,154)	110.6%	
4912 W.S.O HEAD RECHARGE	3,030	16,830	42,980	26,150		26,150	39.2%	
RECREATION GROUNDS :- Indirect Expenditure	25,699	199,147	369,209	170,062	0	170,062	53.9%	0
Net Income over Expenditure	(25,699)	(193,129)	(359,969)	(166,840)				
902 WORKS SERVICES								
4001 STAFF SALARIES	15,350	120,396	222,166	101,770		101,770	54.2%	
4002 EMPLOYERS N.I	1,310	10,200	19,939	9,739		9,739	51.2%	
4003 EMPLOYERS SUPERANN.	2,815	22,522	55,098	32,576		32,576	40.9%	
4007 HEALTH & SAFETY	0	337	500	163		163	67.4%	
4008 STAFF TRAINING	0	132	2,500	2,368		2,368	5.3%	
4009 STAFF TRAVEL	0	46	300	254		254	15.3%	
4010 MISC. STAFF COSTS	0	0	300	300		300	0.0%	
4014 ELECTRICITY	153	(4,540)	200	4,740		4,740	2270.2%	
4036 PROPERTY MAINTENANCE	0	0	200	200		200	0.0%	
4041 EQUIPMENT HIRE	0	87	400	313		313	21.8%	
4042 EQUIPMENT MAINT/REPAIR	0	2,542	4,500	1,958		1,958	56.5%	
4046 VEHICLE LEASING	829	6,382	11,000	4,618		4,618	58.0%	
4047 MATERIALS/TOOLS	2,546	6,922	12,000	5,078		5,078	57.7%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4048 VEHICLE MAINT/REPAIR	0	3,247	10,000	6,753		6,753	32.5%	
4049 VEHICLE FUEL	800	3,753	8,000	4,247		4,247	46.9%	
4050 VEHICLE TAX	0	675	500	(175)		(175)	135.0%	
4103 PROTECTIVE CLOTHING	0	2,729	2,500	(229)		(229)	109.2%	
4119 SKIPHIRE	0	1,344	3,000	1,656		1,656	44.8%	
4128 EQUIPMENT	0	386	500	114		114	77.1%	
4134 SECURITY/CCTV	0	0	2,000	2,000		2,000	0.0%	
4136 RENEWALS/REPLACEMENT	0	0	3,000	3,000		3,000	0.0%	
4902 W.S.SALARY RECHARGE	(19,476)	(153,117)	(297,203)	(144,086)		(144,086)	51.5%	
4912 W.S.O HEAD RECHARGE	(4,328)	(24,043)	(61,400)	(37,357)		(37,357)	39.2%	
WORKS SERVICES :- Indirect Expenditure	(0)	(0)	0	0	0	0		0
Net Expenditure	0	0	0	(0)				
Public Land & Open Spaces :- Income	9,010	25,715	33,140	7,425			77.6%	
Expenditure	34,489	263,555	478,347	214,792	0	214,792	55.1%	
Movement to/(from) Gen Reserve	(25,479)	(237,840)						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Town Centre Management</u>								
<u>103 STREET LIGHTS</u>								
4014 ELECTRICITY	0	3,894	0	(3,894)		(3,894)	0.0%	
STREET LIGHTS :- Indirect Expenditure	0	3,894	0	(3,894)	0	(3,894)		0
Net Expenditure	0	(3,894)	0	3,894				
<u>105 CAR PARKS</u>								
1088 NC-CAR PARKING FEES	614	6,587	36,000	29,413			18.3%	
1089 NC -PARKING PERMITS WORK	0	619	11,000	10,381			5.6%	
1189 NC-PARKING PERMITS RES	338	1,428	6,000	4,572			23.8%	
CAR PARKS :- Income	951	8,634	53,000	44,366			16.3%	0
4011 RATES	2,313	17,066	26,250	9,184		9,184	65.0%	
4014 ELECTRICITY	0	0	500	500		500	0.0%	
4021 TELEPHONE & FAX	0	0	600	600		600	0.0%	
4038 MAINTENANCE CONTRACT	250	5,868	7,500	1,632		1,632	78.2%	
4047 MATERIALS/TOOLS	0	0	2,000	2,000		2,000	0.0%	
4056 LEGAL EXPENSES	0	495	1,000	505		505	49.5%	
4092 Card Processing Fees	39	343	1,000	657		657	34.3%	
4108 SURFACE REPAIRS	0	0	3,000	3,000		3,000	0.0%	
4126 CAR PARK LEASE	8,000	24,345	29,001	4,656		4,656	83.9%	
4901 C.S.SALARY RECHARGE	275	1,948	3,173	1,225		1,225	61.4%	
4902 W.S.SALARY RECHARGE	974	7,656	14,860	7,204		7,204	51.5%	
4911 C.S.O HEAD RECHARGE	402	3,073	2,778	(295)		(295)	110.6%	
4912 W.S.O HEAD RECHARGE	216	1,202	3,070	1,868		1,868	39.2%	
CAR PARKS :- Indirect Expenditure	12,469	61,997	94,732	32,735	0	32,735	65.4%	0
Net Income over Expenditure	(11,518)	(53,363)	(41,732)	11,631				
<u>106 MARKET</u>								
1085 NC-TUESDAY MARKET RENTS	75	131	2,900	2,769			4.5%	
1086 NC-SATURDAY MARKET RENTS	297	1,965	10,500	8,535			18.7%	
MARKET :- Income	372	2,096	13,400	11,304			15.6%	0
4004 MARKET STAFF	388	3,107	5,250	2,143		2,143	59.2%	
4011 RATES	454	3,548	5,205	1,657		1,657	68.2%	
4012 WATER RATES	0	534	0	(534)		(534)	0.0%	
4014 ELECTRICITY	215	683	1,200	517		517	56.9%	
4032 PUBLICITY	0	608	550	(58)		(58)	110.5%	
4047 MATERIALS/TOOLS	0	0	250	250		250	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4081 Licences	0	0	333	333		333	0.0%	
4901 C.S.SALARY RECHARGE	915	6,495	10,576	4,081		4,081	61.4%	
4911 C.S.O HEAD RECHARGE	1,341	10,244	9,259	(985)		(985)	110.6%	
MARKET :- Indirect Expenditure	3,314	25,219	32,623	7,404	0	7,404	77.3%	0
Net Income over Expenditure	(2,942)	(23,123)	(19,223)	3,900				
107 TOWN CENTRE GENERAL								
4001 STAFF SALARIES	2,208	17,072	26,050	8,978		8,978	65.5%	
4002 EMPLOYERS NI	204	1,548	2,402	854		854	64.4%	
4003 EMPLOYERS SUPERANNUATION	527	4,213	6,458	2,245		2,245	65.2%	
4009 STAFF TRAVEL	0	0	250	250		250	0.0%	
4036 PROPERTY MAINTENANCE	0	150	1,000	850		850	15.0%	
4116 WARMING & REMEDIAL SERV	0	0	750	750		750	0.0%	
4117 CLOCK REPAIRS	0	0	350	350		350	0.0%	
4138 MARKET SQUARE EVENTS	312	2,526	15,000	12,474		12,474	16.8%	
4140 CHRISTMAS ACTIVITIES	1,450	1,450	7,000	5,550		5,550	20.7%	
4144 CCTV	0	1,550	18,000	16,450		16,450	8.6%	
4145 CHRISTMAS LIGHTS	0	10,879	18,000	7,122		7,122	60.4%	
4901 C.S.SALARY RECHARGE	275	1,948	3,173	1,225		1,225	61.4%	
4902 W.S.SALARY RECHARGE	974	7,656	14,860	7,204		7,204	51.5%	
4911 C.S.O HEAD RECHARGE	402	3,073	2,778	(295)		(295)	110.6%	
4912 W.S.O HEAD RECHARGE	216	1,202	3,070	1,868		1,868	39.2%	
TOWN CENTRE GENERAL :- Indirect Expenditure	6,568	53,268	119,141	65,873	0	65,873	44.7%	0
Net Expenditure	(6,568)	(53,268)	(119,141)	(65,873)				
110 PUBLIC CONVENIENCES								
4011 RATES	275	2,034	3,160	1,126		1,126	64.4%	
4012 WATER RATES	0	(110)	1,600	1,710		1,710	(6.9%)	
4014 ELECTRICITY	0	0	1,000	1,000		1,000	0.0%	
4036 PROPERTY MAINTENANCE	1,630	4,946	2,500	(2,446)		(2,446)	197.8%	
4038 MAINTENANCE CONTRACT	0	6,210	16,500	10,290		10,290	37.6%	
PUBLIC CONVENIENCES :- Indirect Expenditure	1,905	13,080	24,760	11,680	0	11,680	52.8%	0
Net Expenditure	(1,905)	(13,080)	(24,760)	(11,680)				
Town Centre Management :- Income	1,323	10,730	66,400	55,670			16.2%	
Expenditure	24,257	157,458	271,256	113,798	0	113,798	58.0%	
Movement to/(from) Gen Reserve	(22,933)	(146,727)						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	10,393	1,206,051	1,321,467	115,416			91.3%	
Expenditure	99,582	835,031	1,321,467	486,436	0	486,436	63.2%	
Net Income over Expenditure	<u>(89,189)</u>	<u>371,020</u>	<u>0</u>	<u>(371,020)</u>				
Movement to/(from) Gen Reserve	<u>(89,189)</u>	<u>371,020</u>						

Date:21/12/2020

Biggleswade Town Council

Item 10aiv Lloyds Bank Payment

Time:16:06

Cashbook 2

Lloyds Current A/C

Payments made between 01/11/2020 and 30/11/2020

Page 1

User:DCW

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amount	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/11/2020	Bank charge payable	CHRG	66.66			4051	901	66.66	Bank charge payable
02/11/2020	OPUS Energy (Corporate) Limited	DD 01	27.16	27.16		501			P/Ledger Electronic Payment
02/11/2020	OPUS Energy (Corporate) Limited	DD 02	108.72	108.72		501			1118-Gas Sept-courthouse
02/11/2020	OPUS Energy (Corporate) Limited	DD 03	1,100.37	1,100.37		501			1145-Elec Sept-Comm Centre
05/11/2020	Node IT Solutions Ltd	DD 04	1,037.82	1,037.82		501			5329/877/Node IT Solutions Ltd
05/11/2020	Central Bedfordshire Council	Std Ord	5,120.00			4011	101	13.00	Central Beds Rates 20/21
						4011	106	17.00	Central Beds Rates 20/21
						4011	105	28.00	Central Beds Rates 20/21
						4011	101	79.00	Central Beds Rates 20/21
						4011	104	81.00	Central Beds Rates 20/21
						4011	212	92.00	Central Beds Rates 20/21
						4011	105	172.00	Central Beds Rates 20/21
						4011	101	219.00	Central Beds Rates 20/21
						4011	110	275.00	Central Beds Rates 20/21
						4011	105	297.00	Central Beds Rates 20/21
						4011	212	305.00	Central Beds Rates 20/21
						4011	105	327.00	Central Beds Rates 20/21
						4011	104	340.00	Central Beds Rates 20/21
						4011	105	354.00	Central Beds Rates 20/21
						4011	106	437.00	Central Beds Rates 20/21
						4011	101	949.00	Central Beds Rates 20/21
						4011	105	1,135.00	Central Beds Rates 20/21
08/11/2020	The Lion Press (Sandy) Ltd	329	144.00	144.00		501			5573/1206/The Lion Press (Sandy)
09/11/2020	The Right Fuel Card Company Ltd	DD 05	3.60	3.60		501			1132-Vehicle Fuel
09/11/2020	Node IT Solutions Ltd	DD 06	1,463.53	1,463.53		501			5393/878/Node IT
Subtotal Carried Forward:			9,071.86	3,885.20	0.00			5,186.66	

Date:21/12/2020

Biggleswade Town Council

Page 2

Time:16:06

Cashbook 2

User:DCW

Lloyds Current A/C

Payments made between 01/11/2020 and 30/11/2020

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amount	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									Solutions Ltd
10/11/2020	ADT Fire & Security plc	201515	1,476.88	1,476.88		501		45652873/886	ADT Fire & Security
10/11/2020	Cooler Aid Ltd	201516	65.10	65.10		501		1521826/857	Cooler Aid Ltd
10/11/2020	Allied Drinks Systems Ltd	201517	219.74	219.74		501		SI-00151968/841	Allied Drinks
10/11/2020	AMF Services (Bedford) Ltd	201518	124.80	124.80		501		23519/842	AMF Services (Bedford)
10/11/2020	Anglian Water Business Ltd (Na	201519	8,638.61	8,638.61		501		7030134/932	Anglian Water Business
10/11/2020	Anglian Water Business Ltd. (N	201520	290.76	290.76		501		7488498/933	Anglian Water Business
10/11/2020	George Browns Ltd	201521	1,642.62	1,642.62		501		115791/847	George Browns Ltd
10/11/2020	Alan Bailes Consultancy Ltd	201522	1,280.00	1,280.00		501		004/887	Alan Bailes Consultancy
10/11/2020	L. Bennett & Son Ltd	201523	160.26	160.26		501		34182097/845	L. Bennett & Son
10/11/2020	Maisie Bolan Associates Ltd	201524	1,980.00	1,980.00		501		MBA1262/846	Maisie Bolan Associates
10/11/2020	Rosetta Publishing Ltd	201525	290.40	290.40		501		11112/881	Rosetta Publishing Ltd
10/11/2020	Chubb Fire Ltd	201526	1,124.69	1,124.69		501		8431103/855	Chubb Fire Ltd
10/11/2020	Enterprise Personnel Ltd	201527	516.08	516.08		501		E-2521/858	Enterprise Personnel
10/11/2020	Flwbird Smart City UK Ltd	201528	278.88	278.88		501		UK132095/859	Flwbird Smart City
10/11/2020	JR GOLDTHORPE & SON	201529	249.09	249.09		501		008990/864	JR GOLDTHORPE & SON
10/11/2020	GH Online Accounting Limited	201530	756.00	756.00		501		13335/861	GH Online Accounting
10/11/2020	Harrier Office Supplies Ltd	201531	183.19	183.19		501		401859/867	Harrier Office Supplies
10/11/2020	Henlwy Building Supplies	201532	1,301.20	1,301.20		501		D0123513/873	Henlwy Building Supplies
10/11/2020	Lamps & Tubes Illuminations Ltd	201533	13,054.20	13,054.20		501		NV-69797/876	Lamps & Tubes Ltd
10/11/2020	LGRC Associates Ltd	201534	12,564.54	12,564.54		501		1035/890	LGRC Associates Ltd
10/11/2020	Professional Pest Management	201535	150.00	150.00		501		NV-32364/880	Professional Pest
10/11/2020	G & A Plumbing and Heating Eng	201536	96.00	96.00		501		14544/860	G & A Plumbing and Heating
Subtotal Carried Forward:			55,514.90	50,328.24	0.00			5,186.66	

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
10/11/2020	R & C Hyett	201537	2,630.00	2,630.00		501			BTC 267/895/R & C Hyett
10/11/2020	Rialta Business Solutions Ltd	201538	70.80	70.80		501			SM 22438/896/Rialta Business S
10/11/2020	Hire or Buy Group Ltd	201539	160.66	160.66		501			1036956/875/Hire or Buy Group
10/11/2020	Spallings UK Limited	201540	255.12	255.12		501			SI-2618749/883/Spallings UK Limited
10/11/2020	Turfcare Leisure Services Ltd	201541	690.47	690.47		501			15679/897/Turfcare Leisure Services Ltd
10/11/2020	Veolia Environmental Services	201542	98.50	98.50		501			SBO 1138017/884/Veolia Environmental Services
10/11/2020	British Telecommunications PLC	201543	862.26	862.26		501			M 004XX/888/British Telecommunications PLC
11/11/2020	BNP Paribas Ltd	DD	584.17		97.36	4046	902	486.81	LN 69 XVL Leasing
11/11/2020	Node IT Solutions Ltd	DD 07	75.99	75.99		501			650-Zoom monthly sub
11/11/2020	Node IT Solutions Ltd	DD 08	211.20	211.20		501			5332/892/Node IT Solutions Ltd
11/11/2020	Node IT Solutions Ltd	DD 09	2,885.47	2,885.47		501			5394/893/Node IT Solutions Ltd
16/11/2020	Lex Autolease Ltd	DD 10	410.64	410.64		501			P/Ledger Electronic Payment
16/11/2020	Shire Leasing Plc DDR	DD 11	684.23	684.23		501			P/Ledger Electronic Payment
17/11/2020	Fuel Genie DDR	DD 12	680.19	680.19		501			4874904/889/Fuel Genie DDR
17/11/2020	Lloyds Salary A/C	Tfr	29,250.00			204		29,250.00	Bank transfer for Staff Salary
19/11/2020	AB Merchant Services	DD 13	70.32	70.32		501			1012-Car park card processing
20/11/2020	Rickerby Waterson	Std Ord	8,000.00			4126	105	8,000.00	Rose Lane Car Park
23/11/2020	EE -DDR	DD 14	91.49	91.49		501			1109-monthly phone charge Mar
24/11/2020	Mr G Howard	000324	50.00			1087	102	50.00	Mr G Howard-Albion Refund
26/11/2020	The Post Office	000325	760.00			4112	113	760.00	The Post Office-Xmas Vouchers
26/11/2020	Chubb Fire Ltd	DD 15	137.35	137.35		501			P/Ledger Electronic Payment
27/11/2020	Cooler Aid Ltd	201544	18.60	18.60		501			1006-19L Still bottle
27/11/2020	ABA Ltd	201545	127.16	127.16		501			1031-Male coupling
27/11/2020	Dreadrock	201546	30.00	30.00		501			109-Remove safe cylinder
27/11/2020	AMF Services (Bedford) Ltd	201547	102.25	102.25		501			1022-Door back assembly
Subtotal Carried Forward:			104,451.77	60,620.94	97.36			43,733.47	

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Details	
27/11/2020	L.Bennett & Son Ltd	201548	68.40	68.40		501		1020-Polygard & seal by screw	
27/11/2020	Colin Ross Workwear & Safety	201549	280.69	280.69		501		1014-Disposable gloves	
27/11/2020	C Keeble	201550	882.60	882.60		501		1009-Hanging baskets	
27/11/2020	Constant & Co (Bedford) Ltd	201551	2,076.00	2,076.00		501		1030-Travelers eviction	
27/11/2020	Mr ID Cooksey	201552	20.00	20.00		501		1029-UPVC windows-skylight	
27/11/2020	Enterprise Personnel Ltd	201553	1,887.36	1,887.36		501		1046-Grace Mountford-Temp	
27/11/2020	The Flag Shop Ltd	201554	13.94	13.94		501		1024-Bedfordshire flag	
27/11/2020	Flwbird Smart City UK Ltd	201555	299.88	299.88		501		1017-Parking equip service Dec	
27/11/2020	Mr N Gurney	201556	140.00	140.00		501		1019-Supply live sound feed	
27/11/2020	Hanrier Office Supplies Ltd	201557	665.22	665.22		501		1027-Misc janitorial stationer	
27/11/2020	Historic Towns & Villages Forum	201558	270.00	270.00		501		P Ledger Electronic Payment	
27/11/2020	HM Revenue & Customs	201559	9,307.87	9,307.87		501		1042-Nov HMRC PAYE/NID due	
27/11/2020	Jakmac Potatoes Ltd	201560	1,740.00	1,740.00		501		1048-Xmas trees	
27/11/2020	Knowles Benning LLP	201561	600.00	600.00		501		1018-Settlement-JD & BTC	
27/11/2020	Martin John Music	201562	50.00	50.00		501		1023-Xmas market guitarist	
27/11/2020	Professional Pest Management	201563	60.00	60.00		501		1005-Post control visit 20 Nov	
27/11/2020	Peninsula Business Services Ltd	201564	34.67	34.67		501		1004-EAP Provision	
27/11/2020	Bedfordshire Pension Fund	201565	8,244.02	8,244.02		501		1043-NOV Pension Due	
27/11/2020	RUBY TAYLOR LTD	201566	864.00	864.00		501		1016-Go Advance	
27/11/2020	DCK Accounting Solutions Ltd	201567	432.90	432.90		501		1045-Partial Exemption Calc	
27/11/2020	Spallings UK Limited	201568	132.72	132.72		501		1047-Dustbin liners	
27/11/2020	Staywell Occupational Health Ltd	201569	135.00	135.00		501		1010-Management referral Phone	
27/11/2020	Tim S Digital	201570	2,396.40	2,396.40		501		1028-50% of phase 1 & 2	
27/11/2020	Unison	201571	11.50	11.50		501		1044-Nov Union Fee	
27/11/2020	Kubota Finance	Std Ord	536.40		89.40	430	447.00	Kubota Finance Leasing	
						435	-33.44	Kubota Finance Leasing	
Subtotal Carried Forward:			135,601.34	91,234.11	186.76		44,147.03		

Date:21/12/2020

Biggleswade Town Council

Page 5

Time:16:06

Cashbook 2

User:DCW

Lloyds Current A/C

Payments made between 01/11/2020 and 30/11/2020

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
						4253	109	33.44	Kubota Finance Leasing
						4982	109	413.56	Kubota Finance Leasing
						350		-413.56	Kubota Finance Leasing
30/11/2020	Petty Cash	000326	200.00			210		200.00	Petty Cash
30/11/2020	Bank charge payable	CHRG	94.96			4051	901	94.96	Bank charge payable
30/11/2020	F & R Cawley Ltd	DD16	472.61	472.61		501			P/Ledger Electronic Payment
Total Payments:			136,368.91	91,706.72	186.76			44,475.43	

BIGGLESWADE TOWN COUNCIL
Report to Full Council Meeting
12th January 2021
Council & Committee Meeting Dates

Implications of Recommendations

Corporate Strategy: None

Finance: None

Equality: None

Environment: None

Community Safety: None

Background

This report has been created following the decision of Council at the meeting held on 13th October 2020 to approve changes to Council and Committee meeting dates for the rest of the 2020 calendar year. It was also agreed to re-visit this item in January 2021 to assess whether any further amendments need to be made.

Introduction

The revised calendar has been operating since 13th October 2020 and no major issues have arisen. Planning responses to Central Bedfordshire Council have been received and comments recorded.

The calendar as previously prepared for 2021, and tabled at the 13th October 2020 meeting, has been further revised and is now presented for comment and approval.

Summary

The proposed calendar is attached.

For calendar year 2021, meetings of Council will commence on 12th January 2021 and be scheduled on a four-weekly cycle. The date for the Annual Assembly is rescheduled to the 20th April and the Annual Statutory Meeting of Council is now scheduled for 4th May. Four meetings of each Standing Committee are also planned.

An additional meeting of Council has been scheduled for 26th January 2021 to set the Precept for the 2021/22 Financial Year.

Members are also requested to note dates for the Biggleswade Joint Committee after the 21st January 2021 have now been added for the rest of the year.

Recommendations

Members to adopt the proposed Meetings Schedule for 2021.

Members are further requested to note that, in future, it is proposed to move to publication of a Meetings Calendar on a Municipal Year basis.

Philip Trupp
Assistant Town Clerk

MEETING DATES FOR 2021				
MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND				
DATES	TIME	MEETING		
2021				
5 th January				
12 th January	7.00 pm	Council		
19 th January	7.00 pm	Finance & General Purposes		
21 st January	2.30 pm	Biggleswade J C -via Zoom		
26 th January	7.00pm	Council (Precept Setting)		
2 nd February	7.00 pm	Personnel		
9 th February	7.00 pm	Council		
16 th February				
23 rd February	7.00 pm	Town Centre Management		
2 nd March				
9 th March	7.00 pm	Council		
16 th March	7.00 pm	Public Land & Open Spaces		
23 rd March				
30 th March				
6 th April	7.00 pm	Council		
13 th April	7.00 pm	Finance & General Purposes		
20 th April	7.00 pm	Annual Assembly		
22 nd April	2.30 pm	Biggleswade J C		
27 th April				
4 th May	7:00 pm	Annual Statutory		
11 th May	7.00 pm	Personnel		
18 th May	7.00 pm	Town Centre Management		
25 th May				
1 st June	7.00 pm	Council		
8 th June	7.00 pm	Public Land & Open Spaces		
15 th June				
22 nd June				
29 th June	7.00 pm	Council		
6 th July				

13 th July	7.00 pm	Finance and General Purposes		
15 th July	2.30 pm	Biggleswade J C		
20 th July				
27 th July	7.00 pm	Council		
3 rd August				
10 th August	7.00 pm	Personnel		
17 th August				
24 th August	7.00 pm	Council		
31 st August				
7 th September	7.00 pm	Town Centre Management		
14 th September				
21 st September	7.00pm	Council		
28 th September	7.00 pm	Public Lands & Open Spaces		
5 th October				
12 th October				
DATES	TIME	MEETING		
14 th October	2.30 pm	Biggleswade J C		
19 th October	7.00 pm	Council		
26 th October	7.00 pm	Personnel		
2 nd November	7.00 pm	Finance and General Purposes		
9 th November				
16 th November	7.00 pm	Council		
23 rd November	7.00 pm	Town Centre Management		
30 th November	7.00 pm	Public Lands & Open Spaces		
7 th December				
14 th December	7.00 pm	Council		
		2022		
20 th January	2.30pm	Biggleswade J C		



Mr Peter Tarrant
Clerk to Biggleswade Town Council
Old Court House
4 Saffron Road
Biggleswade
SG18 8DL

Your ref:
Our ref: CBC PPCO 001 BR
Date: 22 December 2020

Dear Mr Tarrant

Highways Act 1980 Section 26 Pre-Order Consultation

**Proposed Creation of Bridleways
West Sunderland Farm, Biggleswade, SG18 8SD
Biggleswade CP**

Introduction

Central Bedfordshire Council wishes to consult various individuals and bodies to ascertain their views on the proposals to Create a new section of Public Bridleway approximately 1,920 metres in length from Bridleway 28 Biggleswade running south to connect to Dunton Lane, Biggleswade shown as Points A-B-C-D on the map included below. The Council also intends to Create a second section of Public Bridleway approximately 129 metres in length between Points B- E shown on the map below, connecting the new route to Footpath 27 Biggleswade.

The schedule of an order made to implement this proposal will describe the routes in their entirety as being 4.0 (four) metres wide throughout. The inset shown on the map indicates the position of the bridleway adjacent to the drains, together with the proposed construction widths.

In this instance the Council considers that there is a need for a new public bridleway at these locations and their creation by order would benefit the public and enhance the public right of way network.

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

Telephone 0300 300 8305 **Not protected**
Email customerservices@centralbedfordshire.gov.uk
www.centralbedfordshire.gov.uk

The rights of statutory undertakers will be preserved in an order. The proposed new route, upon completion of the construction works, will be inspected and subsequently certified by Central Bedfordshire Council as being of a standard suitable for the public to use, prior to the order coming into force.

It is possible that a valid claim for compensation could be submitted to the Authority as a result of the coming in to force of this order, which it considers to be expedient and beneficial to the public.

As part of a scheme to share Definitive Map Officers between Bedford Borough Council and Central Bedfordshire Council, this application is being processed by officers at Bedford Borough Council for and on behalf of Central Bedfordshire Council.

I would be grateful if you could respond with your comments about this proposal, preferably by using my e-mail address as shown below, by 2nd February 2021.

Georgina McDade

Georgina McDade
Definitive Map Officer

Direct telephone 01234 276070
Email georgina.mcdade@bedford.gov.uk

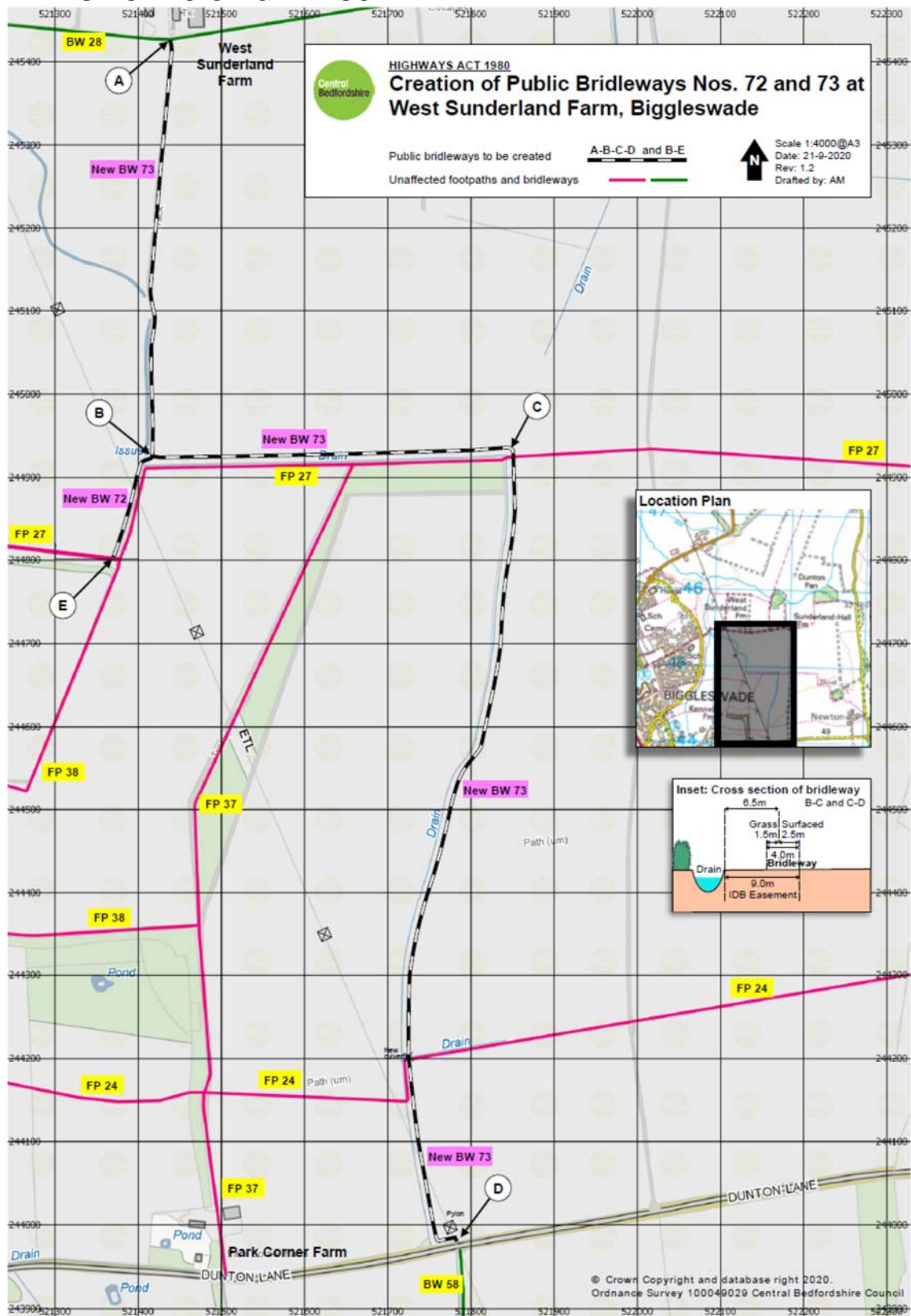
Please reply to:

Highway and Orders Technical Officer
Bedford Borough Council
Borough Hall
Cauldwell Street
Bedford
MK42 9AP
Tel: 01234 276070

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

Telephone 0300 300 8305 **Not protected**
Email customerservices@centralbedfordshire.gov.uk
www.centralbedfordshire.gov.uk

MAP IS NOT TO ORIGINAL SCALE



END OF DOCUMENT

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

Telephone 0300 300 8305 **Not protected**
Email customerservices@centralbedfordshire.gov.uk
 www.centralbedfordshire.gov.uk



**Central
Bedfordshire**

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

Our ref: RP06/A08
Date: 23/10/2020

Dear Mr Tarrant

Consultation on the Future of Abbotsbury Older Persons' Home

Central Bedfordshire Council is in the middle of a programme to replace the capacity in the seven older persons' homes it inherited from Bedfordshire County Council in 2009. Three homes have already been reprovided. For each of those three homes, care home operators were identified to provide places for the Council's customers in new homes they were building. A further two homes have agreed options for their futures and await the completion of new-build homes in the local area.

At its meeting on 13th October 2020 the Executive of Central Bedfordshire Council received a report about improving residential care services for older people. The report recommended that we commence a consultation on the future of Abbotsbury Older Persons' Home in Biggleswade.

An independent operator will be opening a new care home on London Road, Biggleswade, in Summer 2021 and in principle the operator, Quantum Care, have offered enough care home places for all of the residents from Abbotsbury who want to move there to do so, provided they can meet their care and support needs. This has presented the Council with an opportunity to consider the future of Abbotsbury.

The Council's preferred option is to relocate existing residents to homes of a better physical standard, including to the new-build home on London Road, and then close Abbotsbury. We shared this proposal with residents, relatives and staff at Abbotsbury at meetings held remotely on 30th September 2020.

The consultation process will run from **Friday 23rd October 2020** until **Friday 29th January 2021**. Residents, relatives and other interested parties will be invited to contribute their views and suggest alternative options for the future of the home.

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

Telephone 0300 300 8000
Email customer.services@centralbedfordshire.gov.uk
www.centralbedfordshire.gov.uk

The consultation period is 14 weeks and you can respond to the consultation at any time during this period. It is planned that the outcome will be included in a report to a meeting of the Executive in April 2021 when it is expected that a decision about the future of Abbotsbury will be made.

I enclose the consultation documents relating to the future of Abbotsbury.

These are:

- **Have your say on the future of Abbotsbury** – this document gives information about the proposals and how to get involved in the consultation.
- **Options considered for the future of Abbotsbury** – this document details the options we have considered thus far and how we have evaluated them.
- **Consultation questionnaire**

You can access a summary of this information and share your feedback online at www.centralbedfordshire.gov.uk/consultations.

If you would like to discuss the proposals further or if you have any queries about this please contact me by email at manop.programme@centralbedfordshire.gov.uk.

Yours sincerely



Tobin Stephenson

Head of Service: Meeting the Accommodation Needs of Older People



have
your
say...

...on the future of Abbotsbury Older Persons' Home

Find out more about the consultation process and
how you can have your say on the future of Abbotsbury

Find Central Bedfordshire Council online at



www.centralbedfordshire.gov.uk/consultations

**Central
Bedfordshire**

Central Bedfordshire in contact

Contact us...

by telephone: 0300 300 6609

by email: manop.progamme@centralbedfordshire.gov.uk

on the web: www.centralbedfordshire.gov.uk

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



... on the future of Abbotsbury

Central
Bedfordshire

Find us online  www.centralbedfordshire.gov.uk/consultations  www.facebook.com/letstalkcentral  [@letstalkcentral](https://twitter.com/letstalkcentral)

Central Bedfordshire Council wants the best possible quality of life for all its residents and is committed to developing and improving accommodation with care for older people. The Council owns and operates four care homes which were built several decades ago and which no longer meet the expectations of customers and regulators in terms of facilities and accommodation.

When better accommodation options become available elsewhere, the Council will consult with residents and their relatives about the future. The availability of places at Mantles Court, a care home currently under-construction in Biggleswade and due to open in Summer 2021, along with other good quality residential care homes in close proximity to Abbotsbury, presents an opportunity for the Council to offer alternative and improved accommodation to residents of the home.

The Council is therefore consulting on the future of Abbotsbury Older Persons' Home.

The Council has considered the following options in relation to the future of Abbotsbury including:

1. Doing nothing – continue to run Abbotsbury in its present form.
2. Relocating existing residents to homes of a better physical standard and closing Abbotsbury.
3. Transferring Abbotsbury to another organisation to run as a going concern.
4. Building a new home on the Abbotsbury site - moving residents to alternative homes, demolishing the old home and building a new one.
5. Running the home down - stopping new admissions to the home but keeping it open for an agreed period of time or until it had no residents.
6. Refurbishing the home so that it meets modern standards.

Having reviewed these options for the future of the home, the Council's current preferred option is to offer and arrange accommodation for the existing residents in good quality alternative care homes and then close Abbotsbury.

We want to know the views of residents, their relatives and other interested parties. The simplest way to let us have your views is by completing the questionnaire below.

For more information about the consultation process please read the factsheet 'Have your say on the future of Abbotsbury Older Person's Home' and the more detailed 'Options considered for the future of Abbotsbury Older Persons' Home'.

Q1 What are your views on the Council's preferred option?

The Council's preferred option is to relocate existing residents to homes of a better physical standard and then close Abbotsbury.

Q2 Do you think all options have been correctly evaluated?

- ☐ Yes
☐ No
☐ Don't know

If no, please state which one(s) and why you think it should be evaluated differently.

Q3 Are there any options listed that you think the Council should investigate in more detail?

- ☐ Yes
☐ No
☐ Don't know

If yes, please state which one(s) and say what further information or investigation is needed.

Q4 Are there any other options(s) that you think the Council should consider that are not in the document?

- ☐ Yes
☐ No
☐ Don't know

If yes, please explain what these option(s) are.

Q5 Do you have any further comments about the future of the home?

Welfare of residents at Abbotsbury

Q6 Throughout the process we will be conducting individual meetings with residents and their relatives and providing advocates where necessary.

What else could the Council do to minimise the impact of any changes on the existing residents and their relatives at Abbotsbury?

Other comments

Q7 Do you have any further comments about the proposals?

About you

This section of the questionnaire is about you. The following information will help us when considering your opinions and to make sure that we're getting the views of all members of the community. The answers will not be used to identify any individual. You can read more about why we ask these questions on our website.

Q8 Are you responding as: (Please tick one)

- | | |
|--|--|
| <input type="checkbox"/> Resident of Abbotsbury | <input type="checkbox"/> Member of the public |
| <input type="checkbox"/> Relative/representative of a resident at Abbotsbury | <input type="checkbox"/> Voluntary or community organisation |
| <input type="checkbox"/> Member of staff | <input type="checkbox"/> Other |
| <input type="checkbox"/> Town or Parish Council | <input type="checkbox"/> Prefer not to say |

If Town or Parish Council, please specify:

If other, please specify:

- Q9 Are you:
- ☐ Male ☐ Female ☐ Prefer not to say
- Q10 What is your age?
- ☐ Under 16 yrs ☐ 30-44 yrs ☐ 65-74 yrs
- ☐ 16-19 yrs ☐ 45-59 yrs ☐ 75+ yrs
- ☐ 20-29 yrs ☐ 60- 64 yrs ☐ Prefer not to say
- Q11 Do you consider yourself disabled?
- Under the Equality Act 2010 a person is considered to have a disability if he/she has a physical or mental impairment which has a sustained and long-term adverse effect on his/her ability to carry out normal day to day activities.
- ☐ Yes ☐ No ☐ Prefer not to say
- Q12 To which of these groups do you consider you belong?
- ☐ White British ☐ Mixed ethnicity
- ☐ Black or Black British ☐ Other ethnic group
- ☐ Asian or Asian British ☐ Prefer not to say
- If other, please specify:
-
- Q13 What is your home or organisation's postcode?
- This will only be used for analysis purposes and will not be used to identify you in any way.
-
- Q14 If you would like to receive alerts for any new consultations, please provide your email address below to be added to our database. This will not be used or shared in any other capacity.
-

Thank you.

Please return your completed questionnaire by Friday 29th January 2021 to:
Freepost RSJS GBBZ SRZT (you do not need a stamp)
Abbotsbury Consultation - MANOP Team
Central Bedfordshire Council
Priory House, Monks Walk
Chicksands, Shefford
SG17 5TQ

General Data Protection Regulation 2018

Please note that your personal details supplied on this form will be held and/or computerised by Central Bedfordshire Council for the purpose of the Abbotsbury Older Persons' Home consultation. The information collected may be disclosed to officers and members of the Council and its' partners involved in this survey. Summarised information from the forms may be published, but no individual details will be disclosed under these circumstances.

Your personal details will be safeguarded and will not be divulged to any other individuals or organisations for any other purposes. If you do not wish to have your personal details retained for the purposes given, please contact manop.programme@centralbedfordshire.gov.uk who will arrange for their removal and deletion. We will only be able to locate your data for removal if you have provided us with a personal identifier, such as your email address.



Options considered for the future of Abbotsbury Older Persons' Home

This document provides detailed information about the options currently being considered in relation to the future of Abbotsbury Older Persons' Home ("Abbotsbury"). It aims to support people who wish to participate in the consultation process about the future of the home and should help people make an informed response to the consultation questionnaire.

For more information about what consultation is, how it works and how you can contribute please read the factsheet 'Have your say on the future of Abbotsbury Older Persons' Home'.

Reasons for Review

Nationally and locally, people are living longer. Quite rightly the expectations of older people and their relatives have got higher, and as a council, our ambitions for the care and support of older people have also increased.

Central Bedfordshire Council wants the best possible quality of life for its residents and has been looking at how it can secure this both now and for future generations. In this context we have been reviewing the Council's own residential care homes. These homes were built some decades ago and are less able to meet the physical standards and expectations of people needing residential care now and in the future.

So, when better options become available elsewhere, the Council will consider consulting with those affected, including residents and relatives, about the future. This is now the case with Abbotsbury.

There are now good quality care home places in close proximity to Abbotsbury, including places at a new residential care home, Mantles Court, that is under construction in Biggleswade and due to open in Summer 2021.

The Council is therefore consulting on the future of Abbotsbury. Having reviewed a number of options for the future of the home, the Council's current preferred option at this stage is to offer and arrange accommodation of a better physical standard in alternative care homes for all existing residents. The Council would then close Abbotsbury.

Options Considered

When considering the future of Abbotsbury, the Council has considered and evaluated a number of options.

The outcome of our consideration to date is set out below.

1. Doing nothing

What would this mean in practice?	The Council would continue to own and operate Abbotsbury. No changes would be made to the building or the arrangement for the delivery of care.
Cost	<p>Estimated annual running cost (including staffing, utilities, catering, day-to-day repairs and maintenance and supplies) are £1.15 million. These are the direct costs incurred in the home and do not include management or corporate overheads.</p> <p>These running costs for Abbotsbury equate to an estimated £695 per place per week.</p> <p>The majority of 'full cost' payers at Abbotsbury pay £601 per week.</p> <p>Estimated future capital repairs and maintenance is £500,000¹.</p>
Approximate timescales	Immediate, as it would be a continuation of the existing arrangement.
Assumptions	That there will continue to be demand for places at Abbotsbury.
Advantages	<ul style="list-style-type: none"> • There would be no disruption to residents as they would remain where they are. • The residents care would continue to be delivered by staff with whom they are familiar. • The staff in the home would not be affected.
Disadvantages	<ul style="list-style-type: none"> • Existing and future residents would not live in accommodation that meets modern expectations which could lead to a reduced quality of life. This may also present a challenge for staff in terms of infection prevention and control practices. • The Council would not have fulfilled its commitment to deliver a better offer to residents and replace its own care homes with capacity in homes that meet modern expectations. • The existing building would need significant investment and disruptive works to extend its useful life. • In the Council's role of managing the market it may be difficult for the Council to seek to improve standards

¹ This is an estimate based on figures from the previous three care home consultations and the amount required to renew aspects of the building that are coming to the end of their useful life, assuming that there is a need to extend the use of the building for an indefinite period. If there is a need only to extend the life of the building for a limited period then this sum could be reduced.

	<p>elsewhere in the market if it had taken the decision not to improve its own services.</p> <ul style="list-style-type: none"> • There may be a risk of less demand in the future for places at Abbotsbury in favour of newer homes with more modern facilities. This could have an impact on the financial viability of the home. • This option does not take the opportunity to move residents to a nearby new care home that meets modern standards (subject to an individual's particular circumstances). Experience shows that new homes generally become fully occupied quickly and the Council would have missed this opportunity. Whilst new care homes may be built in the wider area in the future this is by no means certain.
--	--

Initial assessment:

Doing nothing is not considered to be a desirable option as it does not deliver an improved service for existing and future residents.

2. Offer and arrange alternative accommodation to existing permanent residents in homes that offer facilities of a better physical standard and then close Abbotsbury

What would this mean in practice?	<ul style="list-style-type: none"> • Stop new admissions to the home. • Engage with residents and their representatives to gain an understanding of their needs and preferences. • Undertake assessments as necessary for each resident. • Provide residents with a choice of alternative accommodation that meets their needs and preferences and are within a reasonable distance. The home(s) suggested would offer good quality care, modern physical and environmental standards and fee rates that are in line with the Council's fee structure or the host Local Authority rates (if the home is out of area). • Prepare for relocation, including logistical arrangements and encouraging care staff from the new home to meet residents and learn their routines, likes and dislikes. • Manage the moves to alternative accommodation, following accepted best practice. • Undertake staff consultation and determine the outcome for the individuals concerned. • Formally close Abbotsbury.
Cost	The costs would not be confirmed until residents had chosen where they would like to move to. However, residents would be relocated to homes where the fee rates are in line with the

	<p>Council's fee structure or the host Local Authority rates (if the home is out of area).</p> <p>The Council's fee structure only applies to care homes in Central Bedfordshire. The fees are reviewed each year and for 2020-2021 is £601 a week.</p> <p>The running costs for Abbotsbury equate to an estimated £695 per place per week.</p> <p>The Council would therefore no longer have to cover the shortfall that arises in meeting the costs of running, repairing and maintaining the home.</p>
Approximate timescales	<p>Undertake assessments and discuss options with residents and their representatives – 6 weeks.</p> <p>Make choices about a future home, prepare for relocation and make moves at appropriate times – up to 4 months.</p> <p>Staff consultation period – 3 months.</p> <p>Formal closure of Abbotsbury – 3 weeks.</p>
Assumptions	<p>The Council is able to secure sufficient places in new homes to meet the needs of Abbotsbury residents.</p>
Advantages	<ul style="list-style-type: none"> Existing and future residents would live in a home that meets modern standards. Some residents could use this opportunity to move to a home that is nearer to family and friends. The approach supports the independent care home market because the Council would no longer be competing with them for customers. The approach is fair and open to the care home market, as all homes that meet modern standards and deliver good care will be considered as relocation options for residents. The Council would no longer have to invest significant funds to maintain and repair an old building that does not meet standards. The Council would have a surplus site which could be disposed of or given an alternative use.
Disadvantages	<ul style="list-style-type: none"> Residents' health and wellbeing may be negatively impacted by the disruption of a move and, in mitigation, active measures would be taken to minimise these risks. The Council has experience and developed best practice to help residents prepare for any move and familiarise themselves with their new home and care staff (for example, using photos, visits and short videos). The Council would also follow best practice in a thorough handover process with the new home. Best practice has been gained throughout three previous home closures.

- It is not possible to be specific about what would happen to the staff at Abbotsbury, although it appears unlikely that staff would transfer to the homes with the residents as TUPE regulations (Transfer of Undertakings, Protection of Employment) would not apply.

Initial assessment

Relocating existing Abbotsbury residents to care homes that meet people's expectations in respect of physical and environmental standards is currently considered to be a favourable option as it allows existing and future residents to live in good quality accommodation as well as continue to receive good quality care. By following and applying best practice, the Council would seek to minimise the risks of the disruption caused by moving residents, and for some, this could prove to be a positive experience. This option represents good value for money to the Council as it requires no additional capital investment. It also supports care home providers that offer modern accommodation and good care.

3. Sell Abbotsbury as a 'going concern' to another care home provider

What would this mean in practice?	<ul style="list-style-type: none"> • Advertise Abbotsbury for sale as a 'going concern' on the open market. • If an acceptable offer is made, enter into negotiations and secure the sale of the site with the care home business as a going concern. • The Council would cease owning and operating Abbotsbury. • A new care home provider would operate Abbotsbury as a care home. • Residents would remain in the home and new residents would continue to be admitted. • The staff in the home would have the right to transfer to the new provider under TUPE regulations with the new provider then making decision relating to working arrangements. It is possible that the new company would retain the staff at Abbotsbury but they could be required to work anywhere within the new organisation. • The Council would not enter into any specific contractual arrangement with the new provider other than for existing residents.
Cost	The Council would oversee the sale of Abbotsbury which would include the procurement of specialist external support in marketing care provision. The estimated fees are around 2% of sale value (plus legal costs).

	<p>Estimated advertising cost, including a full information pack, promotion and direct approach to care home providers, estimated at £5,000.</p> <p>In 2012 Bidwells valued the site at around £620,000 if the existing use of Abbotsbury continued with no pre-agreed places for residents placed by the Council.</p>
Approximate timescales	<p>Appoint external marketing consultant – 2 weeks.</p> <p>Create information pack – 3 weeks.</p> <p>Advertise Abbotsbury for sale – 3 months.</p> <p>Execution of sale – 2 months.</p>
Assumptions	<ul style="list-style-type: none"> • A provider is willing to purchase a home that does not meet modern standards and is able to get the home registered by the Care Quality Commission (CQC). • A provider is willing to purchase an old building that is in need of significant investment and is considered to be smaller than what most providers require to be economically viable. • A provider is willing to take on the financial commitments that a TUPE transfer would entail (notably pension liabilities).
Advantages	<ul style="list-style-type: none"> • The residents could remain in the home. However, a change of care home provider may lead to changes in the way care is delivered and how the home is managed. • Existing staff would transfer to the new provider and may remain working at the home. • The Council would no longer have to invest significant funds to maintain and repair an old building that does not meet standards. • The Council would receive some income from the sale of Abbotsbury.
Disadvantages	<ul style="list-style-type: none"> • The Council would be unlikely to find a provider to purchase Abbotsbury as it does not meet modern standards, the building is old so requires considerable investment and it is smaller than what most providers are looking for. • The existing and future residents of the home would not live in accommodation that meets modern standards. • The new provider may change the fee rates. This could have a significant impact on the fees charged to 'full-cost' payers. • An incoming provider may change care practices within the home. • It would be very difficult to guarantee the future of the home under a new provider.

- The fact that TUPE regulations would apply would affect the operating costs and may deter some providers and/or may impact the sale value.

Initial assessment

Although this option would be financially acceptable to the Council, our understanding is that it is very unlikely that a provider would purchase Abbotsbury for reasons of scale, facilities, condition and the TUPE implications. It would also mean current and future residents would not live in a home of modern standards.

4. Build a new care home on the Abbotsbury site after demolition of the existing building

What would this mean in practice?	<ul style="list-style-type: none"> • The Council would analyse options, prepare feasibility studies and develop a proposal for the construction of the new care home. • This would include securing capital funding, planning consents and procurement of specialist architectural advice. • Move residents into alternative care home accommodation either on a temporary or permanent basis depending on a person's individual circumstances. • Demolish the existing building. • Design and construct new home. • Staff the new home. • Move the residents who wish to, back to the new home.
Cost	<p>Building a new 72 bed care home would cost in the region of £10.5 million.</p> <p>If the alternative accommodation is made available at the Council's rates the fee would be £601 per week for the majority of residents.</p> <p>The new home would not be available for 12-18 months so the Council would incur additional staff related costs.</p>
Approximate timescales	<p>Write Business Case and Executive Report to request approval to invest in constructing a new home on the Abbotsbury site – 3 months.</p> <p>Tender for architect – 2 months.</p> <p>Produce concept design – 3 months.</p> <p>Obtain planning permission – 3 months.</p> <p>Tender design and build contract – 8 months.</p> <p>Design – 12 months.</p>

	<p>Move residents to other homes – 6 weeks.</p> <p>Construction – 12-18 months.</p> <p>Commissioning and occupation of new home – 4 months.</p>
Assumptions	Planning permission would be granted for a new home of sufficient size to be viable.
Advantages	<ul style="list-style-type: none"> • A new home that meets modern standards would be available on the Abbotsbury site for existing and future residents.
Disadvantages	<ul style="list-style-type: none"> • This option would require residents to move more than once if they wished to return to the replacement home. Their health and wellbeing may be negatively impacted by this disruption and active measures would need to be taken to minimise these risks. Best practice would be followed to help residents to prepare for any move and familiarise themselves with their new home. For these reasons, in practice, it is likely that a relatively small proportion of existing residents would move back to the replacement home when it is completed, as they would have settled into their new home. • Residents may not be able to move together as a group into alternative care home accommodation. This could break up friendship groups. • The consequences of this option for staff are complicated as they would not be required at Abbotsbury until the new home is complete, which could be at least a year. The Council would incur additional staff-related costs and it may not be possible to retain staff. • It would be difficult for the Council to justify why it has chosen to invest in a new care home in this area when within the area new homes are being built which are able to meet the demand without Abbotsbury. If an additional home of 60 – 75 places opened before 2027 it would risk over-supply of care home places in the local area and could result in instability in the care home market. • The existing site is somewhat constrained which would restrict its scale and layout. This in turn could impact on the economic viability of the home and its ability to operate successfully.

Initial assessment

Building a new care home on the site after the existing building is demolished is not currently considered to be a desirable option. This option risks considerable disruption to residents as they would all be required to move once, with those that want to return moving twice. In addition, investing in a new-build care home in an area that has

enough modern care home places to meet demand would not be a good use of public resources.

5. Stop new admissions and close after a set period of time – run down the home

What would this mean in practice?	<ul style="list-style-type: none"> • The Council agrees to stop admissions to the home. • The Council continues to own and operate the home. • Over time, beds would become vacant, but these would not be offered to new residents. • The number of staff would be reduced gradually as the number of residents decrease. • The home would close when the number of residents drops below an agreed number or after an agreed period of time.
Cost	The staffing, supplies and utility costs would decrease as the number of residents decrease but the running cost per resident would increase as fixed costs were shared between fewer residents.
Approximate timescales	The duration that the home would remain open for is unknown.
Assumptions	<ul style="list-style-type: none"> • CQC would find this approach acceptable. • This could be delivered without risking the safety, health and wellbeing of residents.
Advantages	<ul style="list-style-type: none"> • The majority of the existing residents would not have to move. • The Council would eventually have a surplus site which could be disposed of or given an alternative use.
Disadvantages	<ul style="list-style-type: none"> • Existing residents would not live in accommodation that meets modern standards which could lead to a reduced quality of life. • It may become difficult to maintain an active, vibrant atmosphere in the building as vacancy levels increase. It could become very isolating for the last remaining residents. • Operating a home that has a diminishing number of residents can lead to safety and management issues. • It would be difficult to maintain staffing over a long period of time. • It may be difficult to retain good quality staff, especially at a senior level. • Any residents that are left after the agreed period of time would have to move to an alternative care home. • The running cost per resident would increase as the number of residents decreases.

Initial assessment

Stopping admissions to the home and closing after a set period of time is ~~not~~ currently considered to be a desirable option. The home would have the feeling of being wound down, which would be likely to affect the mental wellbeing of residents, as the home would become less occupied and less vibrant. Staff may leave and changes would need to be made to enable the home to continue operating safely with fewer residents. It may prove difficult to retain sufficient staff and this could affect the quality of care. Those residents that remain in the home at the end of the agreed period would be required to move.

6. Refurbish the existing building so that it meets modern standards

What would this mean in practice?	<ul style="list-style-type: none"> • The Council would analyse options, prepare feasibility studies and develop a proposal for the refurbishment of the home. • This would include securing capital funding, planning consents and procurement of specialist architectural advice. • Carry out building works to refurbish the existing building to meet current standards. • Residents would remain in the home.
Cost	<p>Refurbishment costs would not be known until the design specification is finalised and the build contract is let, but it is estimated to be up to £2.5 million.</p> <p>The current running costs for Abbotsbury equate to an estimated £695 per place per week. Refurbishing the existing building would likely reduce the number of beds therefore the staffing, supplies and utility costs would decrease.</p> <p>However, the running cost per resident would increase as fixed costs were shared between fewer residents.</p>
Approximate timescales	<p>Write Business Case and Executive Report to request approval to invest in refurbishing Abbotsbury – 3 months.</p> <p>Tender for architect – 2 months.</p> <p>Develop refurbishment design – 3 months.</p> <p>Tender for building contractor – 8 months.</p> <p>Obtain planning permission – 3 months (may not be required).</p> <p>Refurbishment works take place – 6-12 months.</p>
Assumptions	<ul style="list-style-type: none"> • Planning permission would be forthcoming if required. • A refurbishment whilst the home remained open would be technically and operationally feasible.



Advantages	<ul style="list-style-type: none">• Residents could remain in the home.• The existing staff would remain in the home.• Existing and future residents would live in accommodation that meets modern standards.
Disadvantages	<ul style="list-style-type: none">• The refurbishment required to bring the home up to current standards would generate noise and mess which would be disruptive to residents over a long period of time.• Residents would have to move within the home to enable the building work to take place.• The work required would be extensive and require a significant amount of funding. The Council has not made provisions for refurbishing Abbotsbury so may have to stop other projects or put them on hold to fund this refurbishment.• The number of bedrooms is likely to reduce because of the space required for en-suite bathrooms, larger rooms and wider corridors to accommodate modern equipment, activity rooms, relaxation areas and lounges. Having fewer rooms would make the home less economically viable.

Initial assessment

Refurbishing the home is not currently considered to be an acceptable option because the work required would be disruptive to residents over a long period of time and would likely result in a home that has considerably fewer places than the current home, adversely affecting its economic viability.

Options Summary

The options are summarised against four key outcomes in the table below.

Outcomes	Options					
	Do nothing	Relocate to homes of a better physical standard	Sell as going concern	Rebuild	Run down	Re-furbish
Improved quality of accommodation	✗	✓	✗	✓	✗	✓
Minimal disruption for existing residents	✓	✗	✓	✗	✓	✗
Value for money	✗	✓	✗	✗	✗	✗

Having reviewed the options for the future of Abbotsbury the Council's preferred option at this stage is for Abbotsbury to be closed with all existing residents moving to alternative care homes.

This is currently the preferred option because:

- **Improved quality of accommodation:** it enables existing residents to live in care homes that meet physical and environmental standards and deliver good quality care.
- **Minimal disruption for existing residents:** any move would mean some disruption for existing residents, which could have a negative impact on their health and wellbeing. Whilst the current preferred option would require existing residents to move, this would only happen once, and measures could be put in place to minimise any risks to their health and wellbeing.
- **Value for money:** The balance of cost, quality and outcomes for example, ensuring that Council funded residents are given equal opportunity to access the high standards of a modern care home.

Although this is the preferred option currently, we want to hear your views before coming to a decision. This is why the consultation process is so important.

OUTCOME OF CBC DETERMINED PLANNING

Council 12/0122021
Items for Information
Item 12a -Planning Application Outcomes

Address	Application No.	Committee date	BTC Decision	Description	Comments	Central Beds Outcome/Date	"Called In"
2018							
Ullswater Close, 2	18/04253/FULL	27/11/2018	No Objection	Single & two storey rear extension.		Awaiting Decision	
2019							
Dunton Lane, Stratton Park Drive	19/02839/VOC	08/10/2019	No Objection.	Variation of Condition no.1 on Planning Permission MB/83/456 "Renewal of Planning Permission for caravan park on a permanent basis" to state that the total number of caravans shall not exceed twenty-two at any time.		Awaiting Decision	
Land North of Biggleswade	19/04301/OUT	14/01/2020	Strongly Object - does not comply with NPPF and various other comments made against the Applicant.	Outline Application: planning permission with all matters reserved except for access for the development of the land situated north of Biggleswade, east of the ECML railway to provide for up to 406 dwellings including affordable housing:green infrastructure accommodatating landscaping, allotments, community orchard, public open space, children's playspace;new roads, car parking, cycleways and footways; associated infrastructure; including a sustainable drainage system; vehicular access to be secured from Furzenhall Road.		Awaiting Decision	
Land North of Biggleswade	19/02827/PAPC	08/09/2020	Strongly Object - For reasons set out in previous correspondences. Council also agreed that Cllr G Fage would be appointed to represent BTC and to speak at the Development Management Committee Meeting. It was RESOLVED that the draft letter be approved, and that letter and the previous letter of objection be sent to the named planning officer and to the general planning address. Further, that a shorter version be circulated to Members of the CBC Development Management Committee for information.	Development Brief relating to residential scheme of around 400 dwellings at land north of Biggleswade, with access taken from Furzenhall Road.		No Information as at 31/12/2020	
Lincoln Crescent, 48	19/03482/FULL	12/11/2019	No Objection.	Proposed Single Storey rear extension.		Awaiting Decision	
2020							
Biggleswade Road, Land East of	20/00959/OUT	28/04/2020 11/08/2020 13/10/2020 and same application on 12/01/2021	No Objection - provided the following points are considered: 1) Dunton Lane is upgraded. 2) The speed limit from Saxon Drive be reduced from the current 60 mile per hour to 40 miles per hour. 3) The necessary facilities be provided for pedestrian footpath and cyclist pathway. 4) Adequate access for Motorists to the A1.	Outline Application: seeking Planning Permission for up to 1,500 dwellings (use Class C3) and up to a 2ha of commercial development (use Class A1, A2, A3, A4, A5, B1a,b,c, B2, B8) up to 5ha of primary school development (Class D1) and up to 4ha of other leisure and community development (Use Classes D1 and D2) up to 61ha of open space including play space, allotments and a country park, infrastructure including site access, internal roads, car parking, footpaths, cycle ways, drainage and utilities. Subject to Environmental statement.	Virtual Council Meeting 28/04/2020 and again on 11/08/2020. Same objection applies to the second meeting as to the first.	Awaiting Decision	Yes

2020 (Cont.)							
Address	Application No.	Committee date	BTC Decision	Description	Comments	Central Beds Outcome/Date	"Called In"
Church Street, Asda Store	20/03923/VOC	10/11/2020	NO OBJECTION to this planning application provided that all lorry delivery hours not changed.	Variation of condition 3 of appeal decision APP/P0240/A/12/2185842 (Redevelopment for construction of retail store with catering facilities, bakery, pharmacy, dry cleaners, crèche and associated level parking for 363 cars, store serving and access arrangements (all matters reserve except siting and means of access). Change of opening hours.		Awaiting Decision	
Courtlands Drive, 40	20/04279/FULL	08/12/2020	No Objection - provided that: consideration is taken particularly to the effect on the adjoining property.	Proposed Single Storey Front Extension.		Awaiting Decision	
Darwin Drive, 17	20/03909/FULL	10/11/2020	No Objection.	Single storey rear extension.		Granted 11/12/2020	
Drove Road, 148B The Annexe	20/04125/FULL	08/12/2020	No Objection.	Retrospective planning permission for annexe.		Awaiting Decision	
Drove Road, 168	20/03566/FULL	13/10/2020	Objection - on the grounds of loss of off-street parking which will have an adverse effect on street parking.	Garage conversion and modification of roof structure to provide loft room/storage.		See Brlow	
Drove Road, 168	20/03566/FULL (Revised plan)	08/12/2020	No Objection - provided: 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.	Garage conversion and modification of roof structure to provide loft room/storage.		Granted 15/12/2020	
Dunton Lane, Home Farm House	20/03030/OUT	08/09/2020	No Objection.	Erection of a detached dwelling and associated works.		Awaiting Decision	
Dunton Lane, Park Corner Farm	20/03908/VOC	10/11/2020	No Objection.	Variation of Condition 3 from planning permission CB/17/02726/FULL (Erection of an agricultural building for the storage and grading of potatoes and storage of associated farming machinery).		Awaiting Decision	
Fairfield Road, Second Meadow, Biggleswade United Football Club	20/03396/FULL	08/12/2020	No Objection.	Replace current four floodlight stanchions with four new floodlight stanchions in each corner of the football ground.		Awaiting Decision	
Gale Drive, 16	20/04148/FULL	08/12/2020	No Objection - provided that: 1) CBC consult and notify every neighbour. 2) No signage to be installed or fitted outside this address. 3) Subject to adherence of operating hours as stipulated in the application.	Change of use from Home office Garage to Home Hairdressers.		Granted 22/12/2020	

2020 (Cont.)							
Address	Application No.	Committee date	BTC Decision	Description	Comments	Central Beds Outcome/Date	"Called In"
High Street, 2-6	20/03279/LB	10/11/2020	No Objection.	Alterations to courtyard involving demolition of existing single storey outbuildings, repairs to existing boundary wall and addition of security fence.		Granted 30/11/2020	
High Street, 2-6	20/03616/FULL	08/12/2020	No Objection.	Listed building: Alterations to courtyard involving demolition of existing single storey outbuildings and repairs to existing boundary wall.		Awaiting Decision	
High Street, 63	20/04221/FULL	08/12/2020	No Objection - provided: 1) CBC conduct a noise assessment and take due consideration of impact of noise from business next door. 2) The residents are aware that in terms of BTC Parking Permit Policy, there will be no eligibility for resident parking permits. 3) The Physiotherapy Clinic will be eligible for worker permits.	Resubmission of planning application CB/20/02609/FULL Conversion of existing bank to physiotherapy clinic at ground floor and residential flats above. Construction of new residential block to rear. Change of use.		Awaiting Decision	
High Street, 63	20/04222/LB	08/12/2020	No Objection - provided: 1) CBC conduct a noise assessment and take due consideration of impact of noise from business next door. 2) The residents are aware that in terms of BTC Parking Permit Policy, there will be no eligibility for resident parking permits. 3) The Physiotherapy Clinic will be eligible for worker permits.	Building: Conversion of existing bank to physiotherapy clinic at ground floor and residential flats above. Construction of new residential block to rear.		Awaiting Decision	
Kittiwake Close, 8	20/04034/FULL	08/12/2020	No objection.	Single storey front extension and porch.	Requested extension for comments - granted to 9th December Sarah Fortune.	Granted 10/12/2020	
Market Square, 2	20/03919/FULL	10/11/2020	No Objection - provided that the residents are made aware that in terms of Biggleswade Town Council Parking permit policy, there will be no eligibility for resident parking permits.	Conversion of and alterations to an existing outbuilding to form one Dwelling.		Granted 23/12/2020	
Market Square, 29	20/04412/LB	08/12/2020	No Objection.	Listed Building: Hand painted 'Seasons Kitchen' logo on existing fascia above front door. Hand painted fascias above windows x 2 displaying the words 'Fruit & Vegetables, Groceries, Cheese, Charcuterie'; and replacement canvas for existing canopies with 'Seasons Kitchen' logo x 2.		Consultation Period	
Market Square, 29	20/04413/LB	08/12/2020	No Objection.	Listed Building: Installation of a staircase from the ground floor into the basement to enable the use of the basement as additional shop floor, removal of the kitchenette on the first floor & installation of a kitchen on the second floor.		Consultation Period	
Mill Close, 1	20/03402/FULL	13/10/2020	No objection to amended planning application provided that all the neighbours are consulted and that they are aware of this application and any comments the neighbours may make are fully 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.	Proposed Single Storey rear extension.		Awaiting Decision	

2020 (Cont.)							
Address	Application No.	Committee date	BTC Decision	Description	Comments	Central Beds Outcome/Date	"Called In"
Parry Rise, 8	20/03884/FULL	10/11/2020	Objection - due to loss of off-street parking and the restrictions on street parking.	Single storey rear extension and part garage conversion.		Awaiting Decision	
Parry Rise, 8	20/03884/FULL	08/12/2020	It was RESOLVED that the Town Council remains of the view that: 1) There is insufficient off-street parking as a result of the part garage conversion and requires further clarification as to whether this planning application meets the standards set by CBC for off-street parking for the property. 2) Assurances need to be obtained from CBC that these standards have been met. Correspondence to be sent to the respective Planning Officer for advice on the matter, a further comment therefrom may be forthcoming from the Town Council.	Single storey rear extension and part garage conversion.	Revised application	Awaiting Decision	
Pegasus Drive, Land at Phase 6 Stratton Business Park, Land East of	20/03820/VOC	10/11/2020	No Objection.	Variation of Conditions 3 and 7 of planning permission CB/19/00066/RM (Reserved matters approval is sought for the appearance, landscaping, layout and scale of a 61,427 sq.m (661,201 sq.ft.) Distribution Centre (B8 Use), including ancillary office space and VOSA approved vehicle maintenance unit. Following Outline Consent CB/15/3078/OUT).		Awaiting Decision	
Pegasus Drive, Land at Phase 6 Stratton Business Park, Land East of	20/04266/ADV	08/12/2020	No Objection - provided that: Neighbours are consulted and that any comments they make are considered by CBC in their deliberations.	Advertisement: 3 x Fascia 1x Roof Identification Sign 2 x Main Statement Sign 6 x Directional Sign 1 x Building Specific Signs.		Awaiting Decision	
Pegasus Way, Kramp Warehouse, Unit 3b Stratton Business Park	20/03565/FULL	10/11/2020	No Objection.	Change of use from Use Class B8 'Storage and Distribution' to Use Class B2 'General Industrial'.		Granted 08/12/2020	
Shortmead Street, 33	20/03784/FULL	10/11/2020	Objection - 1) Insufficient parking. 2) Inconsiderate access to the residents of Shortmead Street.	Re-submission of planning permission CB/20/02285/FULL Partial demolition of workshop, convert remaining workshop into two dwellings and erection of single storey bungalow.		Refused 17/12/2020	
Shortmead Street, 33 - 57	20/03784/FULL	10/11/2020	Objection - 1) Overdevelopment of the site. 2) The access to Shortmead Street will be compromised. 3) The privacy of the neighbours will be compromised. 4) There is inadequate parking.	Re submission of planning permission CB/20/02285/FULL Partial demolition of workshop, convert remaining workshop into two dwellings and erection of single storey bungalow.		Refused 17/12/2020	
Wiseman Road, 8	20/03871/FULL	10/11/2020	No Objection.	Re-submission of planning permission CB/19/04262/FULL - Ground floor rear extension.		Granted 30/11/2020	

BIGGLESWADE TOWN COUNCIL
Report to Council Tuesday 12th January 2021
Crime Statistics November 2020

Implications of Recommendations

Corporate Strategy: No implication

Finance: No implication

Equality: No implication

Environment: No implication

Community Safety: Seeks to meet Councils Statutory Safety Community responsibilities by ensuring that we have an overview of the relevant crime statistics for the month

Background

This report has been created following Members requests at the 25th August 2020 Council Meeting for a more user-friendly display of the crime statistics. An alternative crime statistics report was presented to Council on the 22nd September 2020, the 10th November 2020 and the 8th December 2020. Members were pleased with the alternative format. The report below hopes to continue to provide a comprehensive overview of criminal activity trends within Biggleswade for the month of November 2020.

Introduction

The report displays the crime data for Biggleswade for November 2020. The report provides a comparison of 2019 and 2020 criminal activity within Biggleswade to understand if there has been an increase in certain categories of crime. Please note that the December 2020 crime data is not included within this report as this data has not yet been received. Please note that if there have been no reported crimes of a category of crime then this will not be displayed in the graph. The figures used within this report are the crimes recorded in Biggleswade by Bedfordshire Police and that can be shared with the public. The Council wish to thank Amanda Cawthorn, Chair of Biggleswade Community Safety Group, for her continued support.

Appendix

The appendix provides a breakdown of how the different types of crime reported in Biggleswade have been categorised.

Graph 1 analysis

There has been a reduction in the number of reported incidences of violent offences, theft or attempted theft, and criminal damage for the months January 2020 to November 2020 when compared with the same period for 2019. There has been an increase in the level of criminal offences reported during the months January 2020 to November 2020 when compared with the same period for 2019.

Graph 2 analysis

There has been a greater number of reported violent offences for the month of November 2020 when compared with the months of September 2020 and October 2020. There has been a reduction in the number of reported assaults for November 2020 when compared with the months of September 2020 and October 2020.

Graph 3 analysis

There has been a considerable decrease in the number of reported incidences of theft from a motor vehicle for the months January 2020 to November 2020 when compared with the same period of 2019.

Graph 4 analysis

Thefts from shops and stalls form the majority of business thefts or attempted thefts within Biggleswade for both 2019 and 2020. The level of reported thefts from shops and stalls remains the same for the period of January 2020 to November 2020 and January 2019 to November 2019.

Graph 5 analysis

Biggleswade Ivel has the greatest number of reported cases of business theft or attempted theft. There has been an increase of reported business theft or attempted theft in Biggleswade Ivel during the months of January 2020 to November 2020 when compared with the same period for 2019. There has been a decrease of reported business thefts or attempted thefts in Biggleswade Holme and Biggleswade Stratton for the months of January 2020 to November 2020 when compared with the same period for 2019.

Graph 6 analysis

The level of reported thefts from shops and stalls was highest in 2020 during the months of June 2020 and July 2020 and was the lowest during the month of October 2020. The levels of reported thefts from shops and stalls was highest in 2019 during the months of October 2019 and November 2019 and was lowest during the month of July 2019.

Summary

The level of theft related crimes within Biggleswade is a cause for concern. Furthermore, the increase of recorded 'Thefts from shops and stalls' for 2020 is also a cause for concern. Simon Newton has since spoken with Louise Bates, Community Policing Inspector at Bedfordshire Police, and Lisa Scott, Safer Communities and Partnership Manager at Central Bedfordshire Council. Louise Bates and Lisa Scott have organised for Bedfordshire Police and Central Bedfordshire Council to analyse the crime data for Biggleswade further. A coordinated response will then be agreed and implemented. Furthermore, a Crime Working Group will be set up shortly, and will review Biggleswade Town Council's response to criminal activity and current CCTV provision.

Recommendation

To note the Crime Statistics November 2020 report.

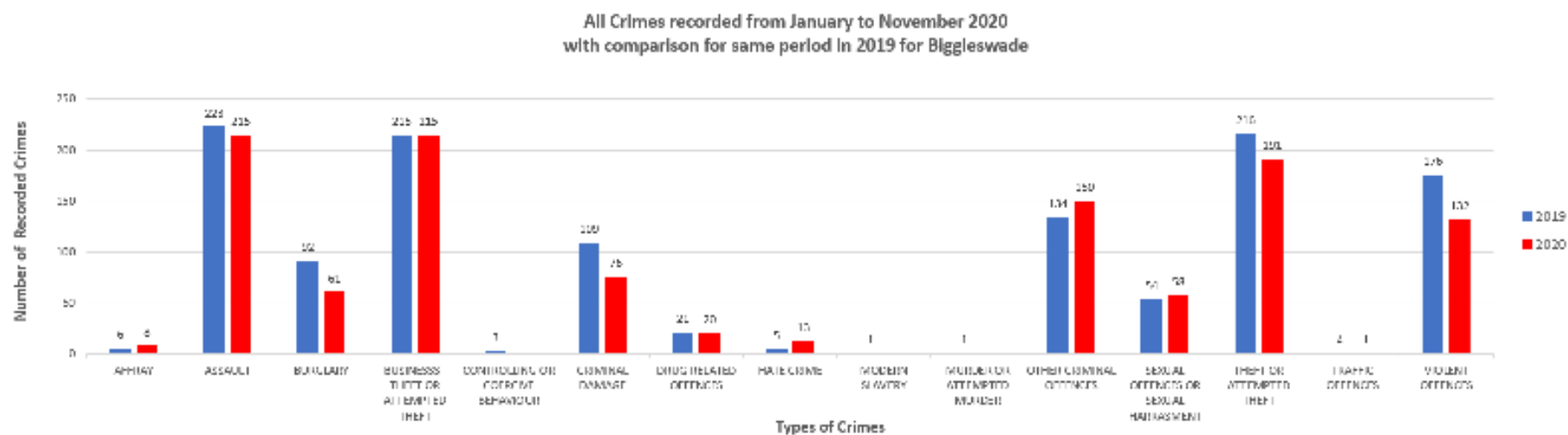
Requested Member Input

Members are asked to confirm whether the report continues to meet requests of a more user-friendly display of criminal activity within Biggleswade. Members are asked if any additional/alternative graphs are required for the next Council Meeting.

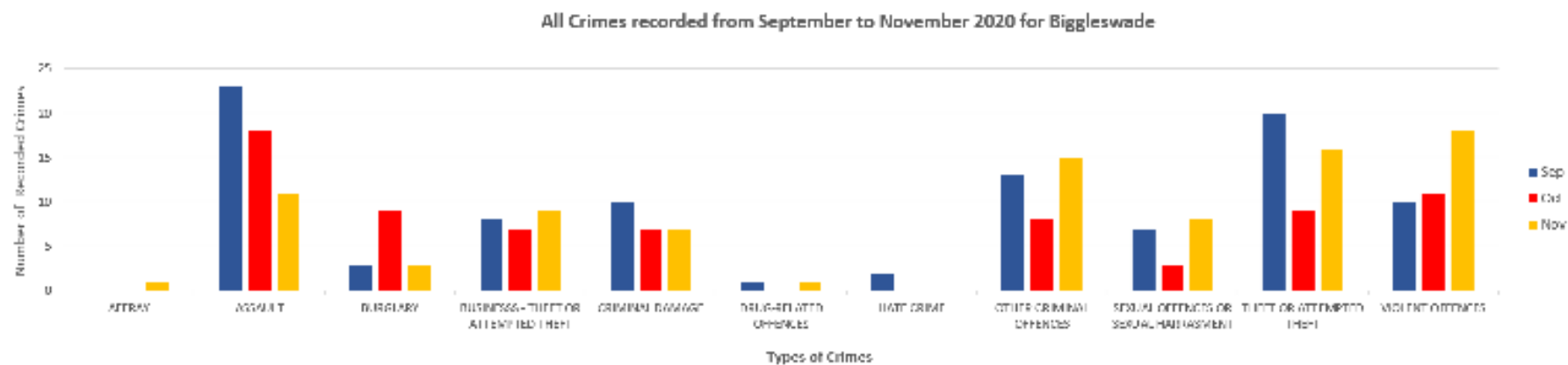
Helen Calvert
Deputy Finance & HR Manager

Overview of Graphs:

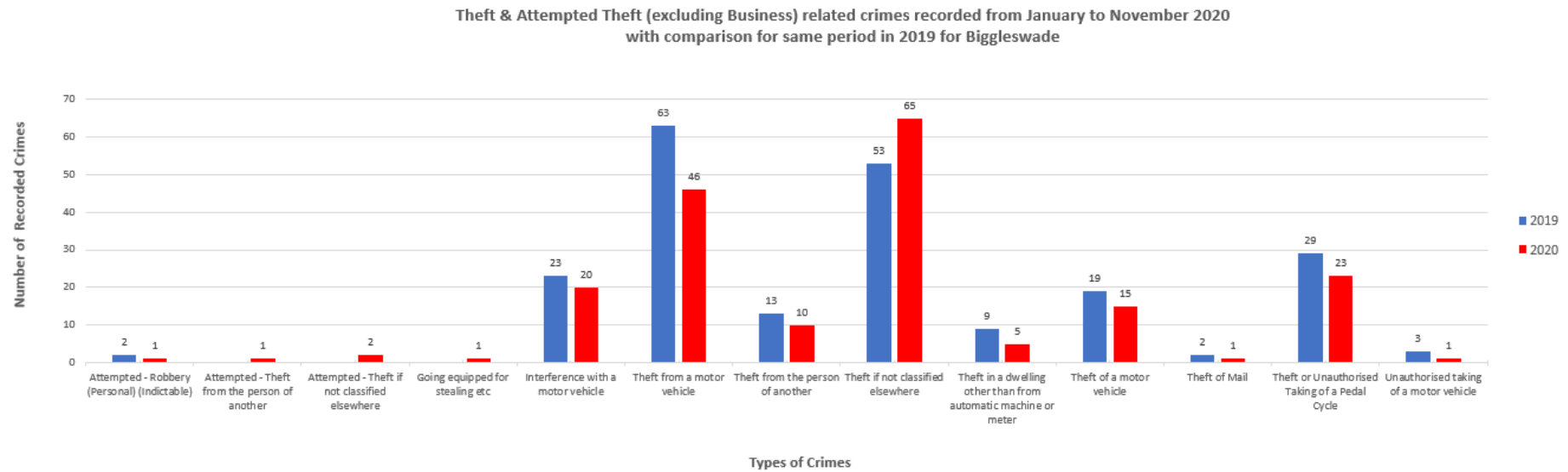
Graph 1



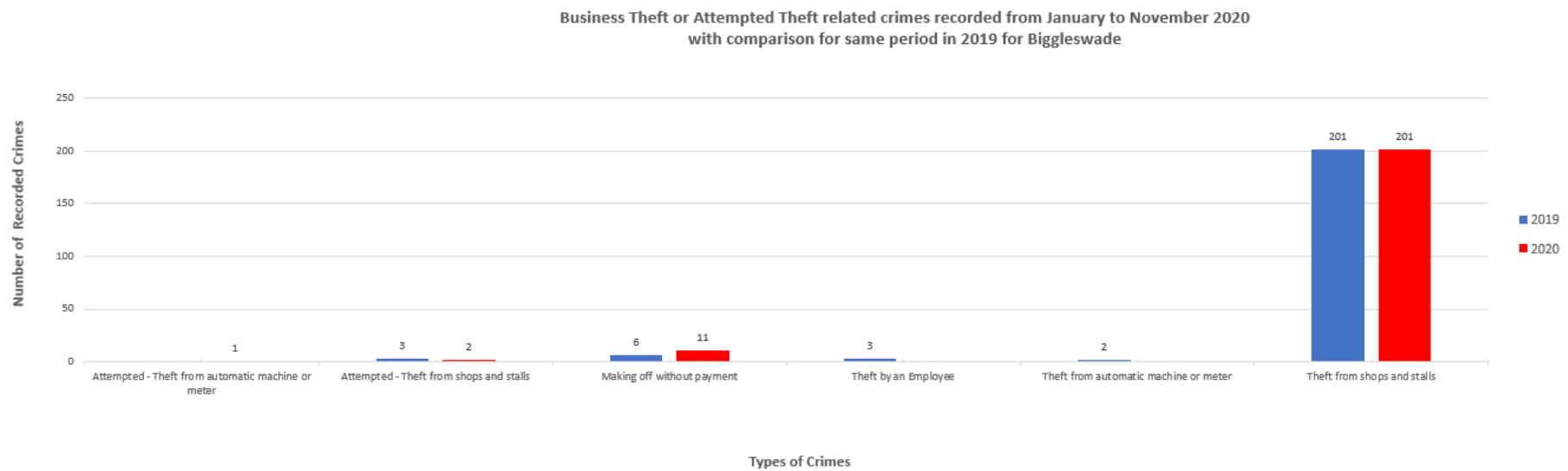
Graph 2



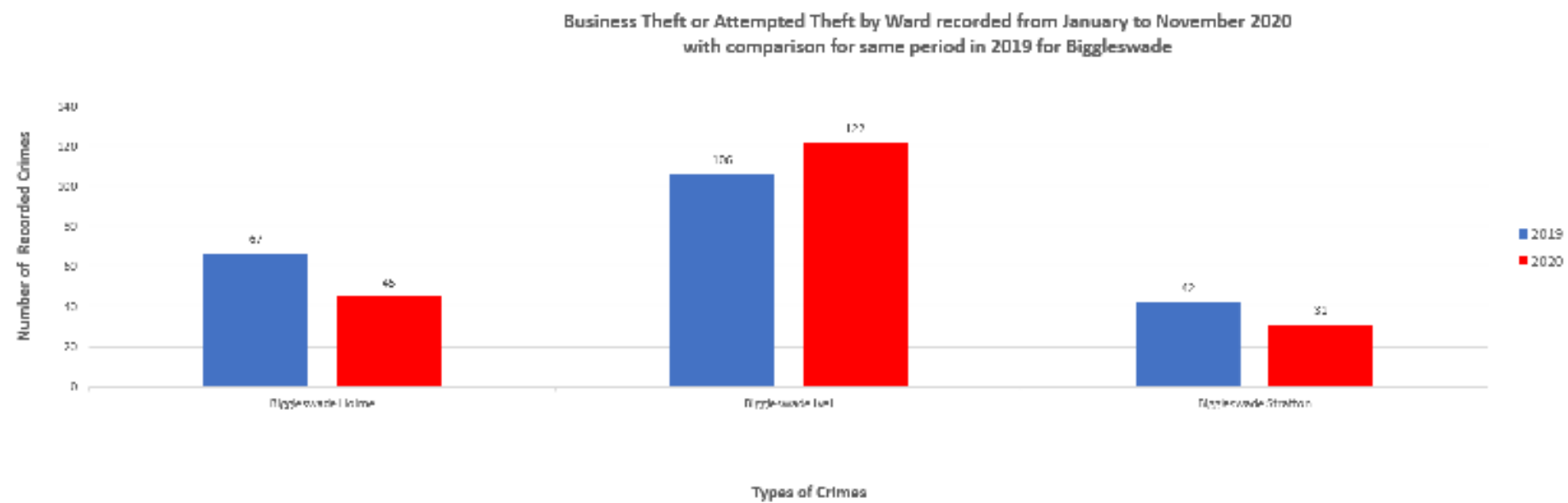
Graph 3



Graph 4

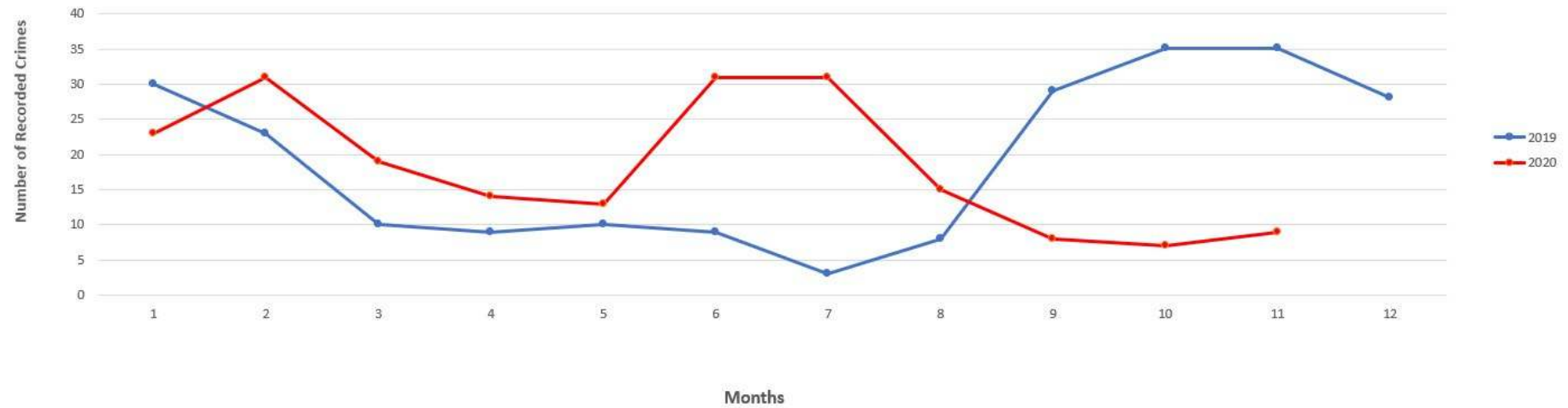


Graph 5



Graph 6

Recorded Theft from Shops and Stalls by month
since January 2019 for Biggleswade



Appendix

Categorisation of crimes for Biggleswade Crime Statistics November 2020

AFFRAY

Affray

ASSAULT

Assault occasioning actual bodily harm (ABH)

Assault or assault by beating of a constable

Assault or assault by beating of an emergency worker (except a constable)

Assault Police - Assault occasioning actual bodily harm (ABH) (S.47)

Assault without Injury - Common assault and battery

Assault without injury on a constable (Police Act offence)

BURGLARY

Aggravated Burglary - Business And Community

Aggravated Burglary - Residential - Dwelling

Attempted Burglary - Business And Community

Attempted Burglary - Residential - Dwelling

Burglary - Business And Community

Burglary - Residential - Dwelling

Burglary - Residential - Non-Dwelling

CONTROLLING OR COERCIVE BEHAVIOUR

Controlling/Coercive behaviour

DRUG-RELATED OFFENCES

Having possession of a controlled drug - Class A - Cocaine

Having possession of a controlled drug - Class A - Heroin

Having possession of a controlled drug - Class A - Other

Having possession of a controlled drug - Class B - Cannabis

Possession of a controlled drug with intent to supply - Cannabis

Possession of a controlled drug with intent to supply - Class B - Cannabis

Possession of a controlled drug with intent to supply - Class B - Other

Production or being concerned in production of a controlled drug - Class B - Cannabis

Supplying or offering to supply a controlled drug - Class A - Cocaine

HATE CRIME

Racially or religiously aggravated assault

Racially or religiously aggravated common assault or beating

Racially or religiously aggravated fear or provocation of violence

Racially or religiously aggravated Harassment or stalking without violence

Racially or religiously aggravated Harassment without violence

Racially or religiously aggravated harassment, alarm or distress

Racially or religiously aggravated intentional harassment, alarm or distress

MODERN SLAVERY

Hold person in slavery or servitude

MURDER OR ATTEMPTED MURDER

Attempted murder (Indictable)

OTHER CRIMINAL OFFENCES

Abstracting electricity
Attempted - Fraud etc
Attempted - Kidnapping - False imprisonment (Indictable)
Blackmail (Indictable)
Breach of a restraining order
Breach of conditions of injunction against harassment
Breach of non-molestation order
Cruelty or Neglect
Intimidating a juror or witness or person assisting in investigation
Intimidating or intending to intimidate a witness
Kidnapping - False imprisonment (Indictable)
Malicious Communications
Owner or person in charge allowing dog to be dangerously out of control
Possession of offensive weapon
Possession of offensive weapon without lawful authority
Possession of offensive weapon without lawful authority or reasonable excuse
Receiving stolen goods
Sec 4a POA Causing intentional harassment, alarm or distress
Sec 5 POA Harassment, alarm or distress
Sending letters etc with intent to cause distress or anxiety
Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988

SEXUAL OFFENCES OR SEXUAL HARASSMENT

Harassment - Pursue course of conduct which amounts to stalking
Harassment - Pursue course of conduct in breach of Sec 1 (1) which amounts to stalking
Harassment - which amounts to stalking
Sexual
Stalking
Stalking involving serious alarm/distress
Voyeurism

THEFT OR ATTEMPTED THEFT

Aggravated vehicle taking
Attempted - Robbery (Personal) (Indictable)
Attempted - Theft from the person of another
Attempted - Theft if not classified elsewhere
Attempted - Theft in a dwelling
Going equipped for stealing etc
Interference with a motor vehicle
Theft from a motor vehicle
Theft from the person of another
Theft if not classified elsewhere
Theft in a dwelling other than from automatic machine or meter
Theft of a motor vehicle
Theft of conveyance other than a motor or pedal cycle
Theft of Mail
Theft or Unauthorised Taking of a Pedal Cycle
Unauthorised taking of a motor vehicle

TRAFFIC OFFENCES

Dangerous Driving

VIOLENT OFFENCES

Attempted - Sec 4 POA Fear or provocation of violence

Attempted - Sec 4a POA Causing intentional harassment, alarm or distress

GBH serious wound without intent (s20)

Harassment - Putting people in fear of violence

Harassment - without violence (course of conduct)

Harassment etc. of a person in his home

Having an article with a blade or point in a public place

Possessing firearm or imitation firearm

Robbery (Business) (Indictable)

Robbery (Personal) (Indictable)

Sec 4 POA Fear or provocation of violence

Threaten with a blade or sharply pointed article in a public place

Threaten with an offensive weapon in a public place

Threats to kill

Wounding with intent to do grievous bodily harm (Indictable)

CRIMINAL DAMAGE

Acquisition, use & possession of criminal property

Arson endangering life (Indictable)

Arson not endangering life

Attempted - Other criminal damage to a vehicle (Under £5,000)

Criminal damage to a building other than a dwelling

Criminal damage to a dwelling

Other criminal damage to a building other than a dwelling

Other criminal damage to a building other than a dwelling (£5,000 and over)

Other criminal damage to a building other than a dwelling (Under £5,000)

Other criminal damage to a building other than a dwelling +£5,000

Other criminal damage to a dwelling (£5,000 and over)

Other criminal damage to a dwelling (Under £5,000)

Other criminal damage to a vehicle (£5,000 and over)

Other criminal damage to a vehicle (Under £5,000)

Other criminal damage, other (£5,000 and over)

Other criminal damage, other (Under £5,000)

Threats to destroy or damage property

BUSINESSS - THEFT OR ATTEMPTED THEFT

Attempted - Theft from automatic machine or meter

Attempted - Theft from shops and stalls

Making off without payment

Theft by an Employee

Theft from automatic machine or meter

Theft from shops and stalls



Bedfordshire
Police & Crime
Commissioner

Hello everyone,

Last month, I launched my 2021-2022 Grant Fund to support offenders to turn their lives around with alcohol and drug dependency projects and early diversion schemes to support our young people.

Helping to stop the revolving door back to prison, focussing on those with addictions that drive prolific crimes like burglary, street robbery and vehicle theft to get the cash to pay for the next fix or drink and building on the successful interventions that have driven down serious youth violence in this county by 9% in the year to March 2020 are all my key priorities for the 2020-21 grant process along with innovation to help victims of Domestic Abuse.

I have found myself in circumstances where the election of a new PCC was delayed for a year. As a result, I am absolutely delivering business as usual, albeit remotely, as wins during the pandemic including a £2.9m Special Grant, £882k in Safer Streets bids for Midland Road Bedford and High Town Luton, £880k repeat funding for the VERU and £46k for emergency Domestic Abuse support, all prove conclusively. I plan to support key partners and charities to help victims of crime and improve community safety through my normal commissioning process, but I was determined not to restrict my successor to my programme of commissions for what would be one third of his or her term (as the delayed election means the next PCC will serve for three years not five like me). As a result, I am setting aside £300k for them to distribute after coming into office.

October has been the month for many important issues to be highlighted through awareness events for Mental Health and Hate Crime, as well as Black History Month. I offered the chance to share my platforms and take part in our first Twitter Takeover for Black History Month. Conroy Downer is a Project Manager for Reactiv8, an organisation which works for me on both sides of the door of Bedford Prison. They also support individuals suffering Domestic Abuse, help the long term unemployed back into the workplace and develop the confidence and skill sets of young people in schools. If you missed Conroy's posts, please do have a look at them on Twitter @Bedspcc.

Mental health is always important, but World Mental Health Day this year made us all stop and consider what a tough year this has been so far and how quickly this can take a toll on our mental health. I attend the national Covid-19 strategic meetings on behalf of all policing alongside all blue lights, the military, health service and government departments which, just today, referred to the need to provide "psychological PPE" for our exhausted teams when experiencing mental fragility. Ensuring appropriate care is in place for Bedfordshire Police was a very early focus of my Police and Crime Plan and I will shortly be opening a post trauma recovery area called "Breathing Space" at Luton Police Station to match one which is in very regular use at Kempston HQ. A Wellbeing Support Advisor will be housed in the room next door. Where our communities are concerned, I also fund a Mental Health Hub within the Force, providing named officers and mental health nurses to the most frequent users of blue light services to provide alternative support, plus specialist nurses in force control and my

victim support service, Signpost, to advise officers and victim care specialists alike.

Access to mental health services is as essential for those in emergency roles as it is to the people they are supporting. I want everyone in the public sector as well as the public themselves to be aware of avenues to support, which is why I have used my social platform to spread word of World Mental Health Day. For mental health support and services, please visit www.elft.nhs.uk/service/329/Bedfordshire-Mental-Health-and-Wellbeing-Service

I am delighted to report that, following the news that our two bids to the Safer Streets Fund had been accepted, the projects in High Town in Luton and Midland Road in Bedford are progressing well. My office is working closely with the local authorities to make sure every penny is spent effectively and has a lasting impact on the area. It makes perfect sense to me that we work closely with residents and business owners who live and work in the area every single day, to join the project and influence how the money is spent and how we move forward to create lasting change for the better. My project manager is being co-located in Bedford Borough's Safer Streets office to help with this.

The new Neighbourhood Watch Scheme for High Town is a fantastic way the community can come together to help us achieve this goal and I hope many more residents come on board. They are clearly the eyes and ears on the ground for us. They know the area best and can provide vital information to the project and of course to the police. If you live there, and especially if you are a local representative or community leader, please do spread the word about the Neighbourhood Watch Scheme in High Town and ask anyone interested to please email: SSFCoordinator@luton.gov.uk.

Last month, the force carried out its 100th cannabis factory raid since the start of the coronavirus lockdown. The factory was discovered in a commercial building located in a rural industrial estate near Shefford. The number of cannabis factories discovered by the force this year is up by more than 50 per cent compared to the same period last year. Bedfordshire is genuinely becoming a very hostile place in which to ply drugs.

Finally, victim care is at the heart of much of what I and my office do and I am so pleased with how Signpost, the service I launched in 2018 to support victims of crime across the county, has worked to provide an essential service to those affected by crime throughout the pandemic. From the beginning of lockdown to the end of September, the Specialist Victim Care Co-ordinators (VCCs) have provided support to 1,427 victims. The impact of crime is not just emotional of course; our expert VCCs also help victims deal with practical problems such as damage to property, by working with partner agencies on the victim's behalf to get repairs done and make properties secure.

However, we are aware that there are many more victims out there who might benefit from the support of the free and confidential service. Please remember to refer victims when dealing with incidents linked to crime and help to spread the word of Signpost (on freephone 0800 0282 887. Please visit www.signpostforbedfordshire.com for further information.

Until next month, please take care and stay safe.

Yours,
Kathryn



Kathryn Holloway
Police and Crime Commissioner for Bedfordshire



News from the Office of the Police and Crime Commissioner



PCC launches new Grant Fund for 2021-22 – 07/10/20

Bedfordshire's Police and Crime Commissioner, Kathryn Holloway, has this week launched her Grant Fund for the next year and is inviting applications to help pay for projects to help offenders succeed in living a crime-free life, with support for drug and alcohol dependency and early intervention programmes to help children and young people avoid gangs and serious youth violence.

The PCC's Grant Fund of approximately £170,000 is an annual opportunity to support innovative and collaborative working across Bedfordshire to help support victims and improve community safety. This year, as Commissioner Holloway is voluntarily stepping down from her role at the next election, she is leaving £300,000 for her successor to run their own funding process when they are elected into office in May 2021.



PCC teams up with organisations in Bedfordshire to promote routes to support for World Mental Health Day – 09/10/20

Bedfordshire's Police and Crime Commissioner, Kathryn Holloway, has teamed up with organisations across the county to promote the importance of mental health and highlight access to greater support ahead of World Mental Health Day (Saturday 10 October).

This year's theme set by the World Federation for Mental Health is 'mental health for all'. The organisation is highlighting the need for greater access to specialist services for everyone, everywhere, in response to the 'unprecedented impact of the current global health emergency due to Covid-19 that has impacted the mental health of millions of people'.



PCC offers her platforms to community leaders in support of Black History Month – 14/10/20

Bedfordshire's Police and Crime Commissioner, Kathryn Holloway, has given her communication platforms over to community leaders from the Black community in support of Black History Month.

Black History Month in the UK has been celebrated for over 30 years, originally founded to recognise the contributions that people of African and Caribbean backgrounds have made in the country over generations. Now Black History Month has been expanded to include the history of all black people and highlighting their contributions and achievements.



PCC says education is the key to reducing hate crime in Bedfordshire – 15/10/20

Bedfordshire's Police and Crime Commissioner, Kathryn Holloway, is recognising Hate Crime week (10-17 October) and the impact that these crimes have on vulnerable people by sharing how she has supported education in our community at a time when hate crime is on the rise. Bedfordshire has seen over 950 recorded hate related incidents across Bedfordshire since the beginning of the year. Bedfordshire Police has responded by taking positive steps to ensure reporting this crime is easier for the victim, which includes third party reporting.

Signpost service for victims of crime supports almost 1,500 in Bedfordshire during the pandemic – 20/10/20

Signpost - the service introduced by Bedfordshire PCC, Kathryn Holloway, to support victims of crime across the county - has worked with 1,427 victims from the beginning of lockdown (23 March to 30 September 2020).

Victims are referred into the Signpost service by police officers and partner agencies after being assessed as requiring extra support and self-referrals from the public are also welcomed on a confidential freephone number **0800 0282 887**. Signpost also offers a route to appropriate high quality support organisations, depending on the crime type, to those affected by a crime who are not the main victim, such as parents, children and partners.

PCC calls for local residents to support Safer Streets Project and join a new Neighbourhood Watch Scheme – 22/10/20

Bedfordshire's Police and Crime Commissioner, Kathryn Holloway, is calling for the residents of High Town in Luton, to join a new Neighbourhood Watch Scheme for their area and get involved with the Safer Streets Project.

The Neighbourhood Watch Scheme will enable the community to join the project and be a key factor in helping the community feel safe and united in the fight against crime and anti-social behaviour. Members of the scheme will be asked to work in pairs at a safe distance (unless they are from the same household) to patrol their community and maintain a presence to discourage crime and pass on vital information which will help Bedfordshire Police and Luton Borough Council to identify areas of concern.

PCC's Bedfordshire Youth Council continues to gain followers as it continues to empower young people with 'Know Your Rights' campaign – 29/10/20

In August, Bedfordshire's Police and Crime Commissioner, Kathryn Holloway, launched a new partnership group, called the Bedfordshire Youth Council (BYC), which works to ensure that the voices of young people are heard, understood and responded to in the county.

This month sees the 'Know Your Rights' series focus on General Data Protection Regulation (GDPR), with posts explaining the change in law and outlining an individual's rights with regard to their data and how it can be stored and used. Previous campaigns have focused on police powers to stop and search, consumer rights and a person's rights if they are detained in a police cell.

One month left to apply for PCC's 2021-22 Grant Fund to support offenders with alcohol and drug dependency and early diversion schemes to keep children out of gangs – 30/10/20

There is just one month left to apply for the 2021-22 Grant Fund which is designed to help pay for projects in the area of Offender management, specifically supporting the removal of drug and alcohol dependency and for Early Intervention programmes which will support the work of the Violence and Exploitation Reduction Unit (VERU).

Earlier this month (7 October) Bedfordshire's Police and Crime Commissioner, Kathryn Holloway, announced her Grant Fund of approximately £170,000 to support innovative and collaborative working across Bedfordshire to help support victims and improve community safety.

Social Media Highlights



Dates for the diary

PCC's Grant Fund 21/22

One month left to apply. The application process will close on Friday 27 November 2020 at 4pm.

100 Conversations

The PCC would like to invite members of the community, in particular those from the African Caribbean community, for a one to one conversation regarding their experience with and thoughts on discrimination and the Black Lives Matter movement.

Please sign up [here](#) where a range of dates are available.

Police and Crime Plan

Keep in touch



Like us on
Facebook

Follow us on
Twitter

View more highlights on our [Twitter](#) and [Facebook](#) pages.



[Sign up](#) to our community messaging system and receive messages that matter to you.

OFFICIAL

BIGGLESWADE COMMUNITY EMERGENCY PLAN

Version: 5

Date Published: [07/01/2021]

Review Date: [07/06/2021]

Prepared by: Peter Tarrant – Biggleswade Town Clerk & Chief Executive

In an emergency or if you are activating your plan please call **07964 111942** and ask to speak to the Emergency Duty Officer for Central Bedfordshire Council.

Signed: _____



**Bedfordshire
CERT**
Community Emergency Response Team

Description and map of the area covered by this community emergency plan:

This is the Emergency Plan for the town of Biggleswade, prepared by Biggleswade Town Council. It is intended to support at local level, the statutory Plans developed at both County and District level.

Biggleswade Town Council commit to working closely with the Central Bedfordshire Council and through them with [Bedfordshire Prepared](#) (the Bedfordshire Local Resilience Forum) to protect our communities and, if necessary, help them recover.

The Council recognises that should an emergency occur, resources of the response and statutory agencies may be stretched and that it is important to put our local resources to optimum use to support our residents, businesses and voluntary groups. This, our first Emergency Plan, concentrates on Biggleswade Town Council's role and will be developed over time to maximise the available capacity from the wider community.

Emergency planning is an important role for all Bedfordshire's public authorities, supported and coordinated by [Bedfordshire Prepared](#), a multi-agency group that provides strategic/tactical and operational guidance and support on the planning for the multi-agency response to a major incident. [Bedfordshire Prepared](#) is the principal mechanism for multi-agency cooperation under the Civil Contingencies Act 2004 and its boundaries are based on local policing boundaries. Its common objectives are:

- Prevent the incident getting worse
- Save life
- Relieve suffering
- Return to normality as soon as possible
- Protect property
- Facilitate a criminal investigation and judicial process if necessary

[Bedfordshire Prepared](#) also has close working relationships with other bodies that deliver vital services, whether in the public (such as the army and government departments), private (gas, water and telecoms suppliers) or voluntary sectors. Among the many areas included in their remit is planning in the event of a terrorist incident, flooding, major fire or pollution incident.

Category 1 responders (as defined in the Civil Contingencies Act 2004) commonly referred to as **Category 1**, include all 3 Bedfordshire unitary councils, the Police, Fire and Ambulance Services, hospitals, NHS primary care trusts and the Environment Agency. All may have a vital role to play in an emergency and have a seat at SRF meetings.

Category 2 responders include utility companies, transport providers, such as the Highways England and Network rail and Government bodies, including the Health and Safety Executive.

Central Bedfordshire Council is prepared to help the emergency services deal with major emergencies that affect communities. They also plan how they will help communities to recover from emergencies and get back to normal. They are part of [Bedfordshire Prepared](#). The aim is to ensure mutual support for each Authority in case of emergency. They work with [emergency services partners](#) to plan for a wide range of emergencies and they test their plans during exercises to make sure they are as well prepared as possible.

The Town Council does not have such a duty but has resolved to support the Principal Council by identifying resources which they can deploy if necessary during an incident, which may range from a minor, locally contained incident to a major emergency crossing town and even district/county boundaries.

The Town Council have delegated to the Town Clerk in consultation with two of: Mayor, Deputy Mayor, or Committee Chairmen, all powers of the Council in the case of a civil emergency, so that necessary decisions can be taken swiftly. There is not a spend limit set for such incidents but is obviously contained within the Council's budget and reserves.

AIMS AND OBJECTIVES

THE AIM OF THIS PLAN is to provide a framework plan that will assist in the local response to an emergency, when assistance from the Emergency Services and other responders is delayed or requires supplementing.

OBJECTIVES OF THIS PLAN

- To establish a local emergency management structure which can assist **Category 1** responders, as necessary.
- To coordinate community response and resources - personnel, equipment and emergency accommodation.
- To help the community recover following an incident.

WHAT IS AN EMERGENCY

The formal definition is "An incident arising, with or without warning, threatening or causing death or serious disruption to significant numbers of people, property or the environment, in excess of that which can be dealt with by the public services operating under normal conditions and requiring the special mobilisation and organisation of those services and the deployment of local authority staff and resources". Under the Civil Contingencies Act 2004 an emergency is defined as 'An event or situation which threatens serious damage to:

- Human welfare
- The environment
- Security of the United Kingdom

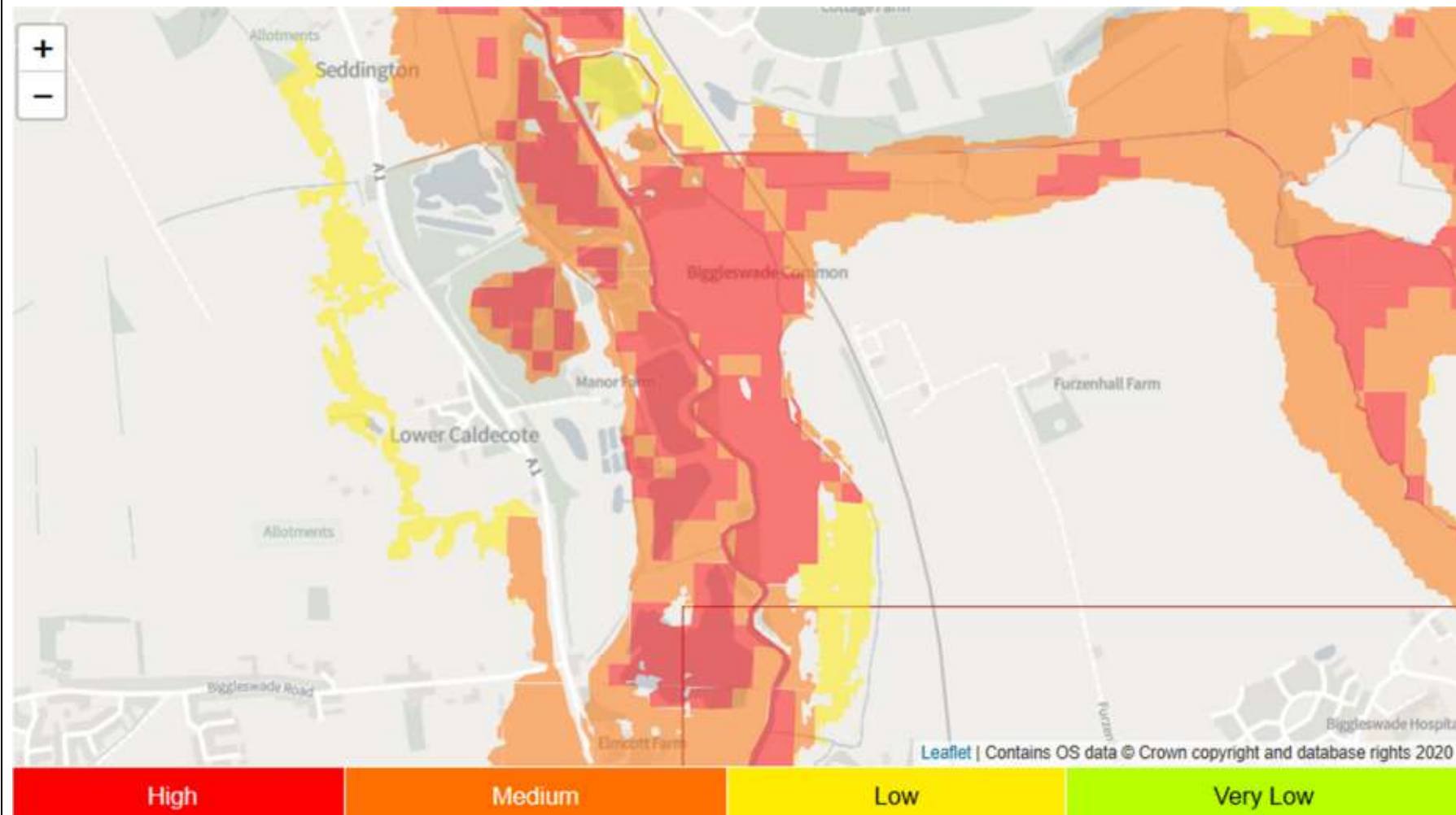
The definition of a Major Incident was amended by the Cabinet Office in July 2016. "An event or situation, with a range of serious consequences, which requires special arrangements to be implemented by one or more emergency responder agencies.". The new wording has been simplified and is accompanied by notes which confirm that "emergency responder agencies" can mean any **Category 1** or **2** responder and that the incident is one that is beyond the scope of business-as-usual operations.

From initial research, it has been established that there are three recognised levels of emergency (the second and third categories are detailed below):

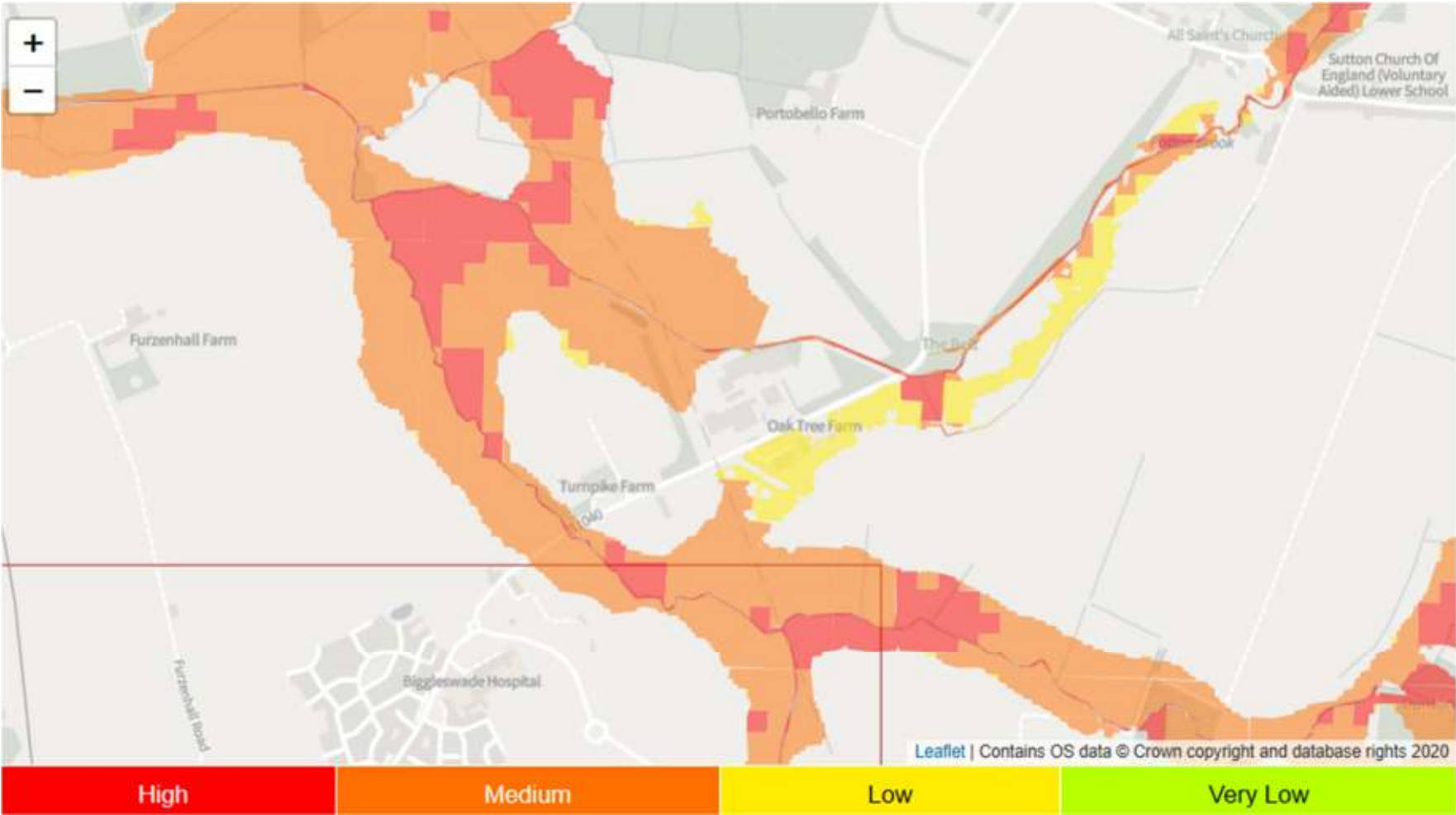
1. A major catastrophic event in the County or Region, requiring large capacity shelters and support. Such incidents would require very large premises to accommodate and manage large numbers of temporary "refugees". In this type of incident, the Town Council would be approached as part of a measured, coordinated scheme initiated by a higher tier Authority and would play a minor supporting role.
2. A major emergency at district or county level, or beyond, where the management of the event would be undertaken at that level. Town venues could well be a receiving station for dispersed persons, and selected local people involved in support. If the incident is actually in Biggleswade, the command centre may well be located here.
3. A local emergency within the Town which, though inevitably involving the higher levels of Government for support, needs a high level of local involvement by local people as it is they who are most likely to know who is likely to be at risk and/or in need.

Flooding Hotspot area for Biggleswade (Fluvial and Surface Water Combined)

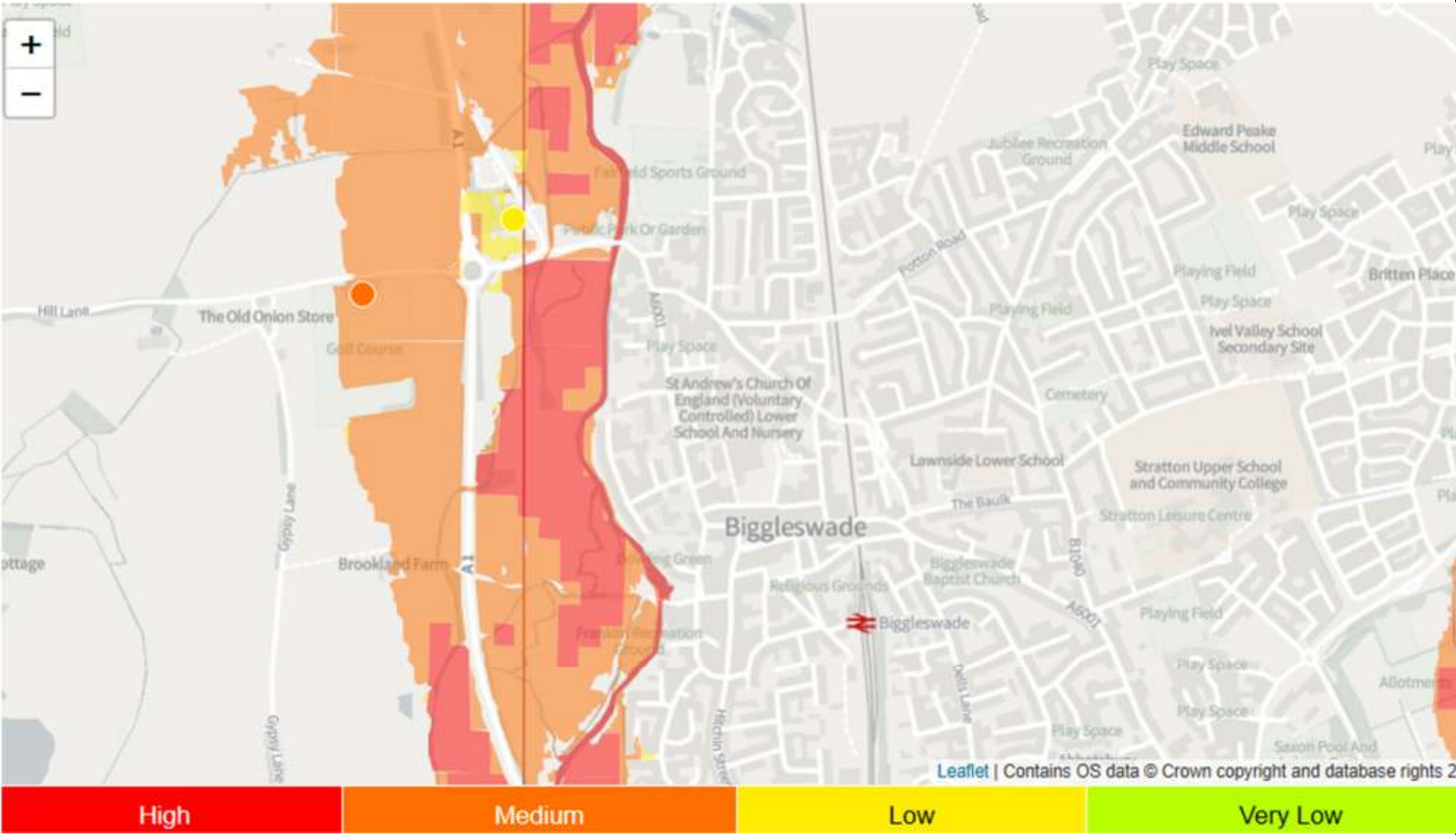
<https://www.getthedata.com/flood-map/biggleswade>

Flooding Hotspot – North Biggleswade Region

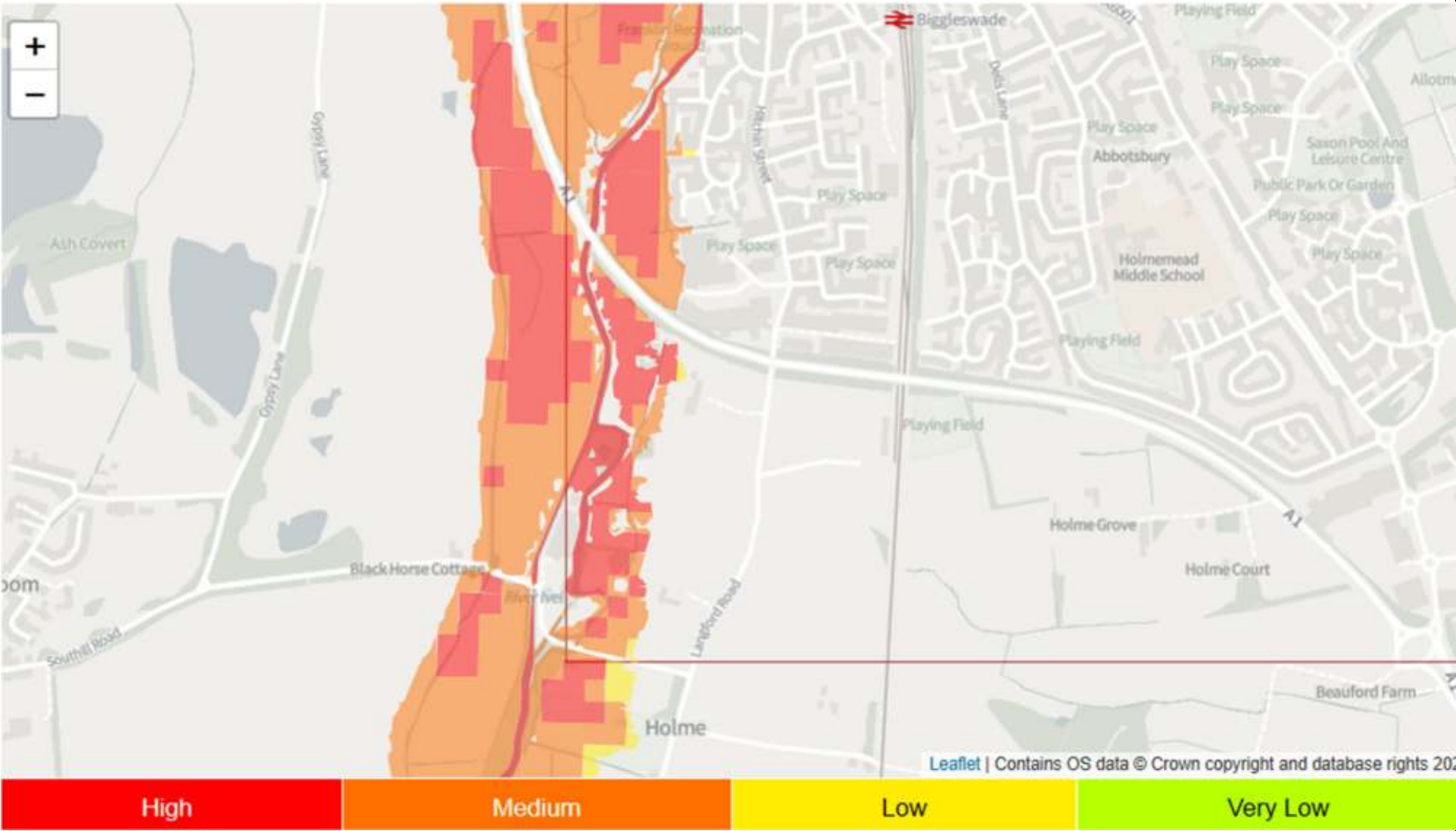
Flooding Hotspot – North East Biggleswade Region



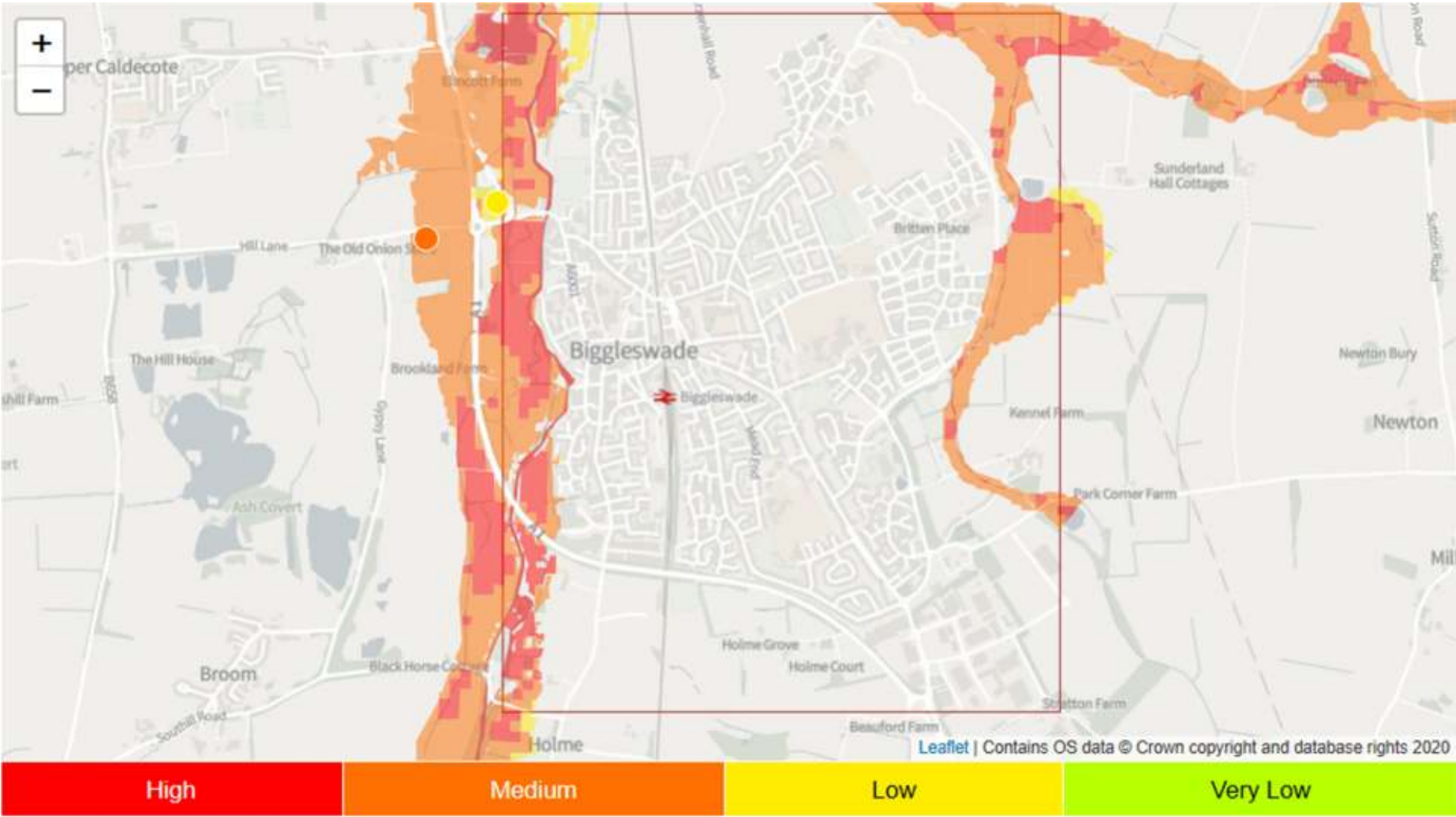
Flooding Hotspot – Central Biggleswade



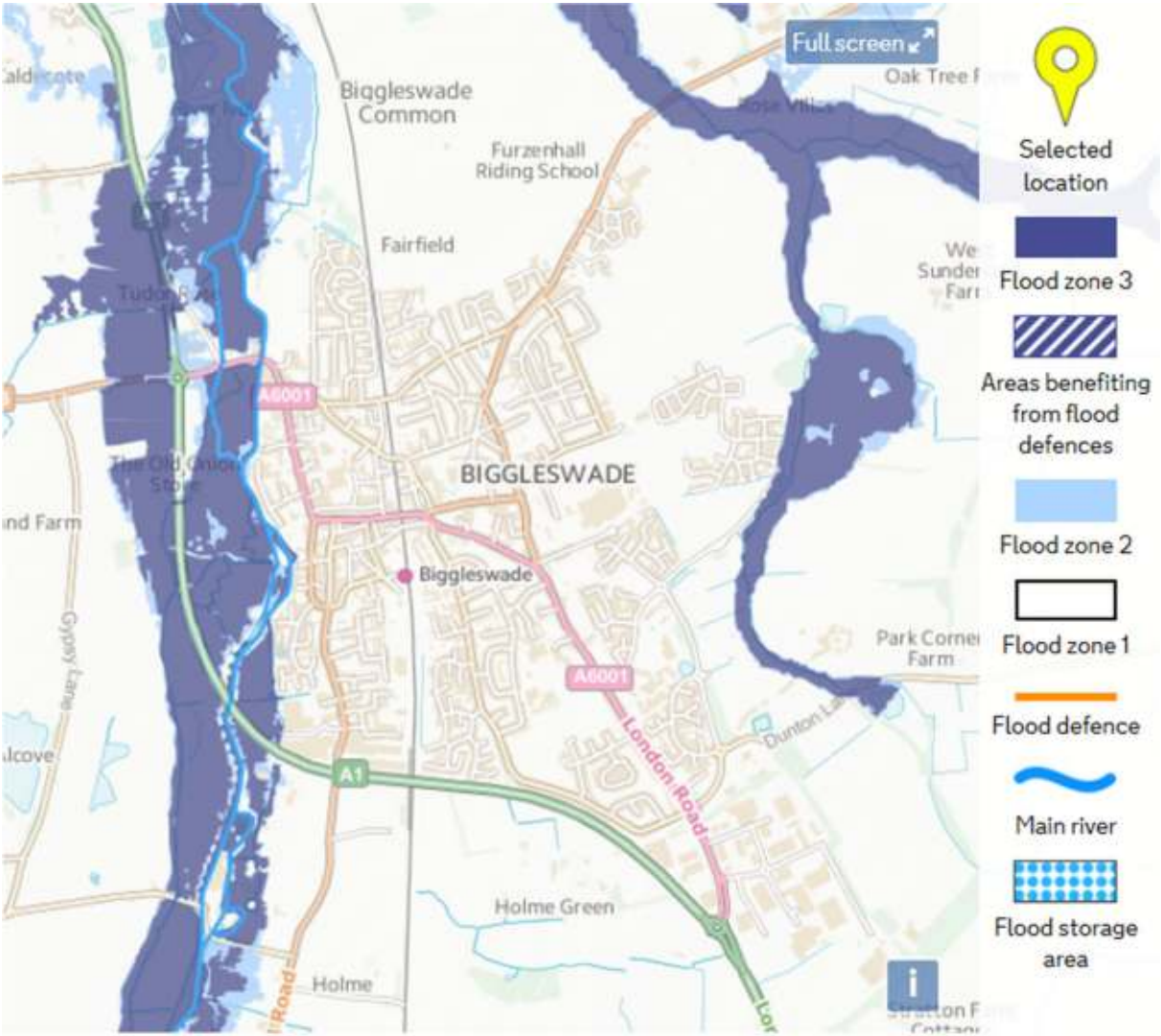
Flooding Hotspot – South East Biggleswade Region




Flooding Hotspot – Overview of Biggleswade



Environment Agency – Flood Planes surrounding Biggleswade



PLAN ADMINISTRATOR

	Name: Peter Tarrant
	Title/Organisation: Town Clerk & Chief Executive, Biggleswade Town Council
	24/7 Emergency contact details: 01767 313134 Ext 23.
	Email: town.clerk@biggleswadetowncouncil.gov.uk ; peter.tarrant@biggleswadetowncouncil.gov.uk
	Address: The Old Court House, 4 Saffron Road, Biggleswade, SG18 8DL

The Plan owner and administrator has the ability to cascade the relevant information that they receive to the rest of the Community Emergency Response Team.

EMERGENCY MANAGEMENT RESPONSE TEAM

In the event of the plan being triggered, the following members of the Town Council have agreed to form part of the emergency team who will help to reduce the effects on the community in the event of an incident.

Peter Tarrant	Town Clerk & Chief Executive	07940 389 085
Philip Truppin	Assistant Town Clerk	07552 169 073
Bob Catchpole	Public Realm Manager	07947 631 350
Simon Newton	Place Shaping Manager	07494 075022
TBC	Charge Hand	TBC
Sian van der Merwe	Project Officer	07583 905 829

These Officers will liaise with Councillors: Mayor, Deputy Mayor and Committee Chairmen.

The role of the Emergency Team is to co-ordinate the activities of the Town Council's resources and your Community during an emergency by assessing the situation, mobilising the appropriate local resources to support the community and maintaining links with the emergency services, the principal authorities and other responding organisations.

Members of the emergency management response team are required to make themselves available for immediate mobilisation. In recognition of this commitment, each individual will be paid a small standby allowance to be determined by the Town Clerk & Chief Executive.

EMERGENCY MANAGEMENT RESPONSE TEAM – WhatsApp Group


The members of the emergency team have formed an emergency WhatsApp group to aid faster communications. Members of Central Bedfordshire Council Emergency Planning Teams are also members of the group.

All Emergency Team members are also part of the wider Bedfordshire Emergency WhatsApp Group.

UK - GDPR - DATA PROTECTION ACT 2018

Biggleswade Town Council is registered with the Information Commissioner and operate
in accordance with their Information and Data Protection Policy

Community Emergency Response Team Coordinator

	Name: Peter Tarrant
	Title/Organisation: Biggleswade Town Council, Town Clerk & Chief Executive
	24/7 Emergency contact details: 07940 389 085
	Email: peter.tarrant@biggleswadetowncouncil.gov.uk
	Address: The Old Court House, 4 Saffron Road, Biggleswade, SG18 8DL

Deputy Community Emergency Response Team Coordinator

	Name: Philip Truppin
	Title/Organisation: Biggleswade Town Council, Assistant Town Clerk
	24/7 Emergency contact details: 07552 169 073
	Email: philip.truppin@biggleswadetowncouncil.gov.uk
	Address: The Old Court House, 4 Saffron Road, Biggleswade, SG18 8DL

	Name: Bob Catchpole
	Title/Organisation: Biggleswade Town Council, Public Realm Manager
	24/7 Emergency contact details: 07947 631 350
	Email: bob.catchpole@biggleswadetowncouncil.gov.uk
	Address: The Old Court House, 4 Saffron Road, Biggleswade, SG18 8DL

	Name: Simon Newton
	Title/Organisation: Biggleswade Town Council, Place Shaping Manager
	24/7 Emergency contact details: 07494 075 022
	Email: simon.newton@biggleswadetowncouncil.gov.uk
	Address: The Old Court House, 4 Saffron Road, Biggleswade, SG18 8DL

	Name: TBC
	Title/Organisation: Biggleswade Town Council, Charge Hand
	24/7 Emergency contact details:
	Email:
	Address: The Old Court House, 4 Saffron Road, Biggleswade, SG18 8DL

	Name: Sian van der Merwe
	Title/Organisation: Biggleswade Town Council, Project Officer
	24/7 Emergency contact details: 07583 905 829
	Email: sian.vandermerwe@biggleswadetowncouncil.gov.uk
	Address: The Old Court House, 4 Saffron Road, Biggleswade, SG18 8DL

Emergency Equipment (Flood Kit and Boxes)

Location	Equipment	How to activate it?
Biggleswade Town Centre Office	Key Safe with combination lock	This can be accessed by anyone who is told the code at the time of an emergency.
Drove Road Cemetery Chapel	Flood Equipment	Peter Tarrant 07940 389 085 Bob Catchpole 07947 631 350
Drove Road Works Depot	Generator	Bob Catchpole 07947 631 350 Carl Rummey 07552 169 070
Century House, Market Square	Defibrillator	Simon Newton 07494 075 022
Community Centre, Kings Reach	Defibrillator	Angela Thomas 07377662466 Andrew King 07552 169 069

Current Emergency Equipment (Flood Kit and Boxes)

Product Code	Description	Quantity
14T6900	Gloves – Arco Waterproof Cut Control (Red)	5
5700080	Barrier Zebra Tape 500mm red/white	1
55F1629	Flood Road sign (600mm in Mild Steel Frame)	2
5568502	Hydrosnake 145 x 25cm (2 per pack)	20
5568501	HydroSack 60cm x 46 cm (Pack of 2)	15
3171850	Woven Polypropylene Sandbac c/w tie cord 76cm x 33cm (pack of 50)	2
31em160	Clarke Dirty Water Submersible Pump PSV1A (electric and non-compatible with water emergencies)	1
5302032	Arcoflex MDS PVC S&D gm Hose 32mm x 39 mm (30m)	1
4200035	Jubilee Worm Drive Clip M/S 1 25 – 35mm (Box of 10)	1
5535804	Arco Dual Format Sack Truck	1
4e6130	Active Rechargeable LED Spotlight	1
466116	Petzl Tikkina Compact Headtorch	5
32C0700	Clarke CVAC30SSR Wet & Dry Vacuum Cleaner	1
56b0030	Arco Stiff Bassine Brushes Complete (18")	2
3111429	Bulldog Open Socket Square Mouth No. 2 Shovel with Plastic D-Handle	2
56B0032	Wooden Squeegee 24 inch complete with 54-inch handle	2
3172632	Yellow Road Marking Crayon	2

Product Code	Description	Quantity
3172621	Manhole Lifting Keys	1
3172143	Wrecking Bars – 362	1
3172650	Fleximix buckets – 40ltr	5
5661004	PVC Pour & Scoop Builders bucket Yellow 3 Gallon	4
3172001	Drain Rodding Set	1

Heavy duty equipment stored at the Garage (will need transporting to site)

Equipment	Note	Training Provided
Bauser	Has its own Motor. Needs to be transported to site from the Garage/depot facility on the back of the tractor.	TRAINING TO BE PROVIDED FOR TRAILER LICENCE – Bob and Carl.
Generator	Needs to be transported to site from the Garage/depot facility on the trailer. Diesel only. Horsepower to be confirmed.	NO FORMAL TRAINING PROVIDED
Aquasacs	Can't be reused if water is foul.	
Sandbags	Will be filled and on a pallet at the Garage. Needs to be transported to site from the Garage/depot facility on the trailer.	To be loaded by Carl and Bob using the tractor [and pallet forks – to be purchased].
Tractor and Trailer	[New trailer approved by Full Council request 08/12/2020].	
Diesel	To be stored in jerry cans in the garage.	
Barriers, cones, barrier tape	Currently stored in the Garage/depot. Needs to be transported to site.	

Emergency Equipment - Trained BTC Operatives

BTC Staff Member	Equipment	Training Provided
Bob Catchpole	Flood Equipment, Defibrillator	NO TRAINING PROVIDED THE DEFIBRILLATOR GIVES THE USER INSTRUCTIONS ON WHAT TO DO
Simon Newton	Flood Equipment, Defibrillator	NO TRAINING PROVIDED ON FLOOD EQUIPMENT THE DEFIBRILLATOR GIVES THE USER INSTRUCTIONS ON WHAT TO DO
Carl Rummey	Flood Equipment	NO TRAINING PROVIDED

INSURANCE**Blevec Emergency Volunteers:**

Community volunteers with BLEVEC (Bedfordshire Local Emergency Volunteers Executive Committee) will be covered by insurance under the following circumstances:

- They are a member of and acting on behalf of BLEVEC.
- They have been authorised to act on behalf of Bedfordshire Prepared and are under the direction of a **Category 1 or 2** Responder (This can be remotely).
- They only carry out the actions / activities that they have been authorised to do or agreed by the **Category 1 or 2** Responder.
- They follow the Standard Operating Procedures found here <https://centralbedfordshire.box.com/s/p5iz2zdec59iw2l3v9w78o40os1x42kq>.

The use of motor vehicles is not covered by the local authority's insurance and it is the responsibility of the individual to ensure that they have adequate and appropriate cover.

Details of the BLEVEC Partnership can be found here: <https://centralbedfordshire.box.com/s/a9m5hklvtktb3ek5m0kzn1on0os002vz>. This includes all health and safety and insurance information.

Biggleswade Town Council:

Biggleswade Town Council's public and professional liability insurance covers Council Members and Officers and volunteers working directly under their control against accidents or any damage they may cause in responding.

[PUBLIC INDEMNITY INSURANCE: REQUEST TO BE SUBMITTED WITH AVIVA]**EMERGENCY ROLE & PROCEDURE**

The role of the Town Council assisted by the community and BLEVEC emergency volunteers would vary depending on the scale and nature of the incident, but may include:

- Supporting the multi-agency response through the provision of local knowledge, information, intelligence and advice.
- Local town control of certain operations, or provision of a local emergency control centre at the request of the Central Bedfordshire Council or other relevant Cat 1 Responder.
- Use of the council venues and other community facilities as assistance centres.
- Staff to help in the Emergency Control Centre if a shift system became necessary.
- Assisting with warning and informing the community and passing on key messages in liaison with the multi-agency response groups.
- Provision of practical and emotional support and providing leadership in the community in times of high trauma.
- Use of Public Realm staff, vehicles and equipment to supplement other resources.
- Monitoring the local situation e.g. flooding and identifying people in particular need or at risk.
- Deployment of the flood equipment at times of flooding.
- Providing Grit and salt for inclement weather, for use in snow and ice.
- Working in partnership with Central Bedfordshire Council in recovery phase.

Two Whatsapp Groups involving multi-agency and volunteer supporters are currently operational – The Biggleswade Resilience Group and the Beds Emergency Group including the CBC Emergency Support Duty Officer.

On discovering or being advised of a major civil emergency, the Town Clerk or other member of EMT will initially contact all persons listed that are needed at any stage. **They must contact the Central Bedfordshire Council Duty Officer on 07964 111942, emergency@centralbedfordshire.gov.uk. The Biggleswade Emergency WhatsApp Group can be used for faster communications and activation.**

The Town Clerk, or nominated member of staff or Councillor will:

- Ensure all relevant persons are contacted by Whatsapp, phone and/or email, advised of the situation and either put on standby or advised of the action required.
- Make contact with Central Bedfordshire Council to offer help and await instructions. Advise them whether operating from own homes or somewhere else.
- Convene any necessary meetings of the EMT, Town Council/Committee and volunteers (Via MS Teams or other videoconferencing software like Zoom to reduce the need to meet physically during COVID).
- Consider welfare issues and take necessary action.
- Deploy volunteers & Public Realm Team in non-critical service areas as required.
- Undertake health and safety risk assessments on the actions to be taken so that risk to staff and volunteers is minimised.
- Advise statutory authorities (e.g. emergency services, HSE etc.) and insurance company as necessary.
- Keep everyone informed.
- Invoke process of determining loss or damage and minimising it.
- Take an active role in any recovery process.
- Attend or take part in the Central Bedfordshire Council Emergency Control Room if activated.

Elected Members have an important role in keeping local communities informed, supporting and counselling them and representing their views and concerns back to statutory authorities and helping to keep calm.

In Preparation, they will:

- Review the Emergency Plan six-monthly.
- Provide information on being prepared for emergency situations to our communities.
- Store sharp sand, sandbags and polythene for use in times of flood.
- Keep small amount of grit salt for use council venues & facilities, key amenities and homes of vulnerable people in times of snow and ice.

Local risk assessment**Grading in Terms of Likelihood**

	Risk	Impact on the community	What can you do to prepare?	Responsible Officer
1	Mulberry Close Flooding	<ul style="list-style-type: none"> • Damage to property. • Contamination. • Blocked traffic routes 	<ul style="list-style-type: none"> • Identify vulnerable properties & advise residents to improve home flood defences. • Leaflet drops to all those living in flood risk areas as identifies on the maps • Town Council to carry stock of sandbags etc. • Assist in distribution of warning signs. • Find out existing or planned flood defences. • Prepare rest centre for evacuees. 	<ul style="list-style-type: none"> • Bob Catchpole
2	Major road traffic accident – stranded motorists (A1)	<ul style="list-style-type: none"> • Blocked streets and gridlock. • Emergency vehicles have access difficulties. • Vulnerable people cut off. 	<ul style="list-style-type: none"> • Help with traffic diversions. • Visit vulnerable people. • Assist with clear up. 	<ul style="list-style-type: none"> • Bob Catchpole
3	Rail/train incident	<ul style="list-style-type: none"> • High casualty level. • Blocked traffic routes. • Rail services unavailable. 	<ul style="list-style-type: none"> • Help with traffic diversions. • Provide rest centres for uninjured people. • Assist with clear up. 	<ul style="list-style-type: none"> • Peter Tarrant
4	Flooding from river or culverts	<ul style="list-style-type: none"> • Flooding of local streets/car parks. • Flooding of/damage to properties. • Contamination. 	<ul style="list-style-type: none"> • Identify vulnerable properties & advise residents to improve home flood defences. • Town Council to carry stock of sandbags etc. • Assist in distribution of warning signs. • Find out existing or planned flood defences. • Prepare rest centre for evacuees. 	<ul style="list-style-type: none"> • Bob Catchpole

	Risk	Impact on the community	What can you do to prepare?	Responsible Officer
5	Terrorist threat at a racing venue or in Town	<ul style="list-style-type: none"> • High casualty level. • Blocked traffic routes. • Rail services unavailable. • High community trauma. • Very high media attention. • Loss of key amenities. 	<ul style="list-style-type: none"> • Provide rest centres for uninjured people. • Assist with clear up. • Support community/counselling. • Assistance with signage/diversions. • Help with media. • Long term recovery process. 	<ul style="list-style-type: none"> • Simon Newton
6	Major fire	<ul style="list-style-type: none"> • Moderate casualty levels. • Damaged property. • Displaced people. • Community trauma. • Contamination of area. 	<ul style="list-style-type: none"> • Provide rest centres for uninjured people. • Assist with clear up. • Support community/counselling. 	<ul style="list-style-type: none"> • Bob Catchpole
7	Gas explosion	<ul style="list-style-type: none"> • Moderate casualty levels. • Damaged property. • Displaced people. • Community trauma. • Contamination of area. 	<ul style="list-style-type: none"> • Provide rest centres for uninjured people. • Assist with clear up. • Support community/counselling. • Help with heating for vulnerable people. 	<ul style="list-style-type: none"> • Bob Catchpole
8	Aeroplane crash	<ul style="list-style-type: none"> • Potentially high & widespread casualty level. • Many displaced people. • Blocked traffic routes. • Rail services unavailable. • High community trauma. • Soil contamination. • Very high media attention. • Loss of key amenities. • Loss of communication. • Utilities at risk – water pipes damaged, loss of electricity, loss of communication. 	<ul style="list-style-type: none"> • Provide rest centres for displaced people. • Help with diversions/road closures. • Support community/counselling. • Assist with clear up. • Help with media. • Long term recovery process. 	<ul style="list-style-type: none"> • Peter Tarrant

	Risk	Impact on the community	What can you do to prepare?	Responsible Officer
9	Severe Cold - Snow and ice conditions	<ul style="list-style-type: none"> Blocked traffic routes. Slip hazard. Vulnerable people cut off. Utilities at risk – water pipes damaged, loss of electricity, loss of communication. 	<ul style="list-style-type: none"> Help vulnerable people who are cut off. Local gritting. Volunteer snow and ice clearance at key locations – schools, care homes, sheltered housing etc to keep local services running. 	<ul style="list-style-type: none"> Bob Catchpole
10	Electricity supply out	<ul style="list-style-type: none"> People without power for lengthy period. Impact on access to amenities after dark. Loss of amenities/services. 	<ul style="list-style-type: none"> Provide rest centres for displaced people. Help with food & warmth for vulnerable people. 	<ul style="list-style-type: none"> Simon Newton
11	Water supply damaged or contaminated	<ul style="list-style-type: none"> Flooded local streets. Damage to properties. People without water supply for lengthy period. 	<ul style="list-style-type: none"> Help with distribution of warning/diversion signs. Distribution of bottled water or bowser supply. 	<ul style="list-style-type: none"> Bob Catchpole

2020 Bedfordshire Community Risk Register Rankings (not including terrorism risks):

Serious and Organised Crime	High profile cyber-crime incident	Amber
Accidents and System Failures	Food supply contamination	Amber
Accidents and System Failures	Failure of the national electricity transmission system	Red
Accidents and System Failures	Regional failure of the electricity network	Amber
Natural Hazards	Fluvial Flooding	Red
Natural Hazards	Surface water flooding	Amber
Natural Hazards	Poor air quality	Amber
Natural Hazards	Volcanic eruption	Amber
Natural Hazards	Heat wave	Amber
Natural Hazards	Low temperatures and heavy snow	Amber
Natural Hazards	Severe Space Weather	Amber
Natural Hazards	Storms	Amber
Human and Animal Disease	Influenza-type pandemic	Red
Human and Animal Disease	The growth and spread of anti-microbial resistance	Amber
Human and Animal Disease	Emerging infectious disease	Amber
Societal	Public Disorder	Amber

People and organisations that can help in an emergency (local skills and resources)

Skill/Resource	Who has the skill/resource	Emergency Contact details	Location	When might they be unavailable
Emergency Response Supplies Kit – Contents	[Bob Catchpole – NO TRAINING PROVIDED] [Carl Rummey – NO TRAINING PROVIDED]	Bob Catchpole - 07947 631 350 Simon Newton - 07494 075 022 Carl Rummey - 07552 169 075	An emergency box will be kept by the Council at the Old Courthouse, which will contain essential information. Emergency safety and flood response equipment is stored in the Chapel at Drove Road Cemetery.	There is an expectation that all members of the Emergency Response Team keep their mobile phones on for 24/7 contact and deployment.
Emergency Information Points	The Town Council will establish a number of locations to pass information to the community during an emergency which will include the Library and Town Council Information Boards. The Town Council website and social networking sites will be used to keep people informed of the latest situation. www.biggleswadetowncouncil.gov.uk . The Place Shaping Manager will be responsible for making sure all the Emergency Information Points have the same information to avoid confusion.	Simon Newton - 07494 075 022	<ul style="list-style-type: none"> Town Council Notice Board – The Old Court House, 4 Saffron Rd, Biggleswade, SG18 8DL. Biggleswade Town Library, 1 Chestnut Ave, Biggleswade SG18 0LL. Century House, Market Square Notices deployed throughout the town at local businesses 	[See above]

Organisations and groups that may know vulnerable people that might need extra help in an emergency.

Members of the Town Council Emergency Response Team will reach out to these organisations to notify them of the emergency and request their assistance.

Organisation	Emergency contact details and location	Name and role of contact
GP SURGERIES		
Ivel Medical Centre	Chestnut Avenue, Biggleswade, SG18 0RA.	Tel: 01767 312 441
The Saffron Health Partnership	Saffron Road, Biggleswade, SG18 8DJ.	Tel: 01767 316 346
GP Surgeries have critical information on vulnerable members of the community. There is a database coding system for various grades of vulnerability which will help to determine who should be helped first. During Lockdown the GP Surgeries provided those lists to various charitable and Communities Services Partnerships who were able to provide assistance to those most in need over the extended period of the lockdown.		
EMERGENCY RESPONSE		
Biggleswade Police Station	Station Road, Biggleswade, SG18 8AL	Inspector Louise Bates Tel: ADD #
COMMUNITIES SERVICE PARTNERSHIPS		
Biggleswade Community Safety Group	Amanda Cawthorne Able to contact members of her group through telephone tree exercise to help mobilise.	Tel: TBA Email: biggleswadecsg@gmail.com
Biggleswade Community Agent	Lisa King	07534 484750 Email: lisaking@bedsrcc.org.uk Please be advised Lisa King is DBS checked and is currently working from home due to the COVID situation.

Organisation	Emergency contact details and location	Name and role of contact
Biggleswade Rural Communities Charity	The Old School, Cardington, Bedford, MK44 3SX	<p>Tel: 01234 832 612 Contact: Kate Ellis - Head of Community and Wellbeing Email: katee@bedsrcc.org.uk</p> <p>Tel: 01234 832617 Contact: Cliff Andrews - Deputy Chief Executive Email: cliffa@bedsrcc.org.uk</p>
Biggleswade Good Neighbours	07771 104 255	Community Volunteers man this contact phone. Please note the phone may not be answered immediately. Mr John Robinson
Biggleswade Chamber of Trade	Able to contact members of their organisation.	Philip Sheldon (Chairman) Tel: 01767 448188
CARE & NURSING FACILITIES		
Abbotsbury Care Home (A Central Bedfordshire Council Facility)	<p>0300 300 8590 Mead End, Biggleswade, SG18 8JU (23 residents on site) Have own emergency plan on site (on their "Box" System)</p>	<p>Manager: Suzanne Peters Mobile: 07561 121 019 Email: Suzanne.lynch@centralbedfordshire.gov.uk</p>
Beaumont Park Nursing & Residential Home	Shortmead Street, Biggleswade, SG18 0AT	<p>Manager: Helen Sinley Tel: 01767 313 131 Email: Manager@beaumontpark.healthcarehomes.co.uk</p>
Penrose Court	Delius Road, Biggleswade, SG18 8UA	<p>Manager: Izad Tel: 01767 777 000 Email: manager@penrosecourt.com</p>
Potton House Nursing Home	Potton Road, Biggleswade, SG18 0EL	<p>Manager: Paula Mansfield Tel: 01767 317 289 Email: adultcare@priorygroup.com</p>

Organisation	Emergency contact details and location	Name and role of contact
SCHOOLS AND CHILDCARE FACILITIES		
Brambley Tots Day Nursery	Tel: 01767 313 636 Ivel House, Mill Lane, Biggleswade, SG18 8AZ Up to 60 children on site, up to 22 staff per day. Electronic copy of their own emergency response plan on Cloud.	Manager: Jade Thomas Tel: 07538797885 (personal) Email: manager@brambleytots.com
Biggleswade Academy and The Den (Wrap Around Care for Biggleswade Academy)	Pre-School: 144a London Road, Biggleswade, SG18 8EH Years Reception – 2: Kitelands Road, Biggleswade, SG18 8NX Years 3 – 8: Mead End, Biggleswade, SG18 8JU The Den is run by Multi-Active (www.multi-active.co.uk). Breakfast from 07:30 to 08:45 Monday to Friday; Afterschool club between 15:15 to 18:00 Monday to Friday. Holiday Club runs from 07:30 to 18:00.	Mead End: Manager: Ms Spruth Tel: 01767 660 515
Busy Bees at Biggleswade, Children's day nursery	Tel: 01767 313 139 The Saxon Centre, Kingsfield Road, Biggleswade, SG18 8AT Up to 40 children and up to 12 staff on site. Electronic Copy of emergency response plan on Cloud. Head Office Telephone number: 01543 678 450 (Poppy Hinton is area manager).	Manager: Amy Wills Tel: 075 398 73596 (private mobile) Email: biggleswade@busybees.com
Busy Bees Children's Day Nursery, Bantock Way	Tel: 01767 360 005 Bantock Way, Biggleswade, SG18 8UQ Up to 70 children and up to 26 staff on site. Electronic Copy of emergency response plan on Cloud.	Manager: Sandra Bonfield Tel: 07446 986 749 (private mobile) Email: kingsreach.centredirector@busybees.com
Caldecote VC Lower School	Manor Place, Upper Caldecote, Biggleswade, SG18 9DA 57 students, 13 teachers. Urban setting.	Manager: Mr Lee Pointon Tel: 01767 316206

Organisation	Emergency contact details and location	Name and role of contact
		Email: caldecote@caldecoteceacademy.co.uk
Dunton VC Lower School	High Street, Dunton, Biggleswade, SG018 8RN	Tel: 01767 312 154 Head Teacher: Mrs Nancy Sheehan School secretary: Mrs A Harrison Email: office@duntonschool.co.uk
Dunton Village Pre-School	Memorial Hall, Biggleswade Road, Biggleswade, SG18 8RL	Tel: 01767 315807 Tel: 07941 169841 Manager: Mrs Karen Burton
Edward Peake CofE VC Middle School	Potton Road, Biggleswade, SG18 8EJ Approximately 371 pupils.	Deputy Head Teacher: Ms Hayley Butchard Tel: 01767 314 562 Email: info@edwardpeake.beds.sch.uk
Ivel Valley School SEND School	School Site: Hitchmead Road, Biggleswade, SG18 0NL	Office Manager: Nicola Hudson Tel: 01767 601 010 Email: admin@ivelvalley.beds.sch.uk
	College Site: The Baulk, Biggleswade, SG18 OPT	
Lawnside Academy	Lawnside, Biggleswade, SG18 0LX Up to 250 students.	Head Teacher: Cheryl Johnson Tel: 01767 312 313 Email: lsa-office@bestacademies.org.uk
Rainbow Pre-School & Extended Services	West Site: Nursery Building, St. Andrews C of E Lower School, Brunts Lane, Biggleswade, SG18 0LY (Manager: Vickie Sharp)	Head Teacher: Mrs Sue Rolfe Tel: 01767 310 230 Email: enquiries@rainbow-preschool.co.uk
	East Site: St. Andrews Lower School, Bantock Way, Biggleswade, SG18 8UQ	
St. Andrew's CofE VC Lower School	West Site: Bruns Lane, Biggleswade, SG18 0LY	Tel: 01767 312 311

Organisation	Emergency contact details and location	Name and role of contact
	Approximately 472 pupils. Urban primary school.	
	East Site: Bantock Way, Biggleswade, SG18 8UQ	Tel: 01767 312 212 Email: Office@standrews.beds.sch.uk
Stratton Upper School and Community College	Eagle Farm Road, Biggleswade, SG18 8JB	Principal: Ms Roz Hodges Tel: 01767 220 000 Email: Office@stratton.school
The Lawns Nursery School	The Lawns Early Excellence Centre, The Baulk, Biggleswade, SG18 0PT	Tel: 01767 312 312 Manager: Julie Coles Email: nursery.school@thelawnsbiggleswade.org
CHURCHES		
Biggleswade Baptist Church	24 London Rd, Biggleswade, SG18 8EB	Tel: 01767 312667 Email: office@ybbchurch.org.uk
Biggleswade Pentecostal Church	Labour Hall, Crab Ln, Biggleswade SG18 0LN	Tel: 01767 600061
Church of St. Andrew	45 Shortmead St, Biggleswade SG18 0AT	Tel: 01767 312243 Email: office@biggleswadeparishchurch.co.uk
Kingdom Hall of Jehovah's Witness	Kingdom Hall of Jehovah's Witnesses, 5 Shortmead Street, Biggleswade, SG18 0AT	Tel: 01767317748
The Weatherley Centre Masjid	Eagle Farm Road, Biggleswade, SG18 8JH	Tel: 01767 315 709
St. Peter's Roman Catholic Church	7A Station Rd, Biggleswade SG18 8AL	Tel: 01767 312013

Organisation	Emergency contact details and location	Name and role of contact
Trinity Methodist Church	Shortmead St, Biggleswade SG18 0AP	Tel: 01767 312156
LEISURE FACILITIES		
Biggleswade Cricket Club	The Cricket Field, Fairfield Road, Biggleswade, SG18 0AA Main attendance: Junior coaching sessions: Friday evenings and Saturday mornings.	Contact: Gary Waghorn – Chairman Email: gary.waghorn@ntlworld.com
Biggleswade Football Club	Langford Road, Biggleswade, SG18 9JT	Chairman: Jeremy Reynolds Tel: 07719 636170
Biggleswade Scouts / Beavers	Scouts/Beavers/Scouts: Rear of 140/142 London Road, Biggleswade, SG18 8EL Mainly evenings, from 17:00 – 22:00. Cub pack: Trinity Methodist church on Thursdays between 18:30 to 20:30.	Contact: Chris Weells Tel: 07970 269 896 Tel: 01767 226738 Email: gsl@biggleswadescouts.org.uk
Biggleswade Girl Guides / Beavers	ADD ADDRESS & TEL #	Contact: Zoe Swinburn / Danielle Ellis
Biggleswade Sea Cadets Corps.	4 Station Road, Biggleswade, SG18 8AL	Tel: 01767 314 973 Email: biggleswadescc@outlook.com
Biggleswade Town Bowls Club	Drove Road, Biggleswade, SG18 0HP	Club President: Martin Endersby Tel: 01767 223 379 Email: biggleswadebowls@gmail.com
Biggleswade Youth Club	137 Mead End, Biggleswade, SG18 8JU Biggleswade Youth Club is open on Wednesday 6-8pm (12-18yrs) and on Monday for our additional needs night 5:30-7:30pm (12-25yrs).	Contact: Matthew Barnes Tel: 01767 313984 Tel: 07702 532329 Email: matthew.barnes-smith@groundwork.org.uk

Organisation	Emergency contact details and location	Name and role of contact
Dreams Theatre School	Stratton Upper School, Biggleswade SG18 8TR Saturday only – 09:00 – 13:00	Tel: 07731 441 205 Email: dreams-theatre@hotmail.com
Saxon Pool & Leisure Centre	Saxon Drive, Biggleswade SG18 8SU Opening Hours: Mon to Fri: 06:00 – 22:00, Sat: 07:30 – 18:00; Sun: 08:00 – 21:00	Tel: 01767 4331337 Email: enquiries.saxon@sll.co.uk

Key locations identified as places of safety - assistance centres

Building	Location	Potential use in an emergency	Emergency contact details (key holder)
The Old Courthouse	4 Saffron Road, Biggleswade, SG18 8DL	Assistance Centre or Incident Room. Temporary habitation/shelter for members of the community affected by the event.	Contact: Peter Tarrant – Town Clerk & Chief Executive Tel: 07490 389 085
The Orchard Community Centre	Sullivan Court, Biggleswade SG18 8SZ	Assistance Centre or Incident Room. Temporary habitation/shelter for members of the community affected by the event.\	Contact: Andrew King – The Orchard Caretaker Tel: 07552 169 069
Biggleswade Baptist Church	24 London Rd, Biggleswade, SG18 8EB	Assistance Centre or Incident Room. Temporary habitation/shelter for members of the community affected by the event.	Tel: 01767 312667 Email: office@vbbchurch.org.uk

Building	Location	Potential use in an emergency	Emergency contact details (key holder)
Trinity Methodist Church	Shortmead St, Biggleswade SG18 0AP	Assistance Centre or Incident Room. Temporary habitation/shelter for members of the community affected by the event.	Tel: 01767 312156
Stratton Upper School and Community College	Eagle Farm Road, Biggleswade, SG18 8JB	Assistance Centre or Incident Room. Temporary habitation/shelter for members of the community affected by the event.	Principal: Ms Roz Hodges Tel: 01767 220 000 Email: Office@stratton.school
Ivel Valley School	School: Hitchmead Road, Biggleswade, SG18 0NL	Assistance Centre or Incident Room.	Office Manager: Nicola Hudson Tel: 01767 601 010 Email: admin@ivelvalley.beds.sch.uk
	College Site: The Baulk, Biggleswade, SG18 OPT	Temporary habitation/shelter for members of the community affected by the event.	
Rugby Club	The Clubhouse, Langford Road, Biggleswade, SG18 9RA	Assistance Centre or Incident Room. Temporary habitation/shelter for members of the community affected by the event.	Tel: 01767 312463 Contact: David Tysom - Chairman
Cricket Club	Fairfield Rd, Biggleswade SG18 0BS	Assistance Centre or Incident Room. Temporary habitation/shelter for members of the community affected by the event.	Tel: 07772 438150 Contact: Matt Twig - Treasurer Email: twiggycricket1972@gmail.com

Building	Location	Potential use in an emergency	Emergency contact details (key holder)
Bowls Club		Assistance Centre or Incident Room. Temporary habitation/shelter for members of the community affected by the event.	Tel: 01767 223379 Contact: Martin Endersby – President
Flutters Bingo Hall	Station Road, Biggleswade SG18 8AL Thursday 11 am - 5 pm 5 pm - 10:30 pm Friday 5 pm - 10:30 pm Saturday 11 am - 5 pm 5:30 pm - 10:30 pm Sunday 5 pm - 10:30 pm Monday 5 pm - 10:30 pm Tuesday 11 am - 5 pm 5 pm - 10:30 pm Wednesday 5 pm - 10:30 pm	Assistance Centre or Incident Room. Temporary habitation/shelter for members of the community affected by the event.	Tel: 01767 312230 Email: info@fluttersbingo.co.uk
Biggleswade Masonic Centre	St. Andrews Rooms, St. Andrews Street, Biggleswade, SG18 8BA	Assistance Centre or Incident room Temporary habitation/shelter for members of the community affected by the event.	Tel: 01767 318024
The Weatherley Centre, Masjid	Eagle Farm Road, Biggleswade, SG18 8JH	Temporary habitation / shelter for members of the community affected by the event. Grand Hall has capacity for 350 people.	Tel: 01767 315709
Biggleswade Conservative Club	St Andrew's St, Biggleswade SG18 8BA	Temporary habitation / shelter for members of the community affected by the event. Grand Hall has capacity for 350 people.	Tel: 01767 312225

Building	Location	Potential use in an emergency	Emergency contact details (key holder)
Dan Albone Car Park & Common Lands	Hill Ln, Biggleswade SG18 0BL	Open facility for use for erecting emergency outdoor tenting for an Assistance Centre or Incident Room.	Biggleswade Town Council Owned Land
The Lakes Football Field	[TBC]		

Ways to communicate with the community in an emergency – Consider setting up a WhatsApp group

Target group	Communication type	Name of contact to activate this
Residents	The Town Council website www.biggleswadetowncouncil.gov.uk	Helen Calvert – BTC Deputy Administration Manager Alison Dennis – BTC Committee Secretary
Residents	The Town Council Facebook Page and subsequent sharing to local Facebook Pages – “We love Biggleswade!!”, various Facebook Marketplace Groups. BBC Three Counties Radio – 95.5 FM, 103.8 FM, 104.5 FM & Heart Home Counties 103.3FM 96.6FM	Helen Calvert – BTC Deputy Administration Manager Karen Saunders – BTC Administrator Alison Dennis – BTC Committee Secretary Sian van der Merwe – BTC Project Officer
Business owners	Email distribution list	Simon Newton – BTC Place Shaping Operations Manager
Flood Risk Properties	Door Knocking Leaflet drops	

Activation triggers (Step 9 of the guidance)

No.	Trigger
1	We become aware of an emergency situation or event affecting our community (for example: utility disruption, flooding, severe weather etc).
2	We are contacted by the Local Authority, duty Emergency Planning Officer.
3	We receive an alert or warning that will affect our area.
4	In the event that the Council determines to activate the plan, without a request from the Emergency Services, or an Emergency Planning Officer, then the Council are acting under either the Town Council's insurance policy or partners under that of their own organisation. Self-activation may be in response to events like snow and ice. Where this is the case, the Council will contact Central Bedfordshire Council at the earliest opportunity.
5	<p>For more serious or wide-spread emergencies, Town Council will normally be coordinated by Central Bedfordshire Council in response to a request for support from the emergency services.</p> <p>If the Council receive a call for assistance from an Emergency Planning Officer or the Emergency Services, any activities that you will be asked to carry out will be designed to help support the local authority part of that response. This will usually take the form of welfare/shelter arrangements away from the direct scene of the emergency. It could also include things like local knowledge, or the location of known vulnerable persons. In this scenario, it is likely that the Council will be working alongside other voluntary organisations that also assist during the response. e.g. the Royal Voluntary Service (formerly the WRVS), British Red Cross etc.</p> <p>Any information received must be given out and communicated to people in a coordinated and controlled manner via the local authority. It must not be given at the scene in a way that will impede the work of the emergency services. N.B. If an Emergency Control Centre (ECC) has been opened it is likely to be at Priory House (Shefford).</p>

First steps in an emergency – Advice received from Central Bedfordshire Council

No.	Action	Tick
1	Call 999 in a life-threatening emergency (if not already alerted) or 101 (non-emergency number)	
2	Ensure you are in no immediate danger	
3	Contact Central Bedfordshire Council duty emergency planning officer to: this can be done through the Biggleswade CERT WhatsApp Group <ul style="list-style-type: none"> • inform them and pass on information • receive any information and instruction • establish if there is anything specific, they want you to do • invite them to attend any Community Emergency Response Team meeting you may hold (although they may not be able to attend in all circumstances). 	
4	Contact your Community Emergency Response Team members and if possible meet to assess and discuss the situation (if you cannot physically meet you may want to take advantage of technology such as WhatsApp, Skype or telephone conferencing e.g. www.powwownow.co.uk). Use Community Emergency Response Team (first emergency meeting agenda) below.	

Community Emergency Response Team Meeting (first emergency meeting agenda) - Advice received from Central Bedfordshire Council

Date:
Time:
Location:
Attendees:
<p>1. What is the current situation?</p> <ul style="list-style-type: none"> • Location of the emergency. Is it near: a school, a vulnerable area, a main access route? • Type of emergency: Is there a threat to life? Has electricity, gas or water been affected? • Are there any vulnerable people involved? Elderly, Families with children, People with specialised health needs or equipment • What resources do we need? Food, Off-road vehicles, clean drinking water, blankets, shelters <p>2. How can we support the local authority and emergency services?</p> <p>3. Do we need to use or activate any particular local skills and resources – use the assessment above?</p> <p>4. Do we need to contact any organisations to help identify or assist vulnerable people – use the assessment above?</p> <p>5. Do we need to open any of our locations as a place of safety / assistance centre – use the assessment above?</p> <p>6. Do we need to communicate any messages to the community and how – use the assessment above?</p> <p>7. What actions can safely be taken and who is going to take the lead for agreed actions?</p> <p>8. Agree who will update the BLLRF Emergency Log with impact information, actions you are taking and any requirements – www.bllrf.org.uk (your Community Emergency Coordinator will have been provided a Username and Password)</p>

9. Recovery considerations? Once the immediate actions have been completed and the situation starts to improve, start thinking about the recovery phase and the role the Community Emergency Response Team can play in helping the community return to their day-to-day life. You may also look on the emergency as an opportunity to regenerate your area (use the recovery issues checklist below)

10. Any other issues?

11. Agree the time of the next meeting, if necessary - If possible, meet regularly to see how the situation is developing, actions are progressing and whether you need to reprioritise tasks or resources.



INITIAL ACTIONS OF THE EMT

IN AN EMERGENCY DIAL 999

Inform Central Bedfordshire Council on 07964 111 942 and ask to speak to the Emergency Duty Officer to inform them the plan is being activated.

Tune into BBC Three Counties Radio – 95.5 FM, 103.8 FM, 104.5 FM & Heart Home Counties 103.3FM 96.6FM and listen for updates on the emergency. Follow any emergency services advice issued.

Notify your Emergency Response Team and request that they meet at the nominated location if safe to do so and instigate the call cascade as necessary.

Gather as much information about the situation as possible and decide which local resources should be mobilised to support the community.

Consider whether you can work effectively from your current location, or whether you need to move to an alternate location. Arrange for the Incident Room to be opened as appropriate. Keep a log of all communications, relevant times, actions taken, instructions given and information received. It will be important at the subsequent De-brief.

Arrange for contact to be made with the vulnerable members of the community as appropriate and arrange for advice / assistance to be offered.

Arrange for the community resources/organisations to be made available as necessary.

Consider asking for additional members of the community (volunteers) to help with the response, using pre-identified community coordinators already. The type of support that would be welcomed changes from emergency to emergency but might include:

- Helping people move valuable and sentimental items upstairs.
- Helping deploy any flood protection products they might have.
- Providing some immediate shelter if people have had to leave their homes.
- Looking after pets.
- Providing lifts to family and friends.
- Doing basic household tasks such as shopping.

Check your e-mail system regularly.

Tell your community that your emergency team is functioning and if appropriate maintain a presence in the area(s) affected.

Establish contact with neighbouring Parish / Town Councils and ask for / offer support, if appropriate,

Ensure that any members of your community engaged in the response are not putting themselves at risk. Make sure they are acting lawfully (e.g. not speeding), carefully and are not carrying out tasks and activities that they are not qualified to do.



FLOOD SPECIFIC ACTIONS

Areas of Biggleswade can be subject to flooding from the River Ivel and the Pix Brook.

Inform Central Bedfordshire Council on 07964 111 942 and ask to speak to the Emergency Duty Officer to inform them the plan is being activated.

If you are in an area that receives flood warnings, dial **Flood line on 0845 988 1188** or look on the Environment Agency website.

Refer to the “Flood Specific Response Measures” table. Implement any agreed actions as appropriate. Mobilise the pre-identified resources and make offer of support to those that may be vulnerable.

Wherever possible, advise residents to:

- Put any flood protection products they have into place.
- Move cars to higher ground.
- Make sure any valuable or sentimental items and important documents are safe.
- Empty furniture drawers and cupboards. Place the contents and any furniture you can upstairs. Fasten plastic bags round the legs of wooden furniture to help minimise absorption of water.
- Be prepared to turn off mains gas and electricity.
- Be prepared to evacuate if necessary and in the unlikely event:
 - Grab ‘Go bag’ and check contents.
 - Turn off electricity, gas and water supplies and unplug appliances
 - Take their mobile phone and charger.
 - Take some spare clothes.
 - Take prescribed medication with them.
 - Take cash and credit cards.
 - Lock all doors and windows.
 - If they leave by car, take bottled water, a duvet or blankets and tune into the local radio for emergency advice and instructions.
- Put plugs in sinks and weight them down to prevent backflow from the drains. Weigh down the loo seat too.
- Bring caged outdoor pets inside, move all pets with food, water, bedding and litter trays upstairs.
- Always wash their hands/arms/legs after coming into contact with floodwater with hot water and soap.
- Keep contaminated footwear and clothing away from children.
- Never allow children to play in floodwater, as well as the risk of disease **manhole** covers may have dislodged under the pressure of floodwater creating a drowning risk.

Try and provide support to residents in carrying out these actions.

Fill and deliver sandbags/polythene as appropriate.

Biggleswade Community Emergency Plan

Recovery issues checklist - Advice received from Central Bedfordshire Council

Although most activity by the Town Council and community in an emergency occurs in support of the emergency services and other agencies that assist in the response, the Town Council and community have a role to play in the recovery phase.

It is not possible to define precisely the extent and nature of their post-incident activity, since this will vary with the severity and nature of the emergency. It is likely, however, that community activity will be in one or more of the following categories:

- Looking after the welfare of the emergency services and agency workers e.g. feeding, sleeping, laundry, rest facilities etc.
- Caring for and supporting the on-going needs of those local people affected by the emergency.
- Memorial services, memorials, gardens of remembrance.
- News sheets, information boards, staffing information points.

The above will be co-ordinated by Central Bedfordshire Council.

It is important that the community considers these activities in advance and decides/agrees the need for community involvement and whether a member or section of the community should be tasked with preparing and inserting guidance in this Plan.

Recovery Process

It may be necessary following a major civil emergency to work with the principal council in aiding recovery. After a very serious incident, Central Bedfordshire Council may establish a Community Recovery Committee, which is a group drawn from the local community to reflect community concerns and assist in informing the community. It will most likely assist in Impact Assessment of the affected community. Town Council elected representatives would be included in the membership. Its role would be non-executive.

An important role would be engaging with the Business Community and taking their concerns to the principal council's main Recovery Coordinating Group.

Town Councillors, as well as other community leaders have an important role to play in assisting the recovery process:

- A focus for community concerns
- Identifying problems and vulnerabilities of their community

-
- Knowledge of local personalities and resources
 - Enhancing local community liaison
 - Visiting people affected and giving reassurance
 - Consultation on re-builds or modernisation
 - Assisting with the media in getting messages to the community (following established policy guidelines)
 - Assisting with VIP visits
 - Liaising with elected representatives (Central Bedfordshire councillors, MP, MEP)

Recovery may take months or even years and these roles may be a long-term priority.

The Town Council will need not only to help with damage assessment but use local knowledge to draw up a Recovery Action Plan and to give each action a priority rating of:

Essential

Important or

Desirable

This will need to be done with the myriad of partners who will be involved in the recovery process.

Town Centre Operations Manager to update contact information and amendments to the Plans in liaison with Central Bedfordshire Council and review the Emergency Plan following the Debrief.

Short term considerations	Tick	Medium term considerations	Tick	Longer term considerations	Tick
Continually assess the impact and identify your community's needs and priorities		Support to affected businesses		Bereavement and trauma support services (for Children and Adults)	
Basic needs for your community are provided		Commemorations: books of condolence, testimonials and memorials		Commemorating Anniversaries	
Support to vulnerable people in the community		Work and livelihood support (jobs and benefits advice)		Assist with forming support groups Legal support (short, medium and longer-term legal support such as in court cases, criminal investigations, inquests and inquiries)	
Getting the community involved: Community and business meetings, workshops, surveys etc		Community cohesion		Making the community better prepared and more resilient should an emergency happen again	
Accommodation requirements, repairs, household contents		Environmental impacts and making it better for the future		Helping and supporting community partnerships to maintain a high level of volunteer interest over a longer period	
Waste management		Education, schools and childcare		Soil contamination, commercial cleaning of Publicly accessible lands	
Animal/Pet health and welfare		Religious advice and support		Long-term homelessness and lack of provision of housing by overarching authority due to high uptake of housing post-COVID-19	
Financial support (in terms of access to emergency funds, insurance advice and claims, benefit packages, compensation etc)		How can this be used as an opportunity for regeneration and improve our community			

VIP visits and management		Identify lessons			
Use of the media to benefit the community		Funeral support			
Infrastructure damage and repair – how can you make it better for the future		Disaster appeals funds			

Debrief - Advice received from Central Bedfordshire Council

“Debriefing” is a conversation that revolves around the sharing and examining of information after a specific event has taken place. A ‘Hot Debrief’ should take place by the key people involved in an incident immediately after the incident has passed & a “cold” debrief should be held after the dust has settled and things are getting back to normal. This should be open to anyone involved in the incident. It enables you to record what went well, what could have been better and what you can do to learn from this experience to improve things next time. **It is not about who is at fault.**

This is where notes made during the emergency prove really useful.

EMT will hold de-briefs as soon as possible after the event and pass on information to Central Bedfordshire Emergency Planning Officer, or Bedfordshire Prepared, as required.

TYPICAL DEBRIEF AGENDA

1. Notification/Alerting Issues.
2. Warning - Responding Agency and Public Issues.
3. Command and Control Issues.
 - a. Training
 - b. Capability
 - c. Equipment
4. Communications Issues.
5. Media Response Issues.
6. Recovery Issues.
7. Recommendations.

Plan distribution list - Advice received from Central Bedfordshire Council

Name	Role	Contact details	Issued on
Bedfordshire Local Resilience Forum (BLRF).	Your local emergency responders	Tel: 0300 300 4145 bedfordshireprepared@centralbedfordshire.gov.uk	
Central Bedfordshire Council.	Emergency Planning Officer	Tel: 07391 862334 (Available on WhatsApp) emergency@centralbedfordshire.gov.uk	
A public copy will be available on the Web site – this version will not include personal contact details.	Town Council Office, to EMT members	Tel: 01767 313 134 enquiries@biggleswadetowncouncil.gov.uk	
Printed copies. Each member of the Emergency Response Team will have a printed copy.	Town Council Emergency Response Team Members		
Councillors will have a copy via the Constitution.			

Plan review schedule (Step 11 of the guidance)

Date of last review	Date of next review	Reviewed by

Appendix: Before an Emergency (general advice)***Help the Community Prepare***

Many households will have received a Self-help Emergency Guidelines Fridge Magnet (Z-Card) You can help your community be prepared for an emergency by encouraging them to follow the advice contained in that document and to complete the telephone numbers that they may need in the event of an emergency. You can:

- Encourage all members of your community to make sure they are adequately insured and that they review their insurance.
- Make sure that people are signed up to the Environment Agency Flood Warning Direct Service if your community is in a flood risk area. Point them in the direction of the National Flood Forum for more information on flood defence products and to local surveyors and architects for advice on their effectiveness.
- Encourage people to prepare a Go Bag including,
 - Key documents (such as passport, driving licence, your personal emergency contact list and insurance details).
 - First aid kit including any medication.
 - Wet wipes and/or antibacterial hand gel.
 - Battery operated radio with spare batteries or wind up radio.
 - Notebook and pencil/pen.
 - Mobile phone/charger.
 - Glasses/contact lenses.
 - Toiletries (including nappies/sanitary supplies).
 - Any special items for babies, children, elderly and disabled people.
 - Spare set of keys (home/car/office).
 - Bottled water/energy bars.
 - Coins/cash (small denominations) and credit/debit cards.
 - Change of clothes and blankets and sensible footwear (if necessary, waterproofs).
 - A torch and batteries or a wind-up torch.
- Encourage people to complete a household emergency plan which can be found on the Environment Agency website <https://www.gov.uk/government/publications/personal-flood-plan>

-
- Encourage people to make a “Community Friend” – this is someone, or some people, that can be called during an emergency to provide practical support – such as helping move furniture, look after pets, share house keys to look after each other’s properties and maybe know which valuable and sentimental items should be moved upstairs, check on you if you are poorly and go to the shops and chemists on your behalf.
 - Make sure people know how to respond. In an emergency, people should go in, stay in and tune in to their local radio station for further instructions and updates – unless there is a fire, or any other threat to staying in the property, or unless they have been advised otherwise by the Emergency Services.
 - Check that your community are ready for an emergency – ask them the following questions:
 - Do you have a household emergency plan?
 - Have you discussed your plan with family and friends?
 - Do you know the emergency plan for your children’s school/nursery/college?
 - Do you know the emergency plan for your place of work?
 - Have you completed a personal emergency contact list?
 - Have you prepared a check list for your ‘go bag’, or packed it ready to go?
 - Do you have ICE contact(s) in your phone, wallet or purse?
 - Do you have a contact person – someone unlikely to be affected by the same emergency - who can keep family and friends informed?
 - Do you have a wind up or battery-operated portable FM/AM radio?
 - Do you have alternative, agreed meeting points?
 - Do you have working smoke alarms in your home?
 - Do you have adequate contents and buildings insurance?
 - Do you have copies of your most important documents stored somewhere other than at home?
 - Do you have a written list of your valuables, plus photographs or DVD/video?
 - Have you undertaken a basic first aid course?
 - Have you checked if your property is in a flood risk area?
 - Have you thought about arrangements for pets if you need to leave your home?
 - Have you identified possible exit routes from every room in your home?

The Environment Agency has flooding specific information for communities in flood risk areas. Call 0845 988 1188 for more information.

Make sure that you are prepared

- Make sure that you have your own household plan and go bag up to date and ready
- Buy a wind-up torch, wind up radio and wind up mobile phone charger
- Let people know you are willing to act as a co-ordinator during an emergency
- Look at Biggleswade Town Council Community Emergency Plan

You might be able to make contact with another community co-ordinator from another Neighbourhood Watch group; someone who is unlikely to be affected by the same emergency and who might be able to act as a runner to pass you radio alerts if you lose power.

Biggleswade Community Emergency Plan



Need Volunteer Assistance?

Call the BLEVEC Duty Officer on **07875 701040**

The Duty Officer will coordinate with our numerous voluntary and community groups to help support you in an emergency

Search & Rescue
4x4 Vehicles
Aircraft Support
Animal Welfare
Food & Refreshments

Door Knocking
Radio Communication
Practical & Emotional Support
Helplines
First Aid

Development Management

Central Bedfordshire Council

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



Cllr I Bond

Contact Planning Appeals Team
Email planning.appeals@centralbedfordshire.gov.uk
Your Ref APP/P0240/W/20/3257024
Date 06 January 2021

Dear Councillor Bond,

Town and Country Planning Act 1990

Appeal by Mr M Welbourne - CB/20/00985/FULL

Appeal Reference APP/P0240/W/20/3257024

Site at Land to rear of 33 Shortmead Street, Biggleswade SG18 0AT

The decision against this appeal has been received as 'Planning Appeal Dismissed'.

This application can be viewed at <http://www.centralbedfordshire.gov.uk/planning-register> by entering the application reference 20/00985.

Yours sincerely,

Customer and Operations Appeals Team

planning.appeals@centralbedfordshire.gov.uk