



Ref: Agenda/Council- 06/04/2021

29<sup>th</sup> March 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 6<sup>th</sup> April 2021 via Virtual access** commencing at **7.00 p.m.** in order to transact the under mentioned items of business.

Yours faithfully

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\\_2rl0a5S4TdW9iApWIYEnjA](https://zoom.us/webinar/register/WN_2rl0a5S4TdW9iApWIYEnjA)**

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 SPEAKERS**

- a. Presentation by Mr Jonathan Medlock on his plans for outside safety wind barriers at the Surfin Café, Market House, Biggleswade.
- b. Presentation by Luke Newman about the Facebook group called 'For Men To Talk'. This group is about giving a platform to men who are suffering with anxiety, depression and grief and an opportunity to talk with other fellow sufferers and improve their well-being.

Links to his personal stories written by the BBC ([www.bit.ly/BBCFMTT](http://www.bit.ly/BBCFMTT) & [www.bit.ly/FMMTTCV](http://www.bit.ly/FMMTTCV)) and the YouTube video with further details on <https://www.youtube.com/watch?v=ZwxtH5hYb0g>)

## **6. MEMBERS QUESTIONS**

## **7. MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the minutes of the Council Meeting held on **Tuesday 9<sup>th</sup> March 2021** via Zoom Webinar hosted from the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. For Members to receive the minutes of the Town Centre Management meeting held on **Thursday 11<sup>th</sup> March 2021** via Zoom Webinar hosted from the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- c. For Members to receive the minutes of the Public Land and Open Spaces Committee meeting held on **Tuesday 16<sup>th</sup> March 2021** 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 9<sup>th</sup> March 2021**.
- b. Minutes of the Town Centre Management meeting held on **Thursday 11<sup>th</sup> March 2021**.
- c. Minutes of the Public Land and Open Spaces Committee meeting held on **Tuesday 16<sup>th</sup> March 2021**.

## **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/21/00203/FULL - 9 Walton Grove, Biggleswade, SG18 8G**

Part conversion of double garage.

Planning application deferred from the Council Meeting held on 9<sup>th</sup> March 2021.

Extension granted by Central Bedfordshire Council to **7<sup>th</sup> April 2021**.

- b. **CB/20/04781/FULL - 9A Rowletts View, Biggleswade, SG18 0FD**  
Single storey side extension.  
Planning application deferred from the Council Meeting held on 9<sup>th</sup> March 2021.  
Extension granted by Central Bedfordshire Council to 7<sup>th</sup> April 2021.
- c. **CB/21/00899/FULL – Land to the rear 48- 52 Lawrence Road, Biggleswade, SG18 0LS**  
Construction of new residential house, formation of access, parking, turning and garden areas.  
Extension granted by Central Bedfordshire Council to 7<sup>th</sup> April 2021.
- d. **CB/21/00936/FULL - 66 Fairfield Road, Biggleswade, SG18 0BS**  
First floor side extension and single storey rear extensions.  
Extension granted by Central Bedfordshire Council to 7<sup>th</sup> April 2021.
- e. **CB/21/00978/FULL - 1 Holly Close, Biggleswade, SG18 0HX**  
Part conversion of garage, single storey rear extension and first floor side rear extension.
- f. **CB/21/00817/FULL - 15 Eagle Farm Road, Biggleswade, SG18 8JH**  
Proposed part two storey and single storey rear extension.
- g. **CB/21/01056/FULL - 46 Tavener Drive, Biggleswade, SG18 8GZ**  
Single storey rear extension.
- h. **CB/21/01059/FULL - 1 Thirlmere Close, Biggleswade, SG18 8LU**  
Single storey front extension.
- i. **CB/21/01047/FULL - 37 Holme Court Avenue, Biggleswade, SG18 8PF**  
Single storey flat roofed rear extension.
- j. **CB/21/01050/FULL - 21 Anne Street, Biggleswade, SG18 0DD**  
Single storey extension.
- k. **CB/21/01006/FULL - 33 The Baulk, Biggleswade, SG18 0PX**  
Single storey rear / side extension.
- l. **CB/21/00980/FULL - 40 Potton Road, Biggleswade, SG18 0DZ**  
Single storey rear and side extension.
- m. **CB/21/00869/FULL - 10 Anne Street, Biggleswade, SG18 0DD**  
Single storey rear extension.

n. **CB/21/01218/LB - 4 London Road, Biggleswade, SG18 8EB**

Listed Building: To put retail sign on building.

o. **CB/21/01111/FULL - 20 St Margarets Gardens, Biggleswade, SG18 8NU**

Part single and part 3 storey side extension, loft conversion with front dormer. Single storey rear extension and extension to garage.

p. **CB/20/04792/ADV - Orchard Chase Land off Saxon Drive Biggleswade SG18 5AY**

Advertisement: Two entrance signage boards supported on steel posts.

10. **ACCOUNTS**

a. **Financial Administration**

- i. Detailed Balance Sheet to 28/02/2021.
- ii. Summary Income and Expenditure by Committee 28/02/2021.
- iii. Detailed Income and Expenditure by Committee 28/02/2021.
- iv. Lloyds Bank Payment listing February 2021.

b. **Internal Audit – Interim Report 2020-21**

For Members to consider the Internal Audit Interim Report 2020/21 and approve any recommendations.

11. **ITEMS FOR CONSIDERATION**

a. **Local Plan Proposed Main Modifications Consultation – March 2021**

Central Bedfordshire Council have a six-week consultation on the proposed modifications to the Local Plan which begins on Friday 19<sup>th</sup> March 2021. As part of the Local Plan Examination process, the Council is seeking views on the schedule of Main Modifications and associated documents, including the Sustainability Appraisal and Habitats Regulation Assessment of the Modifications, and Modification to the Policies Maps.

A copy of the formal consultation letter and Statement of Representations Procedure is attached which sets out further details of the consultation and how to respond. The consultation links will be active once the consultation starts on Friday.

All consultation documents are available on Central Bedfordshire Council website at the following link: [www.centralbedfordshire.gov.uk/mmc-march-2021](http://www.centralbedfordshire.gov.uk/mmc-march-2021)

b. **Highways Act 1980 Section 119 Pre-Order Consultation - Proposed Diversion of Part of Public Bridleway Nos. 28 and 2. Sunderland Hall Farm, SG18 8SD, Biggleswade, Dunton & Sutton CP**

Central Bedfordshire Council has received an application to divert part of Biggleswade Bridleway No. 28 and Dunton Bridleway No. 2. The current line of the Bridleway runs close to a private residential dwelling and busy farmyard. The diversion would move the Bridleways to the north of West Sunderland Hall Farm away from working farm machinery.

c. **Langford & Biggleswade Community Fund Group**

At the request of Councillor North, Members to consider the application for funds and to provide a resolution. Councillor North to give an oral update on this application.

d. **Speedwatch Signs**

For Members to consider the request from the Community Speedwatch for the purchase of five signs. These are one for each road leading into Biggleswade, as follows: - London Road, South end, Shortmead Street, North end, Potton Road, East end, Langford Road, South end Dunton Lane.

Central Bedfordshire Council will supply and install each sign at a cost of £56.44+VAT. Correspondence is attached to the agenda.

e. **Market Strategy**

At the request of Councillor G Fage, Members to consider adopting the Market Strategy for a six month period and to consider revising the pitch fees (as per table 2 on slide 7) from Saturday 17<sup>th</sup> April 2021 onwards.

f. **Remote Meetings and Call for Evidence**

For Members to consider the letter from the Minister for Local Government to the leaders of all principal councils in England on the future of regulations introduced during the coronavirus pandemic regarding remote meetings.

<https://www.gov.uk/government/publications/covid-19-letter-to-council-leaders-on-the-future-of-remote-meetings>

From the 7<sup>th</sup> May 2021 remote meetings will no longer be permissible and the Council will need to consider arrangements to restore meetings in the Council Chamber. Officers are in the process of making the necessary arrangements to enable this to take place. The Assistant Town Clerk will give an oral update.

**12. ITEMS FOR INFORMATION**

a. **Central Bedfordshire - Temporary Closure – Biggleswade: Bridleway No 52**

The Order for the above bridleway closure has been sealed by Central Bedfordshire Council.

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

b. **Central Bedfordshire Council - Biggleswade Bridleway No 11, Rail Crossing Diversion Order and Biggleswade Bridleway Nos 13 & 14 Creation Order 2020**

The Highways Act 1980 notices confirming the above Orders together with copies of the Orders. The Notices will appear in the Biggleswade Chronicle on 19 March 2021.

The Creation Order comes into operation on 19 March 2021.

The creation part of the Diversion Order (Article 2) comes into force on 28 February 2024 and the extinguishment part of the Order (Article 1) will come into force on the earlier of: the date of 24 November 2024, or the date of certification by Central Bedfordshire Council that the public Bridleway and bridleway bridge described in Article 2 of the Order has been set out and constructed to Central Bedfordshire Council satisfaction.

**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\\_2r10a5S4TdW9iApWIYEnjA](https://zoom.us/webinar/register/WN_2r10a5S4TdW9iApWIYEnjA)**

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

**14. EXEMPT ITEMS**

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

(15a. Staffing update)

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.

**15. EXEMPT**

a. **Staffing update**

For Members to receive a written report from the Chair of the Personnel Committee.

Exempt



**MINUTES OF THE BIGGLESWADE TOWN COUNCIL**  
**MEETING HELD ON TUESDAY 9<sup>th</sup> March 2021**  
**AT 7PM VIA ZOOM WEBINAR FUNCTION**



**PRESENT:**

Cllr M. Russell (Chairman)  
Cllr G. Fage (Vice Chairman)  
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  
Mrs S. van der Merwe – Professional Assistant, Biggleswade Town Council  
Ms N. Villa – Assistant Town Clerk, Biggleswade Town Council (Exempt item only)

Members of Public – 8

**Meeting Formalities:**

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

**1. APOLOGIES FOR ABSENCE**

Cllr D Albone. Cllr L Fage issued apologies for the exempt item only.

**ABSENT WITHOUT APOLOGIES**

None.

**2. DECLARATIONS OF INTEREST**

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

Biggleswade Town Council – Planning Application for Unit 11, Eldon Way – this is the depot the Council intends to lease.

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

Cllr Woodhead – 11d – Public Notice A00089 The Baulk, Biggleswade - Off Street Parking.



### **3. TOWN MAYOR'S ANNOUNCEMENTS**

- a. As a result of the pandemic the Town Council's Annual Civic Service was unable to be held the previous Sunday. The service would have been an opportunity to celebrate with many organisations in the Town all the voluntary work that is carried out to support our residents. The Mayor therefore expressed her thanks on behalf of the Town Council to all those volunteers and voluntary organisations for their continued support to Biggleswade and its residents over what has been a challenging year.

### **4. PUBLIC OPEN SESSION**

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

- a. **Cllr Caroline Maudlin, Central Bedfordshire Council, Ward Councillor for Sandy**

Cllr Maudlin thanked the Council for the opportunity to discuss Item 11e relating to the match funding request for a Mosaics Heritage Trail. A map would be produced to encourage people to discover the mosaics in Biggleswade, Sandy and Potton. There would be more visitors to support independent shops, pubs and restaurants within those towns. This trail map will be linked with the Greensand Country Festival for wider distribution and Central Bedfordshire Council will retain control over the document and its contents, rather than a designer. Any money left over would be used for professional photographs of the mosaics or the costs of some printed copies of the map.

### **5. INVITED SPEAKER**

None.

### **6. MEMBERS QUESTIONS**

Cllr G Fage had correspondence from a member of the public about reopening of the tennis courts. Government has a staged approach to the lifting of lockdown and he asked if the Council would be opening the tennis courts, with appropriate communications to the public.

The Town Clerk & Chief Executive confirmed that Town Council facilities reopening was discussed at a management meeting, and appropriate communications will be added to social media platforms and the Town Council website. Two of the three tennis courts will be opened for use, with the middle court left open to facilitate social distancing.

## 7. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. Members received the Minutes of the Council Meeting held on **Tuesday 9<sup>th</sup> February 2021** via Zoom Webinar. The following amendments were requested:

- **Item 12 page 14:** The whole item should be “Items for Information”, not “Items for Consideration”.

Subject to this amendment being made, the Council **APPROVED** the Minutes of the Council Meeting of **Tuesday 9<sup>th</sup> February 2021**.

- b. Members received the Minutes of the Personnel Committee Meeting held on **Tuesday 2<sup>nd</sup> February 2021** via Zoom Webinar.

It was **RESOLVED** to move this item to the Exempt meeting.

## 8. MATTERS ARISING

- a. From the Minutes of Tuesday 9 February 2021

**Item 10a:** Cllr Pullinger wished to note that he had received the information requested from the Professional Assistant regarding the £140 cash cheque, namely that those petty cash funds were used for the Santa's Grotto presents for children. He also wished to note that the question about the £800 cash cheque was resolved in the meeting of 9<sup>th</sup> February 2021.

**Item 12c: Footpaths 30 and 33:** Cllr G Fage asked for an update on the letter sent to Central Bedfordshire Council requesting maintenance of the quality of existing footpaths. The Assistant Town Clerk confirmed the response had been sent to Central Bedfordshire Council they had given assurance that they would maintain the quality of the existing paths. The Professional Assistant advised the response would be sent to Members separately in an email.

- b. From the Minutes of the Personnel Committee Meeting of Tuesday 2<sup>nd</sup> February 2021:

It was **RESOLVED** to move this matter to the Exempt meeting.

## 9. PLANNING APPLICATIONS

- a. CB/21/00481/FULL - 19 Elm Road, Biggleswade, SG18 8JJ

Two storey side extension

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

- b. CB/21/00240/FULL - Unit 9-11 Eldon Trading Estate Biggleswade SG18 8NH

Sub-division of existing warehouse Unit 9-11 to form two independent warehouses at Unit 9-10 and Unit 11 respectively. Construction of new full-height internal division wall to separate warehouse Unit 9-10 and Unit 11.

It was **RESOLVED** that the Town Council would not comment on this planning application as the Town Council has a pecuniary interest.

c. **CB/21/00521/FULL - 9 Saffron Road, Biggleswade, SG18 8DJ**

Proposed loft conversion with rear dormer.

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 Central Bedfordshire Council in their deliberations.

d. **CB/21/00352/FULL - 35 London Road, Biggleswade, SG18 8ED**

Demolition of existing conservatory and garage and construction of ground floor extension.

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

e. **CB/21/00608/FULL - 9 Parry Rise, Biggleswade, SG18 8FU**

Proposed rear conservatory.

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 Central Bedfordshire Council in their deliberations.

f. **CB/21/00203/FULL - 9 Walton Grove, Biggleswade, SG18 8G**

Part conversion of double garage.

It was **RESOLVED** to defer this application as there is no information available on Central Bedfordshire Council website for Members to review. The Town Council will request paper copies of the application for it to be discussed at the next meeting on 6<sup>th</sup> April 2021.

g. **CB/21/00649/FULL - 22 Ripon Court, Biggleswade, SG18 8JE**

Two storey and first floor rear extension. Single storey side extension to garage.

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 Central Bedfordshire Council in their deliberations.

h. **CB/21/00536/FULL - Holme Court, London Road, Biggleswade, SG18 9S**

Removal of covered lean-to and erection of new warehouse extension.

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

i. **CB/20/04781/FULL - 9A Rowletts View, Biggleswade, SG18 0FD**

Single storey side extension.

It was **RESOLVED** to defer this application as there is no information available on Central Bedfordshire Council website for Members to review. The Town Council will request paper copies of the application for it to be discussed at the next meeting on 6<sup>th</sup> April 2021.

j. **CB/20/03885/ADV - 4 London Road, Biggleswade, SG18 8EB**

Advertisement: Flat panel sign with gold wording "The Chic House" on front elevation, with down lights.

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

k. **CB/21/00855/FULL - 31 Wensum Grove, Biggleswade, SG18 8NG**

Single storey rear extension.

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

10. **ACCOUNTS**

a. **Financial Administration**

Members received the following accounts:

- i. Detailed Balance Sheet to 31/01/2021.
- ii. Summary Income and Expenditure by Committee 31/01/2021.
- iii. Detailed Income and Expenditure by Committee 31/01/2021.
- iv. Lloyds Bank Payment listing January 2021.

The Accounts as listed were **ADOPTED**.

11. **ITEMS FOR CONSIDERATION**

a. **Standing Orders**

Cllr Pullinger thanked the Assistant Town Clerk for his report detailing the proposed changes to the Standing Orders. He felt that the Orders required a fuller review and that this should be deferred for a period of 6 months until the Head of Governance and Planning has been appointed so that he/she may conduct a full review.

The Assistant Town Clerk clarified that there is a governance requirement that Standing Orders be reviewed annually. Cllr Pullinger's proposal allowed the Town Council to discharge that requirement as long as the minute indicated that the Standing Orders are to remain as they are until the later review.

The Assistant Town Clerk said that the changes suggested in this report are the more urgent Orders for consideration. Members suggested having a dedicated Working Party to review the Standing Orders. Cllr Russell expressed a preference for an informal Council meeting that all Councillors can attend as standing orders are important and all Councillors should have their say.

It was **RESOLVED** to **DEFER** reviewing the Standing Orders until September 2021. The Standing Orders have been considered by the Council but they are to remain as they are until the Head of Governance and Planning conducts a full review.

b. **Tree Preservation Order: CB/TRE/21/00066 – Holme Lodge, London Road, Biggleswade, SG18 9SS**

Works to Trees Protected by Tree Preservation Order MB/75/00001: Reduce lateral spread of Beech Tree (235) to south by up to 4.5m, remove Beech Tree (237) to ground level, remove all significant deadwood of Beech Tree (238) and reduce height of both stems of Ash Tree (239) to 5-6m.

It was **RESOLVED** that the Town Council **OBJECTS** to the removal of Beech Tree (237) as specified in the scope of these works. (26.28)

It was **RESOLVED** that the Town Council has **NO OBJECTION** to the reduction of lateral spread of Beech Tree (235), remove all significant deadwood of Beech Tree (238) and reduce the height of both stems of Ash Tree (239).

c. **Tree Preservation Order: CB/TRE/21/00076 - Holme Woods, London Road, Biggleswade, SG18 9SS**

Works to Trees Protected by Tree Preservation Order MB/75/00001: Reduce crown of Copper Beech Tree (T1) by 20%.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to the reduction of this tree crown.

d. **Public Notice A00089 The Balk, Biggleswade - Off Street Parking**

Members were asked to consider Central Bedfordshire Council's proposal to make an off-street parking places Variation Order to relieve and prevent traffic congestion. Parking facilities will be limited to 2 hours, with no return within 1 hour, from Monday to Friday between 8.30am and 5.30pm. Outside of those hours parking in those spaces will be unrestricted.

Cllr G Fage noted that the resurfacing works would be welcome and that resident parking is under considerable pressure for the number of houses in the vicinity.

It was **RESOLVED** to write to Central Bedfordshire Council requesting that residents of The Balk who have residents' permits be allowed to use the car park within restricted hours.

e. **Request for Match Funding - Mosaic Heritage Trail**

Cllr. Caroline Maudlin, CBC Sandy Ward, requested support for the creation of an electronic Mosaic Heritage Trail map for mosaics in Sandy, Potton and Biggleswade. She requested a match funding contribution to funding from her Ward Councillor allowance.

It was **RESOLVED** to contribute £250 to the Heritage Mosaic Trail Map and to request involvement with the design and creation of the map.

f. **Biggleswade Neighbourhood Plan**

Cllr Russell's report outlined progress with the Neighbourhood Plan and requested approval for the basis of some further public engagement during April.

Due to the pandemic, the engagement will be online through Survey Monkey. There will be banners, posters and information on the Town Council website and social

media. The survey is being run by Bedfordshire Rural Communities Charity on behalf of the Council.

The survey will indicate what is being included in the Neighbourhood Plan, ask for feedback on the current content and ask whether other matters should be addressed. It will also highlight that there will be more formal consultation later in the year.

It was **RESOLVED** to proceed with the public engagement as proposed.

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and  
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**Biggleswade 10km Fun Run / Biggleswade 10km Run**

Members were asked to consider plans submitted by Chris and Gina from Fitness Fights Back and Aiden Jones to hold two separate 10km race events.

Cllr Knight expressed thanks to both parties for submitting the plans and proposed referring them to the Town Centre Events Working Group for detailed discussion.

It was **RESOLVED** for these requests to be deferred to the Events Working Group.

i.

**Langford Neighbourhood Plan**

Cllr G Fage stated he had reviewed the paperwork and Langford have earmarked a green zone to their north to prevent coalescence with Biggleswade. This was to be welcomed and he did not see any points that would raise concerns for Biggleswade.

It was **RESOLVED** to thank Central Bedfordshire Council for allowing Biggleswade Town Council the opportunity to comment and to wish Langford well with its plan.

j.

**Zebra Crossing in Potton Road**

Cllr Knight expressed thanks to Ward Councillors Watkins and Bond for championing this much-needed scheme. He pointed out that speed signs were previously promised by Central Bedfordshire Council for this crossing but these have not been included in the new paperwork.

Cllr Russell has received emails from a resident from Nursery Close requesting yellow lines be installed on the junctions of Nursery Close and Stratton Way with Potton Road. The resident has complained that yellow lines are needed now more than ever because of cars collecting children from Edward Peake school and causing significant congestion.

It was **RESOLVED** to write to Central Bedfordshire Council expressing the Town Council's support for the proposed scheme but requesting that solar powered speed signs be included in the scheme to ensure that vehicles approach the crossing at an appropriate speed.

It was further **RESOLVED** to write to Central Bedfordshire Council requesting that the Nursery Close and Stratton Way junctions with Potton Road be monitored with a view to installing yellow lines.

12. **ITEMS FOR INFORMATION**

b. **Crime Statistics – January 2021**

Council considered a report analysing the Biggleswade crime statistics for January 2021. The Deputy Finance and HR Manager extended the Council's thanks to Amanda Cawthorn for her continued assistance with the presentation of the information in its current format.

Cllr Strachan asked Members to note that the majority of crime figures for January 2021 are significantly reduced compared to January 2019 and January 2020. He believes when lockdown ended in July 2020 crimes increased considerably and he believes the same will happen when the next phased relaxation of lockdown occurs. He would like to start analysing statistics for prosecutions.

Cllr Russell suggested reporting of these figures should be done quarterly in future and asked the Crime Working Group to discuss this.

c. **Abbotsbury Care Home**

Members noted that the closure of the care home will go ahead.

Cllr G Fage reminded Members about the Council's request to be involved in the planning of future provision in Biggleswade and the decision about the future of the Abbotsbury site.

The report was **NOTED**.

d. **Public Notice - Biggleswade Bridleway No 52 temporary closure**

Members **NOTED** the closure of Bridleway No 52, to enable works to be carried out on the railway track.

e. **OPCC Newsletter – March 2021**

Members **NOTED** the newsletter from the office of the Police and Crime Commissioner.

Cllr G Fage reminded Members that Police and Crime Commissioner elections are being held on 6 May 2021 and Kathryn Holloway will be stepping down from the role. It would be fitting for the Council to write a letter of appreciation to Ms. Holloway.

It was **RESOLVED** for Council to write to Kathryn Holloway, to thank her for her hard work and service, particularly in gaining increased funding for Bedfordshire Police and also for her efforts for Biggleswade.

**13. PUBLIC OPEN SESSION**

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

a. **Ms Vanessa Hallybone**

Ms Hallybone is an independent mobile hairdresser. Mobile hairdressers and beauticians do not qualify for Covid business support through Central Bedfordshire Council because they do not pay business rates. She requested the support of the Town Council for such businesses.

Ms Hallybone has contacted Richard Fuller MP to discuss eligibility criteria at government level and Cllr Russell invited Ms Hallybone to contact the Town Clerk & Chief Executive.

b. **Cllr Hayley Whitaker, Central Bedfordshire Council Ward Councillor**

Cllr Whitaker clarified that the Government scheme is not prescriptive to allow Central Bedfordshire Council to apply it in a more local way. Cllr Whitaker requested the Council to support these business owners.

Cllr Russell stated that the Town Council is unable to make decisions on matters that are not on the agenda and which are not within the Council's remit.



14. **EXEMPT ITEMS**

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

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

a. **HR Update:**

The Council **APPROVED** the request for a termination date of 31<sup>st</sup> March 2021 and for the individual in question to access their pension early on health grounds.

b. **Churchill Retirement Living:**

The Council **RESOLVED** not to proceed with the proposal from Churchill Retirement Living.

c. **Play Area Adoption:**

The Council **RESOLVED** to continue with the adoption of the play area and to contact Central Bedfordshire Council for further information.

d. **Review of Minutes of the Personnel Committee Meeting of 2<sup>nd</sup> February 2021:**

The Minutes of the Personnel Committee of 2<sup>nd</sup> February 2021 were **NOTED** but with concern that Item 9e should be reviewed by the Committee because it is an inaccurate reflection of the decision of the Committee.

As the recommendation from the Committee is inaccurate, Council **RESOLVED** that the Chairman of the Committee be requested to prepare a report for the next Council meeting, as an exempt item.



**MINUTES OF THE TOWN CENTRE MANAGEMENT  
COMMITTEE MEETING HELD ON THURSDAY 11TH  
MARCH 2021 AT 7.00PM VIA ZOOM WEBINAR**



**PRESENT:**

Cllr G Fage – Chairman  
Cllr M Knight – Vice Chairman  
Cllr D Albone  
Cllr I Bond  
Cllr Pullinger  
Cllr D Strachan  
Cllr C Thomas

Mr Peter Tarrant, BTC Town Clerk and Chief Executive  
Mr Philip Truppin, BTC Assistant Town Clerk  
Ms. Karen Saunders, BTC Meeting Administrator  
Ms. Jackie Sadek, Chief Operating Officer, UK Regeneration  
Mr Giles Heather, Director, Goldstein Heather  
Ms Gill Marshall, Head of Stakeholder Engagement, UK Regeneration

Member of the public, Cllr F Foster

**Meeting Formalities:**

Following a reminder to meeting attendees, both panel and public, that this is a formal meeting, the Chairman 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 Chairman advised that attendees should not disclose any personal information of individuals as this would infringe the Data Protection Rights of the individual. The Chairman asked everyone to mute their microphones when not speaking.

**1. APOLOGIES FOR ABSENCE**

Cllr Russell, Cllr North, Cllr Woodhead, Simon Newton.

**2. DECLARATIONS OF INTEREST**

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

- (a) Disclosable Pecuniary interests in any agenda item – Cllr G Fage - Parking permits
- (b) Non-Pecuniary interests in any agenda item – None.

**3. PUBLIC OPEN SESSION**

There were no questions from members of the Public.

#### 4. **INVITED SPEAKERS**

Ms Jackie Sadek from UK Regeneration, Mr Giles Heather from Goldstein Heather, and Ms. Gill Marshall presented to Members on plans for the New Inn Public House and the Red Lion Public House. Ms Sadek gave apologies for the absence of Simon Lyons who could not attend tonight.

Ms Sadek advised Members that the New Inn would be retained as a traditional pub offering craft ale, an extensive wine menu and good and affordable food with slides showing the interior decor, using traditional building materials in-keeping with the historical nature of the building and surrounding buildings. It will benefit from a complete interior transformation as well as a radical two storey extension at the rear with a transformed residential unit above, a sunken dining area outside and a bar area providing craft beers, a restaurant/kitchen area and a gin distillery.

Members discussed the homeless person who lives next to this property, UK Regeneration wishes to take guidance from the Town Council and the police on dealing with this matter.

Members were advised that there no plans for a tenant or partner. Due to COVID, the timescales indicate completion of the build towards Christmas of 2021.

Mr Heather gave a presentation on the Red Lion Public House, highlighting historical elements of the pub and the vision for the new offering, which includes 6 houses, 5 of which will be mews type. There will also be space for a farm shop, courtyard, orangery, restaurant and bar area.

Cllr Strachan stated the lack of parking at the Red Lion pub may cause servicing issues for the pub and it may deter the general public. Mr Heather advised there are other car parks close by and they are trying to enhance a social benefit by creating a social area which uses the space of a poorly used car park. The timescales would be confirmed as this is still at pre-application stage.

Cllr G Fage offered the services of Ward Councillors, particularly Cllr Bond, if there are any obstacles with the planning process. The Committee was keen to see meaningful progress to help the recovery of the Town Centre.

Cllr G Fage thanked the speakers for their time and for an informative presentation.

#### 5. **MINUTES OF MEETING**

Members received and **APPROVED** the Minutes of the Town Centre Management Meeting held on **Tuesday 1<sup>st</sup> December 2020** via Zoom Webinar.

#### 6. **MATTERS ARISING**

Matters arising from the Minutes of the Town Centre Management meeting held on **Tuesday 1<sup>st</sup> December 2020**.

##### **Christmas Offering 8 (a)**

Cllr Knight thanked Officers for their hard work in creating the Christmas grotto.

### **Parking Orders 8 (b)**

Cllr G Fage stated that there is a draft signage package with the printers' but a final draft should be ready in the next few days and will be circulated to Members.

It was **RESOLVED** to move the parking permits matter to the exempt part of this meeting.

### **A-Boards 8 (d)**

It was agreed that this item should be added to the next agenda.

### **Street Furniture 8 (e)**

Cllr Knight stated that the benches that have been refurbished within the Town Centre look very nice and asked when the rest of the benches would be finished. The Town Clerk & Chief Executive informed Members there is a 6 to 7 week completion time on this project, however the bike stands are to be refurbished and will be stored in the new depot until a decision is made of where they should be located.

### **Public Conveniences 8 (f)**

This item needs to be added to the next Agenda.

## **7. Items for Consideration**

None.

## **8. Items for Information**

### **a. Crime Working Group**

Cllr Strachan updated Members on the Crime Working Group and welcomed Inspector Louise Bates who has been dealing with issues relating to the cemeteries and the installation of CCTV.

There are two CCTV contracts at present, one with Hertfordshire County Council and one with Central Bedfordshire Council. Central Bedfordshire Council have proposals to put forward about location and number of cameras, but these have not yet been received. Cllr Strachan wants to ensure the imagery and location of the CCTV cameras are of good quality.

Cllr Strachan stated that issues with the CCTV have moved on more quickly since Insp. Bates has been on board and the Town Clerk & Chief Executive agreed there is now a direct communication link with Insp. Louise Bates and any issues are quickly resolved.

It was agreed that the Town Clerk & Chief Executive would take point on raising any issues directly to Insp. Louise Bates, and Members should liaise with the Town Clerk & Chief Executive in the first instance. It was noted that issues should be logged and a crime number given as this has a direct impact on crime statistics. It was also noted that anything contentious would be both logged and brought up with Insp. Louise Bates.

The Town Clerk & Chief Executive gave an example of where people are parking on double yellow lines around the funeral directors, and photographs were taken and given to Insp. Louise Bates as this is becoming a big problem.

9. **PUBLIC OPEN SESSION**

None.

10. **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.

(11a - Market Strategy)

(11b - Parking permits policy)

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.

## 11. **EXEMPT ITEMS**

### a. **Market Strategy**

Members considered the draft Market Strategy. It was felt the document required more detailed analysis, although there were some aspects that could be delivered more quickly. Furthermore, some external input would be required.

It was **RESOLVED** to engage with the two contacts who run a bi-annual market in the town, with the intention of taking them on in contract roles up until the end of July. Also, for the Market Working Group to identify the deliverables in the Market Strategy document that can be implemented as a matter of priority. Further, to place an item on the agenda of the next TCM Committee meeting to receive a report on progress.

### b. **Parking Permits Policy**

As Cllr G Fage had declared a pecuniary interest in this item, Cllr Knight took the Chair for this item of business.

Members considered the strategy for implementing the return to parking controls with particular reference to the reintroduction of Parking Permits for residents and workers. It was noted that all holders of permits that were valid on 16<sup>th</sup> March 2020 had been granted a four-month extension permit by an earlier resolution. It was proposed that holders of original, renewed or extension permits that were valid on 10<sup>th</sup> November 2020 will now be granted an additional five-month extension with these permits to be posted to holders without the permit holder needing to take any action. Eligible permit holders will, therefore, receive extensions totalling up to nine months, covering the periods where parking was not enforced between 16<sup>th</sup> March 2020 and 31<sup>st</sup> March 2021.

It was **RESOLVED** to grant residential and worker parking permit holders a further extension in lieu of the period where car park enforcement was suspended with all holders of original, renewed or extension permits that were valid on 10<sup>th</sup> November 2020 to now be granted an additional five-month extension. New permits will be posted to eligible recipients without the permit holder needing to take any action.

Also **RESOLVED** to temporarily remove the price-premium for purchasing short-term worker permits. Monthly permits that commence between 1<sup>st</sup> April 2021 and 30<sup>th</sup> June 2021 will be charged at the annual rate divided by 12. Quarterly permits that commence between 1<sup>st</sup> April 2021 and 31<sup>st</sup> March 2022 will be charged at the annual rate divided by four. Half-yearly permits that commence between 1<sup>st</sup> April 2021 and 31<sup>st</sup> March 2022 will be charged at the annual rate divided by two. There is no change to the price for an annual worker permit. All promotional materials and communication shall clearly state that this is a temporary reduction in charges for short-term worker permits.



**MINUTES OF THE PUBLIC LAND AND OPEN SPACES  
COMMITTEE MEETING HELD ON TUESDAY 16TH  
MARCH 2021 AT 7.00PM VIA ZOOM WEBINAR**



**PRESENT:**

Cllr F Foster (Chairman)  
Cllr L Fage (Vice Chairman)  
Cllr K Brown  
Cllr G Fage  
Cllr M Foster  
Cllr M Knight  
Cllr M North  
Cllr M Russell  
Cllr D Strachan  
Cllr C Thomas  
Cllr H Ramsay, Cllr R Pullinger (non-Committee Members)

Mr P Tarrant – Town Clerk & Chief Executive, Biggleswade Town Council  
Mr P Truppin – Assistant Town Clerk, Biggleswade Town Council  
Mrs S van der Merwe – Professional Assistant, Biggleswade Town Council

Members of Public – 2 Cllr R Pullinger (non-Committee Member)

**Meeting Formalities:**

Following a reminder to meeting attendees, both panel and public, that this is a formal meeting, the Chairman 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 Chairman advised that attendees should not disclose any personal information of individuals as this would infringe the Data Protection Rights of the individual. The Chairman 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. PUBLIC OPEN SESSION**

The Chairman advised Members of the public wishing to speak to use the “raise hand” function on screen.

None.

4. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

Members received and **APPROVED** the Minutes of the Public Lands & Open Spaces Meeting held on **Tuesday 24<sup>th</sup> November 2020**.

5. **MATTERS ARISING**

Matters arising from the Minutes of the Public Lands & Opens Spaces Committee Meeting of **24<sup>th</sup> November 2020**.

Cllr Strachan – Item 5b/Item 6a: Great Outdoor Gym Company: Cllr Strachan asked for an update on this item. The Town Clerk & Chief Executive advised Members quotes were not available but that one of the priorities for the new Public Realm Manager (once recruited) will be to conduct a full audit of all play and leisure equipment as there is opportunity to modernise these. This will be returned to the agenda at the first available opportunity after the Public Realm Manager takes up the position.

6. **ITEMS FOR CONSIDERATION**

a. **New Public Realm Depot and Equipment**

The Town Clerk & Chief Executive apologised for the number of oral updates on this agenda as a result of staff absences.

The Town Clerk & Chief Executive advised Members that the initial Agreement to Lease for the new depot was signed in February. The Assistant Town Clerk clarified that the lease document will be completed when the dividing wall between Units 10 and 11 has been completed. The landlord has applied for planning permission for the wall. Dates agreed with the landlord for possession of the new depot would be a minimum of one month from Agreement to Lease and a maximum of up to three months. The two major items of change to be effected are 1) agents to build separating wall, 2) utilities to be separated, 3) electrical quotations agreed and works scheduled.

The Public Realm Equipment previously approved for purchase by the Council has been ordered and once the Town Council is in possession of the new depot, the equipment will be delivered.

b. **Old Public Realm Depot**

The Town Clerk & Chief Executive stated that the Public Realm Team have been clearing out and cleaning up the current depot building and redundant equipment has been sold off. Cllr Bond suggested use of the old depot for a local church food bank, however, this did not move forward. Officers are investigating creative ideas for use of the Public Realm depot going forward, with those tenants to take possession of the depot shortly after the Public Realm team has moved to the new depot.

Cllr Knight added that it would be sensible to ensure monetisation of the old depot to offset some of the costs of the new depot and suggested getting a valuation or appraisal to establish market rental values. The Town Clerk & Chief Executive stated that the Council is already seeking to undertake a global chartered surveyor valuation project to review all assets for insurance purposes and this building will



be included. Cllr F Foster asked if a specification and list of services at the current depot is available for future tenants. The Town Clerk & Chief Executive will share this information to Members as soon as he is able to.

c. **Flower Beds/Hanging Baskets**

The Town Clerk & Chief Executive and Cllr F Foster conducted site visits to the North and South entrance roundabouts into Biggleswade with members of the Public Realm team. The Town Council's aim is to have these adopted in order to make those entrances more attractive to visitors and residents. Other plans include having more planters, raising the Biggleswade name signs to make them more visible, sloping the planters to give a better visual impact to drivers and maintaining the roundabouts to a higher standard than is currently the case. Central Bedfordshire Council Highways to request adoption of these roundabouts so that the Town Council is able to manage them.

Three quotations were received for flower bed stock and hanging baskets and planting of the hanging baskets is now underway. Flower planting is scheduled to begin in the second week of May 2021. The Public Realm Team has a schedule of works covering planting of beds, baskets and planters, with a number of additional planters being manufactured by the Public Realm operatives.

In the long term, the Town Clerk & Chief Executive would like to invest money in maintaining those flowers in a better way to make the annual seasonal planting and growing costs go further through purchase of greenhouses and self-cultivation materials.

d. **Saxon Gate Pocket Park and Biggleswade Linear Wood**

The Town Clerk and Chief Executive toured these sites with Cllr F Foster and he had approached Lindsey Bignell at Central Bedfordshire Council with a view to taking on a partnership agreement for maintenance of these areas, subject to terms agreement and payment of a maintenance fee for a 25-year period.

Both sites are attractive and pose a positive addition to the Town Council's offer for its residents. Where there is a commercial agreement with another Council or a private contractor, the Town Clerk & Chief Executive recommended it should be considered to extend the Public Realm team proportionate to that income.

e. **Tree Inventory**

The Town Clerk & Chief Executive confirmed this project remains a priority for the Public Realm Team but is not yet complete. The Town Clerk & Chief Executive has been conducting site visits to assets across Biggleswade to see what needs to be done and three tree surgeons were recently invited to quote on maintenance of the trees at Drove Road Cemetery.

The Tree Inventory will help build a picture of what work needs to be done in a season, which would then easily translate into budget requirement going forward.

The Public Realm Manager advised the tree inventory has been completed and he is expecting the final quotes which will be submitted to a future Town Council meeting. These should include the work needed (where identified) and a regular maintenance plan.

One recent issue is a report received from an insurance company for a tree on Magnolia Place (off Heather Drive) claiming that the trees are causing subsidence

to a neighbouring property. It is unclear whether those trees were *in situ* before the neighbouring properties were built. The Public Realm Manager has sent the report to the Town Council's insurers and is awaiting their advice. Cllr Bond encouraged him to invite Pat Longland (Central Bedfordshire Council Trees & Landscape Officer) to inspect these trees for a second opinion before any plans are made to remove them.

Cllr L Fage asked the Public Realm Manager to inspect and manage a tree on the walkway from Ashley Gardens, where a pathway has been created and leads directly to a fence, with a tree on the other side. Cllr Knight reminded the Committee that no decision had been made around removal of the fence and discussion should be had with the Developer around whether that needs removing at a future meeting.

f. **The Spinney**

The Town Clerk & Chief Executive is aware of a misunderstanding within the Community that an oak tree was felled in the Spinney by the Town Council. This was done by an unknown person and not the Town Council. Cllr Russell had received a complaint from a member of the public and has sent a holding reply. The Town Clerk & Chief Executive will discuss the information he has on this matter with Cllr Russell.

The new Public Realm Manager will be tasked with examining The Spinney and to recommend what should be done to provide the Community with a space that is more user friendly.

Cllr M Foster asked if the Town Council has a list of the Town Council assets, along with a map of the relevant sites. He added this would be useful information for Councillors and would clearly list the assets. The Town Clerk & Chief Executive added he was happy to share the Asset Register with Members.

Cllr Knight suggested the cutting down of the tree is an act of vandalism and should be reported to the police.

g. **Allotments Notice Board/Map and Bay/Internal Road Repair**

The Professional Assistant advised Members that she and Karen Saunders of the Administration team had met with Cllrs F and M Foster at the end of January at the allotments to inspect the access road from the Taylor Wimpey development site up to the allotment gates. Lorraine Howitt from Central Bedfordshire Council had been instrumental in getting Taylor Wimpey on board to carry out repairs to the road, but there was still a section that had not been repaired. Central Bedfordshire Council had been contacted to update them on the current situation and a response from CBC is pending.

There was significant degradation in the road between sites 1 and 2 of the allotment, and this would require some repair.

h. **Buttercup Mead Fencing, Fairfield Play Area and Maintenance of all play areas**

The Professional Assistant advised Members the fencing at Buttercup Mead has been completed.

Cllr F Foster had visited the play area at Buttercup Mead and the site is very small and the equipment is in poor condition. The Town Clerk & Chief Executive

reiterated that all play areas need to be audited, with recommendations on what investments should be made to modernise or repair those and the future of certain play areas. However, this project should be done by the Public Realm Manager once that position is filled.

i. **Biggleswade 3g pitch**

The Town Clerk & Chief Executive advised he had written a letter to Mr Young from the Football Association on 17<sup>th</sup> February 2021 asking for information on what criteria had been used for choosing the site and suggesting other sites that could be suitable. He recommended a feasibility study be conducted and the Town Council is awaiting Mr Young's response.

Cllr Strachan advised the Committee that there had recently been an article in the Biggleswade Chronicle representing the three town Football clubs, and he recommended inviting those football clubs and Stratton School to discuss this matter collectively.

Cllr Madeline Russell reminded the Committee that the funds for the football pitch will come from the Football Foundation, with a contribution from S106, so it is necessary to work with the FA to progress this.

Cllr G Fage recommended sending Mr Young a gentle reminder to help progress the matter. The Town Clerk & Chief Executive stated that conversations with wider stakeholders would be beneficial in the long run.

j. **Magnolia Place**

The Professional Assistant updated the Members on progress on this matter. The trees around 7 Magnolia Place identified in a report have been felled and the tree surgeon confirmed the homeowner was happy with the result.

k. **Drove Road Cemetery Update**

The Town Clerk & Chief Executive confirmed there is an ongoing schedule of works around maintaining the graves and trees on site. This is a cemetery with a number of very old graves and where some graves have gone into disrepair, the Town Council will, over a period of time, write to the families asking them if they would like to assist with maintaining those graves. The Town Clerk has visited the site and spoken with homeowners nearby and there are tree surgeons visiting with a view to providing quotations for trees overhanging the wall and larger older trees that need to be reduced.

Cllr Knight asked for a specification of these works to be supplied to the Committee.

7. **ITEMS FOR INFORMATION**

None.

8. **PUBLIC OPEN SESSION**

**Mr John Ingrey**

Mr Ingrey raised the issue of the roads on the allotments and asked what the final decision is regarding the road maintenance. Cllr F Foster confirmed the Town Council accepts the responsibility as a Council to maintain the access road and internal road between the two allotment sites. Mr Ingrey added there are some allotment tenants who are disabled and safe access to the second site via the internal road is vital.

The Town Clerk & Chief Executive added that Members may be aware that a concrete mixer truck almost tipped over on the access road, which has caused quite significant damage to the road and Taylor Wimpey should be encouraged to put this right. The Professional Assistant confirmed this has been raised with Central Bedfordshire Council and we are awaiting a response.

9. **EXEMPT**

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.

(10a Public Realm Recruitment)

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.

10. **EXEMPT**

a. **Public Realm Recruitment**

Jonathan Wooley joins Biggleswade Town Council on 29<sup>th</sup> March 2021 as the Deputy Public Realm Manager on a temporary contract for two months.

There have been very few applications for the Public Realm Manager position and as a result the Town Clerk & Chief Executive is meeting with two Recruitment Companies who may help with the recruitment.

Although this item was on the agenda under Items for Consideration, 6f The Spinney, it was moved to exempt following a request by the Town Clerk & Chief Executive.

6f. **The Spinney**

The Town Clerk & Chief Executive will contact the Police to report the cutting down of the Oak tree on The Spinney.

30/03/2021

Biggleswade Town Council

Item 10ai Balance Sheet

10:03

Detailed Balance Sheet - Excluding Stock Movement

Month 11 Date 28/02/2021

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| A/c                          | Description                           | Actual           |                  |                  |
|------------------------------|---------------------------------------|------------------|------------------|------------------|
| <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                    | <u>2,932,184</u> | <u>1,122,850</u> | 1,809,334        |
| <u>Current Assets</u>        |                                       |                  |                  |                  |
| 91                           | CAPITAL WORK IN PROGRESS              | 7,325            |                  |                  |
| 100                          | DEBTORS - TOWN COUNCIL                | 6,356            |                  |                  |
| 101                          | DEBTORS - ALLOTMENTS                  | 1,280            |                  |                  |
| 102                          | DEBTORS - PITCH HIRE                  | 3,772            |                  |                  |
| 103                          | DEBTORS - ORCHARD CENTRE              | 23,926           |                  |                  |
| 105                          | VAT REFUNDS                           | 18,846           |                  |                  |
| 202                          | LLOYDS CURRENT BANK A/C               | 210,615          |                  |                  |
| 204                          | LLOYDS SALARY A/C                     | 67               |                  |                  |
| 210                          | PETTY CASH                            | 1,695            |                  |                  |
| 212                          | CASH CHANGE FLOAT                     | 24               |                  |                  |
| 224                          | PUBLIC SECTOR DEPOSIT                 | 475,000          |                  |                  |
|                              | Total Current Assets                  |                  | 748,905          |                  |
| <u>Current Liabilities</u>   |                                       |                  |                  |                  |
| 501                          | TRADE CREDITORS                       | 41,068           |                  |                  |
| 525                          | ALLOTMENT DEPOSITS                    | 3,150            |                  |                  |
| 530                          | INC IN ADVANCE - COMMUTED             | 26,400           |                  |                  |
|                              | Total Current Liabilities             |                  | <u>70,618</u>    |                  |
|                              | Net Current Assets                    |                  |                  | 678,287          |
|                              | Total Assets less Current Liabilities |                  |                  | <u>2,487,621</u> |
| <u>Long Term Liabilities</u> |                                       |                  |                  |                  |
| 401                          | PWLB LOANS                            | 111,224          |                  |                  |
| 430                          | LEASE CREDITOR (GROSS)                | 4,470            |                  |                  |
| 435                          | LEASE CREDITOR (DEF'D INT)            | (334)            |                  |                  |
|                              | Total Long Term Liabilities           |                  | <u>115,359</u>   |                  |
|                              | Total Assets less Total Liabilities   |                  |                  | <u>2,372,262</u> |
| <u>Represented by :-</u>     |                                       |                  |                  |                  |
| 301                          | CURRENT YEAR FUND                     | 66,682           |                  |                  |
| 310                          | GENERAL RESERVE                       | 134,400          |                  |                  |
| 327                          | EMR TWINNING                          | 500              |                  |                  |
| 329                          | EMR DEPOT                             | 1,500            |                  |                  |
| 349                          | ROLLING CAPITAL FUND                  | 467,880          |                  |                  |
| 350                          | CAPITAL FINANCING RESERVE             | 1,367,253        |                  |                  |
| 451                          | DEF'D GRANTS APPLIED                  | 608,674          |                  |                  |
| 452                          | DEF'D GRANTS W/BACK                   | (274,627)        |                  |                  |
|                              | Total Equity                          |                  |                  | <u>2,372,262</u> |

24/03/2021

## Biggleswade Town Council

15:06

## Summary Income &amp; Expenditure by Budget Heading 28/02/2021

Month No: 11

## Committee Report

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|                                       |                                   | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      |
|---------------------------------------|-----------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|
| <b>Finance &amp; General Purposes</b> |                                   |                     |                        |                       |                          |                          |                    |              |
| 101                                   | B'SWADE MAGISTRATES COURT         | Income              | 2,161                  | 800                   | 0                        | (800)                    |                    | 0.0%         |
|                                       |                                   | Expenditure         | 3,774                  | 800                   | 0                        | (800)                    | (800)              | 0.0%         |
|                                       | Movement to/(from) Gen Reserve    |                     | <u>(1,613)</u>         | <u>0</u>              |                          |                          |                    |              |
| 108                                   | GRANTS (INCL S137)                | Expenditure         | 34,642                 | 28,340                | 32,017                   | 3,677                    | 3,677              | 88.5%        |
| 109                                   | CAPITAL EXPENDITURE               | Income              | 0                      | 2,687                 | 0                        | (2,687)                  |                    | 0.0%         |
|                                       |                                   | Expenditure         | 120,359                | 91,826                | 120,200                  | 28,374                   | 28,374             | 76.4%        |
|                                       | Movement to/(from) Gen Reserve    |                     | <u>(120,359)</u>       | <u>(89,140)</u>       |                          |                          |                    |              |
| 111                                   | CORPORATE MANAGEMENT              | Income              | 1,011,651              | 1,167,083             | 1,171,677                | 4,594                    |                    | 99.6%        |
|                                       |                                   | Expenditure         | 134,043                | 144,233               | 122,729                  | (21,504)                 | (21,504)           | 117.5%       |
|                                       | Movement to/(from) Gen Reserve    |                     | <u>877,608</u>         | <u>1,022,850</u>      |                          |                          |                    |              |
| 112                                   | DEMOCRATIC REP'N & MGMT           | Income              | 6,950                  | 7,800                 | 0                        | (7,800)                  |                    | 0.0%         |
|                                       |                                   | Expenditure         | 192,733                | 203,786               | 187,376                  | (16,410)                 | (16,410)           | 108.8%       |
|                                       | Movement to/(from) Gen Reserve    |                     | <u>(185,783)</u>       | <u>(195,986)</u>      |                          |                          |                    |              |
| 113                                   | CIVIC ACTIVITIES & EXPENSES       | Income              | 538                    | 577                   | 0                        | (577)                    |                    | 0.0%         |
|                                       |                                   | Expenditure         | 1,695                  | 0                     | 3,600                    | 3,600                    | 3,600              | 0.0%         |
|                                       | Movement to/(from) Gen Reserve    |                     | <u>(1,157)</u>         | <u>577</u>            |                          |                          |                    |              |
| 115                                   | ORCHARD COMMUNITY CENTRE          | Income              | 51,091                 | 4,024                 | 50,250                   | 46,226                   |                    | 8.0%         |
|                                       |                                   | Expenditure         | 88,022                 | 77,320                | 105,942                  | 28,622                   | 28,622             | 73.0%        |
|                                       | Movement to/(from) Gen Reserve    |                     | <u>(36,931)</u>        | <u>(73,296)</u>       |                          |                          |                    |              |
| 901                                   | CENTRAL SERVICES                  | Expenditure         | 0                      | 0                     | 0                        | 0                        | 0                  | 0.0%         |
|                                       | Finance & General Purposes Income |                     | <u>1,072,390</u>       | <u>1,182,970</u>      | <u>1,221,927</u>         | <u>38,957</u>            |                    | <u>96.8%</u> |
|                                       | Expenditure                       |                     | <u>575,267</u>         | <u>546,305</u>        | <u>571,864</u>           | <u>25,559</u>            | <u>0</u>           | <u>95.5%</u> |
|                                       | Movement to/(from) Gen Reserve    |                     | <u>497,122</u>         | <u>636,665</u>        |                          |                          |                    |              |
| <b>Public Land &amp; Open Spaces</b>  |                                   |                     |                        |                       |                          |                          |                    |              |
| 102                                   | ALLOTMENTS                        | Income              | 6,521                  | 9,983                 | 6,600                    | (3,383)                  |                    | 151.3%       |
|                                       |                                   | Expenditure         | 1,474                  | 1,389                 | 2,015                    | 626                      | 626                | 68.9%        |
|                                       | Movement to/(from) Gen Reserve    |                     | <u>5,047</u>           | <u>8,594</u>          |                          |                          |                    |              |
| 104                                   | BURIAL GROUNDS                    | Income              | 15,289                 | 18,082                | 17,300                   | (782)                    |                    | 104.5%       |
|                                       |                                   | Expenditure         | 103,204                | 84,877                | 104,123                  | 19,246                   | 19,246             | 81.5%        |
|                                       | Movement to/(from) Gen Reserve    |                     | <u>(87,915)</u>        | <u>(66,795)</u>       |                          |                          |                    |              |
| 210                                   | GENERAL                           | Expenditure         | 0                      | 3,876                 | 3,000                    | (876)                    | (876)              | 129.2%       |
| 212                                   | RECREATION GROUNDS                | Income              | 9,305                  | 6,289                 | 9,240                    | 2,951                    |                    | 68.1%        |
|                                       |                                   | Expenditure         | 368,426                | 280,027               | 369,209                  | 89,182                   | 89,182             | 75.8%        |
|                                       | Movement to/(from) Gen Reserve    |                     | <u>(359,121)</u>       | <u>(273,738)</u>      |                          |                          |                    |              |
| 902                                   | WORKS SERVICES                    | Expenditure         | 1,500                  | (0)                   | 0                        | 0                        | 0                  | 0.0%         |

|                                  |             | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent |
|----------------------------------|-------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|
| Public Land & Open Spaces Income |             | 31,114              | 34,354                 | 33,140                | (1,214)                  |                          |                    | 103.7%  |
| Expenditure                      |             | 474,603             | 370,168                | 478,347               | 108,179                  | 0                        | 108,179            | 77.4%   |
| Movement to/(from) Gen Reserve   |             | <u>(443,489)</u>    | <u>(335,814)</u>       |                       |                          |                          |                    |         |
| <b>Town Centre Management</b>    |             |                     |                        |                       |                          |                          |                    |         |
| 103 STREET LIGHTS                | Expenditure | 10,302              | 4,616                  | 0                     | (4,616)                  |                          | (4,616)            | 0.0%    |
| 105 CAR PARKS                    | Income      | 55,920              | 10,158                 | 53,000                | 42,842                   |                          |                    | 19.2%   |
|                                  | Expenditure | 99,844              | 84,047                 | 94,732                | 10,685                   |                          | 10,685             | 88.7%   |
| Movement to/(from) Gen Reserve   |             | <u>(43,924)</u>     | <u>(73,889)</u>        |                       |                          |                          |                    |         |
| 106 MARKET                       | Income      | 12,213              | 3,293                  | 13,400                | 10,107                   |                          |                    | 24.6%   |
|                                  | Expenditure | 33,616              | 37,520                 | 32,623                | (4,897)                  |                          | (4,897)            | 115.0%  |
| Movement to/(from) Gen Reserve   |             | <u>(21,403)</u>     | <u>(34,227)</u>        |                       |                          |                          |                    |         |
| 107 TOWN CENTRE GENERAL          | Income      | 702                 | 345                    | 0                     | (345)                    |                          |                    | 0.0%    |
|                                  | Expenditure | 100,352             | 102,808                | 119,141               | 16,333                   |                          | 16,333             | 86.3%   |
| Movement to/(from) Gen Reserve   |             | <u>(99,651)</u>     | <u>(102,463)</u>       |                       |                          |                          |                    |         |
| 110 PUBLIC CONVENIENCES          | Expenditure | 22,324              | 19,029                 | 24,760                | 5,731                    |                          | 5,731              | 76.9%   |
| Town Centre Management Income    |             | 68,834              | 13,796                 | 66,400                | 52,604                   |                          |                    | 20.8%   |
| Expenditure                      |             | 266,438             | 248,020                | 271,256               | 23,236                   | 0                        | 23,236             | 91.4%   |
| Movement to/(from) Gen Reserve   |             | <u>(197,604)</u>    | <u>(234,223)</u>       |                       |                          |                          |                    |         |
| Grand Totals:- Income            |             | 1,172,338           | 1,231,120              | 1,321,467             | 90,347                   |                          |                    | 93.2%   |
| Expenditure                      |             | 1,316,309           | 1,164,493              | 1,321,467             | 156,974                  | 0                        | 156,974            | 88.1%   |
| Net Income over Expenditure      |             | <u>(143,970)</u>    | <u>66,627</u>          | <u>0</u>              | <u>(66,627)</u>          |                          |                    |         |
| Movement to/(from) Gen Reserve   |             | <u>(143,970)</u>    | <u>66,627</u>          |                       |                          |                          |                    |         |



24/03/2021

Biggleswade Town Council

Item 10a: Detailed Inc &amp; Expend

15:07

Detailed Income &amp; Expenditure by Budget Heading 28/02/2021

Month No: 11

Committee Report

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|  | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|--|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| <b>Finance &amp; General Purposes</b>                |                     |                        |                       |                          |                          |                    |         |                         |
| <b>101 B'SWADE MAGISTRATES COURT</b>                 |                     |                        |                       |                          |                          |                    |         |                         |
| 1081 INC-RENT  | 2,161               | 680                    | 0                     | (680)                    |                          |                    | 0.0%    |                         |
| 1091 INC-MISCELLANEOUS                               | 0                   | 120                    | 0                     | (120)                    |                          |                    | 0.0%    |                         |
| B'SWADE MAGISTRATES COURT :- Income                  | 2,161               | 800                    | 0                     | (800)                    |                          |                    |         | 0                       |
| 4007 HEALTH & SAFETY                                 | 0                   | 294                    | 0                     | (294)                    |                          | (294)              | 0.0%    |                         |
| 4011 RATES   | 14,313              | 12,960                 | 11,960                | (1,000)                  |                          | (1,000)            | 108.4%  |                         |
| 4012 WATER RATES                                     | 560                 | 425                    | 500                   | 75                       |                          | 75                 | 85.1%   |                         |
| 4013 RENT  | (37,147)            | (41,554)               | (34,760)              | 6,794                    |                          | 6,794              | 119.5%  |                         |
| 4014 ELECTRICITY                                     | 2,928               | 1,918                  | 3,000                 | 1,082                    |                          | 1,082              | 63.9%   |                         |
| 4015 GAS   | 1,652               | 4,110                  | 2,000                 | (2,110)                  |                          | (2,110)            | 205.5%  |                         |
| 4016 CLEANING COSTS                                  | 11,757              | 11,708                 | 9,000                 | (2,708)                  |                          | (2,708)            | 130.1%  |                         |
| 4021 TELEPHONE & FAX                                 | 0                   | 122                    | 0                     | (122)                    |                          | (122)              | 0.0%    |                         |
| 4023 STATIONERY                                      | 0                   | 180                    | 0                     | (180)                    |                          | (180)              | 0.0%    |                         |
| 4026 COMPUTER  | 0                   | 59                     | 0                     | (59)                     |                          | (59)               | 0.0%    |                         |
| 4029 OFFICE REFURBISHMENT                            | 360                 | 20                     | 0                     | (20)                     |                          | (20)               | 0.0%    |                         |
| 4036 PROPERTY MAINTENANCE                            | 4,494               | 678                    | 4,000                 | 3,322                    |                          | 3,322              | 16.9%   |                         |
| 4042 EQUIPT MAINT/REPAIR                             | 620                 | 649                    | 500                   | (149)                    |                          | (149)              | 129.8%  |                         |
| 4067 PEST CONTROL                                    | 0                   | 0                      | 100                   | 100                      |                          | 100                | 0.0%    |                         |
| 4104 REFUSE COLLECTION                               | 1,161               | 1,076                  | 1,000                 | (76)                     |                          | (76)               | 107.6%  |                         |
| 4110 FIRE PRECAUTIONS                                | 477                 | 704                    | 1,200                 | 496                      |                          | 496                | 58.6%   |                         |
| 4134 SECURITY/CCTV                                   | 986                 | 7,450                  | 1,500                 | (5,950)                  |                          | (5,950)            | 496.7%  |                         |
| 4790 DEFERRED GRANTS RELEASED                        | (2,593)             | 0                      | 0                     | 0                        |                          | 0                  | 0.0%    |                         |
| 4999 DEPRECIATION CHARGED                            | 4,206               | 0                      | 0                     | 0                        |                          | 0                  | 0.0%    |                         |
| B'SWADE MAGISTRATES COURT :- Indirect<br>Expenditure | 3,774               | 800                    | 0                     | (800)                    | 0                        | (800)              |         | 0                       |
| Net Income over Expenditure                          | (1,613)             | 0                      | 0                     | 0                        |                          |                    |         |                         |
| <b>108 GRANTS (INCL S137)</b>                        |                     |                        |                       |                          |                          |                    |         |                         |
| 4261 GRANTS UNDER OTHER POWERS                       | 23,392              | 16,840                 | 20,767                | 3,927                    |                          | 3,927              | 81.1%   |                         |
| 4264 Community Agent Grant                           | 11,250              | 11,500                 | 11,250                | (250)                    |                          | (250)              | 102.2%  |                         |
| GRANTS (INCL S137) :- Indirect Expenditure           | 34,642              | 28,340                 | 32,017                | 3,677                    | 0                        | 3,677              | 88.5%   | 0                       |
| Net Expenditure                                      | (34,642)            | (28,340)               | (32,017)              | (3,677)                  |                          |                    |         |                         |
| <b>109 CAPITAL EXPENDITURE</b>                       |                     |                        |                       |                          |                          |                    |         |                         |
| 1074 INC-DONATIONS                                   | 0                   | 1,020                  | 0                     | (1,020)                  |                          |                    | 0.0%    |                         |
| 1175 INC-SALES OF FIXED ASSETS                       | 0                   | 1,667                  | 0                     | (1,667)                  |                          |                    | 0.0%    |                         |
| CAPITAL EXPENDITURE :- Income                        | 0                   | 2,687                  | 0                     | (2,687)                  |                          |                    |         | 0                       |

Continued over page

|   | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|---|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4053 LOAN INTEREST  | 5,879               | 5,383                  | 5,383                 | (0)                      |                          | (0)                | 100.0%        |                         |
| 4253 LEASE INTEREST REPAID                                  | 401                 | 334                    | 401                   | 67                       |                          | 67                 | 83.4%         |                         |
| 4802 CP - New Computer Installation                         | (0)                 | 3,817                  | 0                     | (3,817)                  |                          | (3,817)            | 0.0%          |                         |
| 4808 CP - Website Re-design                                 | 0                   | 0                      | 5,000                 | 5,000                    |                          | 5,000              | 0.0%          |                         |
| 4842 CP - The Orchard Furniture & E                         | 0                   | 0                      | 0                     | 0                        |                          | 0                  | 0.0%          |                         |
| 4843 CP - Street Furniture                                  | 0                   | 1,020                  | 0                     | (1,020)                  |                          | (1,020)            | 0.0%          |                         |
| 4900 ROLLING CAPITAL FUND ALLOC'N                           | 100,000             | 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   | 9,115               | 9,453                  | 9,453                 | (0)                      |                          | (0)                | 100.0%        |                         |
| 4981 TFR TO CFR NEW ASSETS                                  | 13,526              | 0                      | 0                     | 0                        |                          | 0                  | 0.0%          |                         |
| 4982 LEASE CAPITAL REPAID                                   | 4,963               | 4,136                  | 4,963                 | 827                      |                          | 827                | 83.3%         |                         |
| 4990 ASSET FUNDING FROM RCP                                 | (13,526)            | (3,817)                | (5,000)               | (1,183)                  |                          | (1,183)            | 76.3%         |                         |
| <b>CAPITAL EXPENDITURE :- Indirect Expenditure</b>          | <b>120,359</b>      | <b>91,826</b>          | <b>120,200</b>        | <b>28,374</b>            | <b>0</b>                 | <b>28,374</b>      | <b>76.4%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>                          | <b>(120,359)</b>    | <b>(89,140)</b>        | <b>(120,200)</b>      | <b>(31,060)</b>          |                          |                    |               |                         |
| <b>111 CORPORATE MANAGEMENT</b>                             |                     |                        |                       |                          |                          |                    |               |                         |
| 1076 PRECEPT RECEIVED                                       | 1,011,058           | 1,166,677              | 1,166,677             | 0                        |                          |                    | 100.0%        |                         |
| 1096 INTEREST RECEIVED                                      | 593                 | 406                    | 5,000                 | 4,594                    |                          |                    | 8.1%          |                         |
| <b>CORPORATE MANAGEMENT :- Income</b>                       | <b>1,011,651</b>    | <b>1,167,083</b>       | <b>1,171,677</b>      | <b>4,594</b>             |                          |                    | <b>99.6%</b>  | <b>0</b>                |
| 4057 AUDIT FEES   | 3,735               | 40                     | 3,720                 | 3,680                    |                          | 3,680              | 1.1%          |                         |
| 4901 C.S. SALARY RECHARGE                                   | 70,888              | 58,710                 | 63,456                | 4,746                    |                          | 4,746              | 92.5%         |                         |
| 4911 C.S. O'HEAD RECHARGE                                   | 59,420              | 85,483                 | 55,553                | (29,930)                 |                          | (29,930)           | 153.9%        |                         |
| <b>CORPORATE MANAGEMENT :- Indirect Expenditure</b>         | <b>134,043</b>      | <b>144,233</b>         | <b>122,729</b>        | <b>(21,504)</b>          | <b>0</b>                 | <b>(21,504)</b>    | <b>117.5%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>                          | <b>877,608</b>      | <b>1,022,850</b>       | <b>1,048,948</b>      | <b>26,098</b>            |                          |                    |               |                         |
| <b>112 DEMOCRATIC REP'N &amp; MGM'T</b>                     |                     |                        |                       |                          |                          |                    |               |                         |
| 1078 INC-MISC GRANTS  | 6,950               | 7,800                  | 0                     | (7,800)                  |                          |                    | 0.0%          |                         |
| <b>DEMOCRATIC REP'N &amp; MGM'T :- Income</b>               | <b>6,950</b>        | <b>7,800</b>           | <b>0</b>              | <b>(7,800)</b>           |                          |                    |               | <b>0</b>                |
| 4024 SUBSCRIPTIONS  | 3,355               | 2,957                  | 3,200                 | 243                      |                          | 243                | 92.4%         |                         |
| 4026 COMPUTER   | 0                   | 0                      | 1,500                 | 1,500                    |                          | 1,500              | 0.0%          |                         |
| 4082 NEIGHBOURHOOD PLAN                                     | 7,621               | 8,572                  | 20,000                | 11,428                   |                          | 11,428             | 42.9%         |                         |
| 4135 ELECTION PROVISION                                     | 528                 | 0                      | 4,000                 | 4,000                    |                          | 4,000              | 0.0%          |                         |
| 4790 DEFERRED GRANTS RELEASED                               | (1,806)             | 0                      | 0                     | 0                        |                          | 0                  | 0.0%          |                         |
| 4901 C.S. SALARY RECHARGE                                   | 94,518              | 78,280                 | 84,608                | 6,328                    |                          | 6,328              | 92.5%         |                         |
| 4911 C.S. O'HEAD RECHARGE                                   | 79,226              | 113,977                | 74,068                | (39,909)                 |                          | (39,909)           | 153.9%        |                         |
| 4999 DEPRECIATION CHARGED                                   | 9,292               | 0                      | 0                     | 0                        |                          | 0                  | 0.0%          |                         |
| <b>DEMOCRATIC REP'N &amp; MGM'T :- Indirect Expenditure</b> | <b>192,733</b>      | <b>203,786</b>         | <b>187,376</b>        | <b>(16,410)</b>          | <b>0</b>                 | <b>(16,410)</b>    | <b>108.8%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>                          | <b>(185,783)</b>    | <b>(195,986)</b>       | <b>(187,376)</b>      | <b>8,610</b>             |                          |                    |               |                         |

|  | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent     | Transfer<br>to/from EMR |
|--|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------|-------------------------|
| <b>113 CIVIC ACTIVITIES &amp; EXPENSES</b>                         |                     |                        |                       |                          |                          |                    |             |                         |
| 1091 INC-MISCELLANEOUS   | 585                 | 577                    | 0                     | (577)                    |                          |                    | 0.0%        |                         |
| 1300 INC-MAYORS CHARITY  | (47)                | 0                      | 0                     | 0                        |                          |                    | 0.0%        |                         |
| <b>CIVIC ACTIVITIES &amp; EXPENSES :- Income</b>                   | <b>538</b>          | <b>577</b>             | <b>0</b>              | <b>(577)</b>             |                          |                    |             | <b>0</b>                |
| 4008 STAFF TRAINING  | 290                 | 0                      | 500                   | 500                      |                          | 500                | 0.0%        |                         |
| 4009 STAFF TRAVEL  | 0                   | 0                      | 500                   | 500                      |                          | 500                | 0.0%        |                         |
| 4112 TOWN MAYOR'S ALLOW.   | 845                 | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%        |                         |
| 4166 TWINNING  | 0                   | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%        |                         |
| 4179 CIVIC FUNCTIONS   | 60                  | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%        |                         |
| 4180 CIVIC REGALIA REPAIRS ETC                                     | 0                   | 0                      | 100                   | 100                      |                          | 100                | 0.0%        |                         |
| 4991 TRANSFER TO E/MARKED RESERVE                                  | 500                 | 0                      | 0                     | 0                        |                          | 0                  | 0.0%        |                         |
| 4992 TRANSFER FROM E/MARKED RESERVE                                | 0                   | 0                      | (500)                 | (500)                    |                          | (500)              | 0.0%        |                         |
| <b>CIVIC ACTIVITIES &amp; EXPENSES :- Indirect<br/>Expenditure</b> | <b>1,695</b>        | <b>0</b>               | <b>3,600</b>          | <b>3,600</b>             | <b>0</b>                 | <b>3,600</b>       |             | <b>0</b>                |
| <b>Net Income over Expenditure</b>                                 | <b>(1,157)</b>      | <b>577</b>             | <b>(3,600)</b>        | <b>(4,177)</b>           |                          |                    |             |                         |
| <b>115 ORCHARD COMMUNITY CENTRE</b>                                |                     |                        |                       |                          |                          |                    |             |                         |
| 1077 INC-S106 GRANTS   | 800                 | 0                      | 0                     | 0                        |                          |                    | 0.0%        |                         |
| 1078 INC-MISC GRANTS   | 18,000              | 0                      | 18,000                | 18,000                   |                          |                    | 0.0%        |                         |
| 1081 INC-RENT  | 54                  | 0                      | 0                     | 0                        |                          |                    | 0.0%        |                         |
| 1082 INC-LETTINGS  | 32,014              | 4,024                  | 32,000                | 27,976                   |                          |                    | 12.6%       |                         |
| 1109 INC-COFFEE MACHINE  | 224                 | 0                      | 250                   | 250                      |                          |                    | 0.0%        |                         |
| <b>ORCHARD COMMUNITY CENTRE :- Income</b>                          | <b>51,091</b>       | <b>4,024</b>           | <b>50,250</b>         | <b>46,226</b>            |                          |                    | <b>8.0%</b> | <b>0</b>                |
| 4001 STAFF SALARIES  | 53,589              | 49,492                 | 54,599                | 5,107                    |                          | 5,107              | 90.6%       |                         |
| 4002 EMPLOYERS N.I   | 5,014               | 4,405                  | 5,153                 | 748                      |                          | 748                | 85.5%       |                         |
| 4003 EMPLOYERS SUPERANN.   | 12,754              | 11,909                 | 13,540                | 1,631                    |                          | 1,631              | 88.0%       |                         |
| 4007 HEALTH & SAFETY   | 0                   | 921                    | 500                   | (421)                    |                          | (421)              | 184.1%      |                         |
| 4009 STAFF TRAVEL  | 429                 | 87                     | 300                   | 213                      |                          | 213                | 28.9%       |                         |
| 4011 RATES   | 0                   | 0                      | 5,500                 | 5,500                    |                          | 5,500              | 0.0%        |                         |
| 4012 WATER RATES   | 789                 | 228                    | 450                   | 222                      |                          | 222                | 50.8%       |                         |
| 4014 ELECTRICITY   | 4,231               | 3,296                  | 10,000                | 6,704                    |                          | 6,704              | 33.0%       |                         |
| 4015 GAS   | 209                 | 898                    | 4,500                 | 3,602                    |                          | 3,602              | 20.0%       |                         |
| 4016 CLEANING COSTS  | 4,795               | 1,440                  | 4,500                 | 3,060                    |                          | 3,060              | 32.0%       |                         |
| 4020 MISC. ESTABLISH.COST  | 9                   | 226                    | 500                   | 274                      |                          | 274                | 45.1%       |                         |
| 4021 TELEPHONE & FAX   | 190                 | 0                      | 1,200                 | 1,200                    |                          | 1,200              | 0.0%        |                         |
| 4026 COMPUTER  | 565                 | 1,160                  | 1,500                 | 340                      |                          | 340                | 77.3%       |                         |
| 4032 PUBLICITY   | 0                   | 0                      | 500                   | 500                      |                          | 500                | 0.0%        |                         |
| 4036 PROPERTY MAINTENANCE  | 2,089               | 80                     | 1,000                 | 920                      |                          | 920                | 8.0%        |                         |
| 4038 MAINTENANCE CONTRACT  | 4,005               | 1,121                  | 1,500                 | 379                      |                          | 379                | 74.7%       |                         |

|   | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|---|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4042 EQUIPT MAINT/REPAIR                            | 0                   | 501                    | 200                   | (301)                    |                          | (301)              | 250.6%  |                         |
| 4081 Licences                                       | 309                 | 315                    | 300                   | (15)                     |                          | (15)               | 105.0%  |                         |
| 4110 FIRE PRECAUTIONS                               | 0                   | 41                     | 0                     | (41)                     |                          | (41)               | 0.0%    |                         |
| 4128 EQUIPMENT                                      | 60                  | 1,200                  | 200                   | (1,000)                  |                          | (1,000)            | 600.0%  |                         |
| 4790 DEFERRED GRANTS RELEASED                       | (12,430)            | 0                      | 0                     | 0                        |                          | 0                  | 0.0%    |                         |
| 4999 DEPRECIATION CHARGED                           | 11,417              | 0                      | 0                     | 0                        |                          | 0                  | 0.0%    |                         |
| ORCHARD COMMUNITY CENTRE :- Indirect<br>Expenditure | 88,022              | 77,320                 | 105,942               | 28,622                   | 0                        | 28,622             | 73.0%   | 0                       |
| Net Income over Expenditure                         | (36,931)            | (73,296)               | (55,692)              | 17,604                   |                          |                    |         |                         |
| <b>901 CENTRAL SERVICES</b>                         |                     |                        |                       |                          |                          |                    |         |                         |
| 4001 STAFF SALARIES                                 | 186,172             | 156,828                | 193,197               | 36,369                   |                          | 36,369             | 81.2%   |                         |
| 4002 EMPLOYERS N.I                                  | 14,645              | 13,831                 | 18,323                | 4,492                    |                          | 4,492              | 75.5%   |                         |
| 4003 EMPLOYERS SUPERANN.                            | 35,477              | 25,040                 | 47,915                | 22,875                   |                          | 22,875             | 52.3%   |                         |
| 4005 AGENCY STAFF                                   | 43,519              | 116,077                | 0                     | (116,077)                |                          | (116,077)          | 0.0%    |                         |
| 4007 HEALTH & SAFETY                                | 0                   | 601                    | 2,500                 | 1,899                    |                          | 1,899              | 24.0%   |                         |
| 4008 STAFF TRAINING                                 | 2,827               | 1,607                  | 2,000                 | 393                      |                          | 393                | 80.4%   |                         |
| 4009 STAFF TRAVEL                                   | 3,147               | 989                    | 3,000                 | 2,011                    |                          | 2,011              | 33.0%   |                         |
| 4010 MISC. STAFF COSTS                              | 180                 | 662                    | 1,000                 | 338                      |                          | 338                | 66.2%   |                         |
| 4013 RENT   | 37,147              | 41,554                 | 34,760                | (6,794)                  |                          | (6,794)            | 119.5%  |                         |
| 4020 MISC. ESTABLISH.COST                           | 137                 | 0                      | 250                   | 250                      |                          | 250                | 0.0%    |                         |
| 4021 TELEPHONE & FAX                                | 8,208               | 8,060                  | 6,500                 | (1,560)                  |                          | (1,560)            | 124.0%  |                         |
| 4022 POSTAGE  | 547                 | 766                    | 1,000                 | 234                      |                          | 234                | 76.6%   |                         |
| 4023 STATIONERY                                     | 5,971               | 2,033                  | 5,000                 | 2,967                    |                          | 2,967              | 40.7%   |                         |
| 4025 INSURANCE                                      | 19,492              | 19,545                 | 21,000                | 1,455                    |                          | 1,455              | 93.1%   |                         |
| 4026 COMPUTER                                       | 33,873              | 46,081                 | 30,000                | (16,081)                 |                          | (16,081)           | 153.6%  |                         |
| 4027 PHOTOCOPIER                                    | 2,771               | 2,339                  | 3,500                 | 1,161                    |                          | 1,161              | 66.8%   |                         |
| 4031 ADVERTISING                                    | 0                   | 3,865                  | 400                   | (3,465)                  |                          | (3,465)            | 966.3%  |                         |
| 4032 PUBLICITY                                      | 2,420               | 3,838                  | 3,500                 | (338)                    |                          | (338)              | 109.7%  |                         |
| 4042 EQUIPT MAINT/REPAIR                            | 314                 | 0                      | 0                     | 0                        |                          | 0                  | 0.0%    |                         |
| 4051 BANK CHARGES                                   | 2,109               | 814                    | 2,100                 | 1,286                    |                          | 1,286              | 38.7%   |                         |
| 4056 LEGAL EXPENSES                                 | 1,850               | 5,452                  | 1,220                 | (4,232)                  |                          | (4,232)            | 446.9%  |                         |
| 4058 PROFESSIONAL FEES                              | 12,030              | 15,787                 | 2,000                 | (13,787)                 |                          | (13,787)           | 789.4%  |                         |
| 4060 OFFICE EQUIPMENT                               | 2,645               | 737                    | 500                   | (237)                    |                          | (237)              | 147.4%  |                         |
| 4073 PAYROLL BUREAU FEES                            | 794                 | 2,307                  | 2,000                 | (307)                    |                          | (307)              | 115.3%  |                         |
| 4074 ACCOUNTANCY FEES                               | 15,693              | 11,830                 | 15,000                | 3,170                    |                          | 3,170              | 78.9%   |                         |
| 4125 Misc Costs                                     | 86                  | 0                      | 30                    | 30                       |                          | 30                 | 0.0%    |                         |
| 4901 C.S. SALARY RECHARGE                           | (236,294)           | (195,699)              | (211,520)             | (15,821)                 |                          | (15,821)           | 92.5%   |                         |
| 4911 C.S. O'HEAD RECHARGE                           | (198,065)           | (284,944)              | (185,175)             | 99,769                   |                          | 99,769             | 153.9%  |                         |
| 4999 DEPRECIATION CHARGED                           | 2,307               | 0                      | 0                     | 0                        |                          | 0                  | 0.0%    |                         |
| CENTRAL SERVICES :- Indirect Expenditure            | 0                   | 0                      | 0                     | 0                        | 0                        | 0                  |         | 0                       |
| Net Expenditure                                     | 0                   | 0                      | 0                     | 0                        |                          |                    |         |                         |

|  | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|--|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| Finance & General Purposes :- Income   | 1,072,390           | 1,182,970              | 1,221,927             | 38,957                   |                          |                    | 96.8%         |                         |
| Expenditure                            | 575,267             | 546,305                | 571,864               | 25,559                   | 0                        | 25,559             | 95.5%         |                         |
| Movement to/(from) Gen Reserve         | <u>497,122</u>      | <u>636,665</u>         |                       |                          |                          |                    |               |                         |
| <b>Public Land &amp; Open Spaces</b>   |                     |                        |                       |                          |                          |                    |               |                         |
| <b>102 ALLOTMENTS</b>                  |                     |                        |                       |                          |                          |                    |               |                         |
| 1087 INC-ALLOTMENTS                    | 6,521               | 9,983                  | 6,600                 | (3,383)                  |                          |                    | 151.3%        |                         |
| ALLOTMENTS :- Income                   | <u>6,521</u>        | <u>9,983</u>           | <u>6,600</u>          | <u>(3,383)</u>           |                          |                    | <u>151.3%</u> | <u>0</u>                |
| 4013 RENT                              | 233                 | 581                    | 465                   | (116)                    |                          | (116)              | 125.0%        |                         |
| 4037 GROUNDS MAINTENANCE               | 399                 | 73                     | 1,000                 | 928                      |                          | 928                | 7.3%          |                         |
| 4067 PEST CONTROL                      | 675                 | 735                    | 550                   | (185)                    |                          | (185)              | 133.6%        |                         |
| 4999 DEPRECIATION CHARGED              | 167                 | 0                      | 0                     | 0                        |                          | 0                  | 0.0%          |                         |
| ALLOTMENTS :- Indirect Expenditure     | <u>1,474</u>        | <u>1,389</u>           | <u>2,015</u>          | <u>626</u>               | <u>0</u>                 | <u>626</u>         | <u>68.9%</u>  | <u>0</u>                |
| Net Income over Expenditure            | <u>5,047</u>        | <u>8,594</u>           | <u>4,585</u>          | <u>(4,009)</u>           |                          |                    |               |                         |
| <b>104 BURIAL GROUNDS</b>              |                     |                        |                       |                          |                          |                    |               |                         |
| 1084 INC-BURIAL FEES                   | 14,453              | 18,082                 | 17,000                | (1,082)                  |                          |                    | 106.4%        |                         |
| 1097 INC-MEMORIALS                     | 836                 | 0                      | 300                   | 300                      |                          |                    | 0.0%          |                         |
| BURIAL GROUNDS :- Income               | <u>15,289</u>       | <u>18,082</u>          | <u>17,300</u>         | <u>(782)</u>             |                          |                    | <u>104.5%</u> | <u>0</u>                |
| 4011 RATES                             | 4,702               | 4,365                  | 4,800                 | 435                      |                          | 435                | 90.9%         |                         |
| 4012 WATER RATES                       | 80                  | 105                    | 150                   | 45                       |                          | 45                 | 70.0%         |                         |
| 4014 ELECTRICITY                       | 2,868               | 85                     | 150                   | 65                       |                          | 65                 | 56.4%         |                         |
| 4036 PROPERTY MAINTENANCE              | 1,088               | 730                    | 2,000                 | 1,270                    |                          | 1,270              | 36.5%         |                         |
| 4104 REFUSE COLLECTION                 | 0                   | 303                    | 0                     | (303)                    |                          | (303)              | 0.0%          |                         |
| 4110 FIRE PRECAUTIONS                  | 368                 | 153                    | 500                   | 347                      |                          | 347                | 30.7%         |                         |
| 4178 PATHS MAINTENANCE                 | 0                   | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%          |                         |
| 4901 C.S. SALARY RECHARGE              | 14,178              | 11,742                 | 12,691                | 949                      |                          | 949                | 92.5%         |                         |
| 4902 W.S. SALARY RECHARGE              | 49,101              | 43,282                 | 59,441                | 16,159                   |                          | 16,159             | 72.8%         |                         |
| 4911 C.S. O'HEAD RECHARGE              | 11,884              | 17,097                 | 11,111                | (5,986)                  |                          | (5,986)            | 153.9%        |                         |
| 4912 W.S. O'HEAD RECHARGE              | 16,685              | 7,015                  | 12,280                | 5,265                    |                          | 5,265              | 57.1%         |                         |
| 4999 DEPRECIATION CHARGED              | 2,250               | 0                      | 0                     | 0                        |                          | 0                  | 0.0%          |                         |
| BURIAL GROUNDS :- Indirect Expenditure | <u>103,204</u>      | <u>84,877</u>          | <u>104,123</u>        | <u>19,246</u>            | <u>0</u>                 | <u>19,246</u>      | <u>81.5%</u>  | <u>0</u>                |
| Net Income over Expenditure            | <u>(87,915)</u>     | <u>(66,795)</u>        | <u>(86,823)</u>       | <u>(20,028)</u>          |                          |                    |               |                         |
| <b>210 GENERAL</b>                     |                     |                        |                       |                          |                          |                    |               |                         |
| 4064 ANNUAL HANGING BASKETS            | 0                   | 3,876                  | 3,000                 | (876)                    |                          | (876)              | 129.2%        |                         |
| GENERAL :- Indirect Expenditure        | <u>0</u>            | <u>3,876</u>           | <u>3,000</u>          | <u>(876)</u>             | <u>0</u>                 | <u>(876)</u>       | <u>129.2%</u> | <u>0</u>                |
| Net Expenditure                        | <u>0</u>            | <u>(3,876)</u>         | <u>(3,000)</u>        | <u>876</u>               |                          |                    |               |                         |

|  | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|--|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>212 RECREATION GROUNDS</u>              |                     |                        |                       |                          |                          |                    |              |                         |
| 1077 INC-S106 GRANTS                       | 2,600               | 0                      | 0                     | 0                        |                          |                    | 0.0%         |                         |
| 1081 INC-RENT                              | 4,521               | 2,720                  | 5,240                 | 2,520                    |                          |                    | 51.9%        |                         |
| 1082 INC-LETTINGS                          | (202)               | 0                      | 0                     | 0                        |                          |                    | 0.0%         |                         |
| 1083 INC-PITCH HIRE                        | 2,385               | 262                    | 4,000                 | 3,738                    |                          |                    | 6.5%         |                         |
| 1091 INC-MISCELLANEOUS                     | 0                   | 3,308                  | 0                     | (3,308)                  |                          |                    | 0.0%         |                         |
| RECREATION GROUNDS :- Income               | <u>9,305</u>        | <u>6,289</u>           | <u>9,240</u>          | <u>2,951</u>             |                          |                    | <u>68.1%</u> | <u>0</u>                |
| 4011 RATES                                 | 4,468               | 4,130                  | 4,565                 | 435                      |                          | 435                | 90.5%        |                         |
| 4012 WATER RATES                           | 2,430               | 9,469                  | 11,000                | 1,531                    |                          | 1,531              | 86.1%        |                         |
| 4013 RENT                                  | 0                   | 0                      | 1                     | 1                        |                          | 1                  | 0.0%         |                         |
| 4014 ELECTRICITY                           | 6,721               | 1,215                  | 6,000                 | 4,785                    |                          | 4,785              | 20.3%        |                         |
| 4016 CLEANING COSTS                        | 98                  | 0                      | 400                   | 400                      |                          | 400                | 0.0%         |                         |
| 4036 PROPERTY MAINTENANCE                  | 0                   | 0                      | 5,000                 | 5,000                    |                          | 5,000              | 0.0%         |                         |
| 4037 GROUNDS MAINTENANCE                   | 1,151               | 0                      | 2,500                 | 2,500                    |                          | 2,500              | 0.0%         |                         |
| 4038 MAINTENANCE CONTRACT                  | 7,896               | 6,854                  | 6,500                 | (354)                    |                          | (354)              | 105.4%       |                         |
| 4039 PLAY. EQUIP. MAINT.                   | 2,057               | 0                      | 3,000                 | 3,000                    |                          | 3,000              | 0.0%         |                         |
| 4043 FENCING & GATES                       | 157                 | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%         |                         |
| 4044 TREES & PLANTS                        | 3,543               | 1,110                  | 2,500                 | 1,390                    |                          | 1,390              | 44.4%        |                         |
| 4067 PEST CONTROL                          | 700                 | 400                    | 1,500                 | 1,100                    |                          | 1,100              | 26.7%        |                         |
| 4100 FERT./SEEDS/WEEDKILL                  | 174                 | 41                     | 2,000                 | 1,959                    |                          | 1,959              | 2.0%         |                         |
| 4104 REFUSE COLLECTION                     | 3,828               | 3,390                  | 6,000                 | 2,610                    |                          | 2,610              | 56.5%        |                         |
| 4110 FIRE PRECAUTIONS                      | 753                 | 476                    | 750                   | 274                      |                          | 274                | 63.5%        |                         |
| 4114 LITTER BINS                           | 1,437               | 0                      | 2,000                 | 2,000                    |                          | 2,000              | 0.0%         |                         |
| 4139 GRASS CUTTING                         | 4,236               | 0                      | 0                     | 0                        |                          | 0                  | 0.0%         |                         |
| 4790 DEFERRED GRANTS RELEASED              | (11,187)            | 0                      | 0                     | 0                        |                          | 0                  | 0.0%         |                         |
| 4901 C.S. SALARY RECHARGE                  | 37,807              | 31,312                 | 33,843                | 2,531                    |                          | 2,531              | 92.5%        |                         |
| 4902 W.S. SALARY RECHARGE                  | 171,855             | 151,486                | 208,042               | 56,556                   |                          | 56,556             | 72.8%        |                         |
| 4911 C.S. O'HEAD RECHARGE                  | 31,691              | 45,591                 | 29,628                | (15,963)                 |                          | (15,963)           | 153.9%       |                         |
| 4912 W.S. O'HEAD RECHARGE                  | 58,398              | 24,552                 | 42,980                | 18,428                   |                          | 18,428             | 57.1%        |                         |
| 4999 DEPRECIATION CHARGED                  | 40,215              | 0                      | 0                     | 0                        |                          | 0                  | 0.0%         |                         |
| RECREATION GROUNDS :- Indirect Expenditure | <u>368,426</u>      | <u>280,027</u>         | <u>369,209</u>        | <u>89,182</u>            | <u>0</u>                 | <u>89,182</u>      | <u>75.8%</u> | <u>0</u>                |
| Net Income over Expenditure                | <u>(359,121)</u>    | <u>(273,738)</u>       | <u>(359,969)</u>      | <u>(86,231)</u>          |                          |                    |              |                         |
| <u>902 WORKS SERVICES</u>                  |                     |                        |                       |                          |                          |                    |              |                         |
| 4001 STAFF SALARIES                        | 192,644             | 169,054                | 222,166               | 53,112                   |                          | 53,112             | 76.1%        |                         |
| 4002 EMPLOYERS N.I                         | 17,059              | 14,512                 | 19,939                | 5,427                    |                          | 5,427              | 72.8%        |                         |
| 4003 EMPLOYERS SUPERANN.                   | 35,804              | 32,843                 | 55,098                | 22,255                   |                          | 22,255             | 59.6%        |                         |
| 4007 HEALTH & SAFETY                       | 503                 | 509                    | 500                   | (9)                      |                          | (9)                | 101.8%       |                         |
| 4008 STAFF TRAINING                        | 1,809               | 132                    | 2,500                 | 2,368                    |                          | 2,368              | 5.3%         |                         |

|                                   | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|-----------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4009 STAFF TRAVEL                 | 291                 | 46                     | 300                   | 254                      |                          | 254                | 15.3%   |                         |
| 4010 MISC. STAFF COSTS            | 0                   | 0                      | 300                   | 300                      |                          | 300                | 0.0%    |                         |
| 4014 ELECTRICITY                  | 5,507               | (3,794)                | 200                   | 3,994                    |                          | 3,994              | (1897.0 |                         |
| 4025 INSURANCE                    | 636                 | 0                      | 0                     | 0                        |                          | 0                  | 0.0%    |                         |
| 4036 PROPERTY MAINTENANCE         | 115                 | 0                      | 200                   | 200                      |                          | 200                | 0.0%    |                         |
| 4041 EQUIPMENT HIRE               | 216                 | 183                    | 400                   | 217                      |                          | 217                | 45.8%   |                         |
| 4042 EQUIPT MAINT/REPAIR          | 3,562               | 5,420                  | 4,500                 | (920)                    |                          | (920)              | 120.4%  |                         |
| 4046 VEHICLE LEASING              | 9,650               | 9,212                  | 11,000                | 1,788                    |                          | 1,788              | 83.7%   |                         |
| 4047 MATERIALS/TOOLS              | 16,719              | 9,315                  | 12,000                | 2,685                    |                          | 2,685              | 77.6%   |                         |
| 4048 VEHICLE MAINT/REPAIR         | 10,465              | 3,842                  | 10,000                | 6,158                    |                          | 6,158              | 38.4%   |                         |
| 4049 VEHICLE FUEL                 | 7,435               | 4,070                  | 8,000                 | 3,930                    |                          | 3,930              | 50.9%   |                         |
| 4050 VEHICLE TAX                  | 455                 | 675                    | 500                   | (175)                    |                          | (175)              | 135.0%  |                         |
| 4103 PROTECTIVE CLOTHING          | 2,636               | 3,036                  | 2,500                 | (536)                    |                          | (536)              | 121.4%  |                         |
| 4119 SKIP HIRE                    | 2,981               | 1,940                  | 3,000                 | 1,060                    |                          | 1,060              | 64.7%   |                         |
| 4125 Misc Costs                   | 16                  | 0                      | 0                     | 0                        |                          | 0                  | 0.0%    |                         |
| 4128 EQUIPMENT                    | 442                 | 490                    | 500                   | 10                       |                          | 10                 | 98.0%   |                         |
| 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%    |                         |
| 4790 DEFERRED GRANTS RELEASED     | (2,536)             | 0                      | 0                     | 0                        |                          | 0                  | 0.0%    |                         |
| 4902 W.S. SALARY RECHARGE         | (245,507)           | (216,409)              | (297,203)             | (80,794)                 |                          | (80,794)           | 72.8%   |                         |
| 4912 W.S. O'HEAD RECHARGE         | (83,425)            | (35,075)               | (61,400)              | (26,325)                 |                          | (26,325)           | 57.1%   |                         |
| 4991 TRANSFER TO E/MARKED RESERVE | 1,500               | 0                      | 0                     | 0                        |                          | 0                  | 0.0%    |                         |
| 4999 DEPRECIATION CHARGED         | 22,524              | 0                      | 0                     | 0                        |                          | 0                  | 0.0%    |                         |

|  |       |     |   |   |   |   |  |   |
|--|-------|-----|---|---|---|---|--|---|
| WORKS SERVICES :- Indirect Expenditure | 1,500 | (0) | 0 | 0 | 0 | 0 |  | 0 |
|--|-------|-----|---|---|---|---|--|---|

|                 |         |   |   |     |  |  |  |  |
|-----------------|---------|---|---|-----|--|--|--|--|
| Net Expenditure | (1,500) | 0 | 0 | (0) |  |  |  |  |
|-----------------|---------|---|---|-----|--|--|--|--|

|                                     |        |        |        |         |  |  |        |  |
|-------------------------------------|--------|--------|--------|---------|--|--|--------|--|
| Public Land & Open Spaces :- Income | 31,114 | 34,354 | 33,140 | (1,214) |  |  | 103.7% |  |
|-------------------------------------|--------|--------|--------|---------|--|--|--------|--|

|             |         |         |         |         |   |         |       |  |
|-------------|---------|---------|---------|---------|---|---------|-------|--|
| Expenditure | 474,603 | 370,168 | 478,347 | 108,179 | 0 | 108,179 | 77.4% |  |
|-------------|---------|---------|---------|---------|---|---------|-------|--|

|                                |           |           |  |  |  |  |  |  |
|--------------------------------|-----------|-----------|--|--|--|--|--|--|
| Movement to/(from) Gen Reserve | (443,489) | (335,814) |  |  |  |  |  |  |
|--------------------------------|-----------|-----------|--|--|--|--|--|--|

### Town Centre Management

#### 103 STREET LIGHTS

|                  |        |       |   |         |  |         |      |  |
|------------------|--------|-------|---|---------|--|---------|------|--|
| 4014 ELECTRICITY | 10,302 | 4,616 | 0 | (4,616) |  | (4,616) | 0.0% |  |
|------------------|--------|-------|---|---------|--|---------|------|--|

|                                       |        |       |   |         |   |         |  |   |
|---------------------------------------|--------|-------|---|---------|---|---------|--|---|
| STREET LIGHTS :- Indirect Expenditure | 10,302 | 4,616 | 0 | (4,616) | 0 | (4,616) |  | 0 |
|---------------------------------------|--------|-------|---|---------|---|---------|--|---|

|                 |          |         |   |       |  |  |  |  |
|-----------------|----------|---------|---|-------|--|--|--|--|
| Net Expenditure | (10,302) | (4,616) | 0 | 4,616 |  |  |  |  |
|-----------------|----------|---------|---|-------|--|--|--|--|

#### 105 CAR PARKS

|                           |        |       |        |        |  |  |       |  |
|---------------------------|--------|-------|--------|--------|--|--|-------|--|
| 1088 INC-CAR PARKING FEES | 34,975 | 7,316 | 36,000 | 28,684 |  |  | 20.3% |  |
|---------------------------|--------|-------|--------|--------|--|--|-------|--|

|  | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|--|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 1089 INC - PARKING PERMITS WORK          | 11,722              | 619                    | 11,000                | 10,381                   |                          |                    | 5.6%         |                         |
| 1099 INC-INSURANCE (CLAIM)               | 2,688               | 0                      | 0                     | 0                        |                          |                    | 0.0%         |                         |
| 1189 INC-PARKING PERMITS RES             | 6,534               | 2,223                  | 6,000                 | 3,777                    |                          |                    | 37.1%        |                         |
| <b>CAR PARKS :- Income</b>               | <b>55,920</b>       | <b>10,158</b>          | <b>53,000</b>         | <b>42,842</b>            |                          |                    | <b>19.2%</b> | <b>0</b>                |
| 4011 RATES                               | 25,704              | 24,005                 | 26,250                | 2,245                    | 2,245                    |                    | 91.4%        |                         |
| 4014 ELECTRICITY                         | 0                   | 0                      | 500                   | 500                      | 500                      |                    | 0.0%         |                         |
| 4021 TELEPHONE & FAX                     | 0                   | 0                      | 600                   | 600                      | 600                      |                    | 0.0%         |                         |
| 4038 MAINTENANCE CONTRACT                | 10,322              | 6,187                  | 7,500                 | 1,313                    | 1,313                    |                    | 82.5%        |                         |
| 4047 MATERIALS/TOOLS                     | 2,025               | 810                    | 2,000                 | 1,190                    | 1,190                    |                    | 40.5%        |                         |
| 4056 LEGAL EXPENSES                      | 0                   | 495                    | 1,000                 | 505                      | 505                      |                    | 49.5%        |                         |
| 4092 Card Processing Fees                | 1,145               | 423                    | 1,000                 | 577                      | 577                      |                    | 42.3%        |                         |
| 4108 SURFACE REPAIRS                     | 0                   | 0                      | 3,000                 | 3,000                    | 3,000                    |                    | 0.0%         |                         |
| 4126 CAR PARK LEASE                      | 29,000              | 32,345                 | 29,001                | (3,344)                  | (3,344)                  |                    | 111.5%       |                         |
| 4790 DEFERRED GRANTS RELEASED            | (742)               | 0                      | 0                     | 0                        | 0                        |                    | 0.0%         |                         |
| 4901 C.S. SALARY RECHARGE                | 3,544               | 2,935                  | 3,173                 | 238                      | 238                      |                    | 92.5%        |                         |
| 4902 W.S. SALARY RECHARGE                | 12,275              | 10,820                 | 14,860                | 4,040                    | 4,040                    |                    | 72.8%        |                         |
| 4911 C.S. O'HEAD RECHARGE                | 2,971               | 4,274                  | 2,778                 | (1,496)                  | (1,496)                  |                    | 153.9%       |                         |
| 4912 W.S. O'HEAD RECHARGE                | 4,171               | 1,754                  | 3,070                 | 1,316                    | 1,316                    |                    | 57.1%        |                         |
| 4999 DEPRECIATION CHARGED                | 9,428               | 0                      | 0                     | 0                        | 0                        |                    | 0.0%         |                         |
| <b>CAR PARKS :- Indirect Expenditure</b> | <b>99,844</b>       | <b>84,047</b>          | <b>94,732</b>         | <b>10,685</b>            | <b>0</b>                 | <b>10,685</b>      | <b>88.7%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>       | <b>(43,924)</b>     | <b>(73,889)</b>        | <b>(41,732)</b>       | <b>32,157</b>            |                          |                    |              |                         |
| <b>106 MARKET</b>                        |                     |                        |                       |                          |                          |                    |              |                         |
| 1085 INC-TUESDAY MARKET RENTS            | 2,250               | 584                    | 2,900                 | 2,316                    |                          |                    | 20.1%        |                         |
| 1086 INC-SATURDAY MARKET RENTS           | 9,605               | 2,709                  | 10,500                | 7,791                    |                          |                    | 25.8%        |                         |
| 1091 INC-MISCELLANEOUS                   | 357                 | 0                      | 0                     | 0                        |                          |                    | 0.0%         |                         |
| <b>MARKET :- Income</b>                  | <b>12,213</b>       | <b>3,293</b>           | <b>13,400</b>         | <b>10,107</b>            |                          |                    | <b>24.6%</b> | <b>0</b>                |
| 4001 STAFF SALARIES                      | 0                   | 388                    | 0                     | (388)                    | (388)                    |                    | 0.0%         |                         |
| 4002 EMPLOYERS N.I                       | 0                   | 137                    | 0                     | (137)                    | (137)                    |                    | 0.0%         |                         |
| 4003 EMPLOYERS SUPERANN.                 | 0                   | 532                    | 0                     | (532)                    | (532)                    |                    | 0.0%         |                         |
| 4004 MARKET STAFF                        | 4,959               | 5,563                  | 5,250                 | (313)                    | (313)                    |                    | 106.0%       |                         |
| 4011 RATES                               | 5,097               | 4,910                  | 5,205                 | 295                      | 295                      |                    | 94.3%        |                         |
| 4012 WATER RATES                         | 42                  | 574                    | 0                     | (574)                    | (574)                    |                    | 0.0%         |                         |
| 4014 ELECTRICITY                         | 440                 | 776                    | 1,200                 | 424                      | 424                      |                    | 64.7%        |                         |
| 4032 PUBLICITY                           | 343                 | 608                    | 550                   | (58)                     | (58)                     |                    | 110.5%       |                         |
| 4047 MATERIALS/TOOLS                     | 218                 | 0                      | 250                   | 250                      | 250                      |                    | 0.0%         |                         |
| 4081 Licences                            | 0                   | 0                      | 333                   | 333                      | 333                      |                    | 0.0%         |                         |
| 4901 C.S. SALARY RECHARGE                | 11,815              | 9,785                  | 10,576                | 791                      | 791                      |                    | 92.5%        |                         |
| 4911 C.S. O'HEAD RECHARGE                | 9,903               | 14,247                 | 9,259                 | (4,988)                  | (4,988)                  |                    | 153.9%       |                         |



|   | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|---|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4999 DEPRECIATION CHARGED                   | 800                 | 0                      | 0                     | 0                        |                          | 0                  | 0.0%    |                         |
| MARKET :- Indirect Expenditure              | 33,616              | 37,520                 | 32,623                | (4,897)                  | 0                        | (4,897)            | 115.0%  | 0                       |
| Net Income over Expenditure                 | (21,403)            | (34,227)               | (19,223)              | 15,004                   |                          |                    |         |                         |
| <u>107 TOWN CENTRE GENERAL</u>              |                     |                        |                       |                          |                          |                    |         |                         |
| 1145 INC-CHRISTMAS ACTIVITIES               | 702                 | 345                    | 0                     | (345)                    |                          |                    | 0.0%    |                         |
| TOWN CENTRE GENERAL :- Income               | 702                 | 345                    | 0                     | (345)                    |                          |                    |         | 0                       |
| 4001 STAFF SALARIES                         | 24,799              | 24,278                 | 26,050                | 1,772                    |                          | 1,772              | 93.2%   |                         |
| 4002 EMPLOYERS N.I                          | 2,232               | 2,239                  | 2,402                 | 163                      |                          | 163                | 93.2%   |                         |
| 4003 EMPLOYERS SUPERANN.                    | 5,902               | 5,817                  | 6,458                 | 641                      |                          | 641                | 90.1%   |                         |
| 4009 STAFF TRAVEL                           | 499                 | 98                     | 250                   | 152                      |                          | 152                | 39.4%   |                         |
| 4014 ELECTRICITY                            | 7                   | 0                      | 0                     | 0                        |                          | 0                  | 0.0%    |                         |
| 4036 PROPERTY MAINTENANCE                   | 194                 | 688                    | 1,000                 | 312                      |                          | 312                | 68.8%   |                         |
| 4044 TREES & PLANTS                         | 0                   | 200                    | 0                     | (200)                    |                          | (200)              | 0.0%    |                         |
| 4064 ANNUAL HANGING BASKETS                 | 2,991               | 0                      | 0                     | 0                        |                          | 0                  | 0.0%    |                         |
| 4116 WAR MEM & REM SERV                     | 301                 | 0                      | 750                   | 750                      |                          | 750                | 0.0%    |                         |
| 4117 CLOCK REPAIRS                          | 0                   | 0                      | 350                   | 350                      |                          | 350                | 0.0%    |                         |
| 4138 MARKET SQUARE EVENTS                   | 0                   | 2,772                  | 15,000                | 12,228                   |                          | 12,228             | 18.5%   |                         |
| 4140 CHRISTMAS ACTIVITIES                   | 6,413               | 12,640                 | 7,000                 | (5,640)                  |                          | (5,640)            | 180.6%  |                         |
| 4144 CCTV                                   | 14,833              | 15,378                 | 18,000                | 2,622                    |                          | 2,622              | 85.4%   |                         |
| 4145 CHRISTMAS LIGHTS                       | 18,660              | 18,914                 | 18,000                | (914)                    |                          | (914)              | 105.1%  |                         |
| 4790 DEFERRED GRANTS RELEASED               | (571)               | 0                      | 0                     | 0                        |                          | 0                  | 0.0%    |                         |
| 4901 C.S. SALARY RECHARGE                   | 3,544               | 2,935                  | 3,173                 | 238                      |                          | 238                | 92.5%   |                         |
| 4902 W.S. SALARY RECHARGE                   | 12,275              | 10,820                 | 14,860                | 4,040                    |                          | 4,040              | 72.8%   |                         |
| 4911 C.S. O'HEAD RECHARGE                   | 2,971               | 4,274                  | 2,778                 | (1,496)                  |                          | (1,496)            | 153.9%  |                         |
| 4912 W.S. O'HEAD RECHARGE                   | 4,171               | 1,754                  | 3,070                 | 1,316                    |                          | 1,316              | 57.1%   |                         |
| 4999 DEPRECIATION CHARGED                   | 1,131               | 0                      | 0                     | 0                        |                          | 0                  | 0.0%    |                         |
| TOWN CENTRE GENERAL :- Indirect Expenditure | 100,352             | 102,808                | 119,141               | 16,333                   | 0                        | 16,333             | 86.3%   | 0                       |
| Net Income over Expenditure                 | (99,651)            | (102,463)              | (119,141)             | (16,678)                 |                          |                    |         |                         |
| <u>110 PUBLIC CONVENIENCES</u>              |                     |                        |                       |                          |                          |                    |         |                         |
| 4011 RATES                                  | 3,093               | 2,859                  | 3,160                 | 301                      |                          | 301                | 90.5%   |                         |
| 4012 WATER RATES                            | 2,143               | 274                    | 1,600                 | 1,326                    |                          | 1,326              | 17.1%   |                         |
| 4014 ELECTRICITY                            | 180                 | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%    |                         |
| 4036 PROPERTY MAINTENANCE                   | 181                 | 6,516                  | 2,500                 | (4,016)                  |                          | (4,016)            | 260.6%  |                         |
| 4038 MAINTENANCE CONTRACT                   | 16,667              | 9,380                  | 16,500                | 7,120                    |                          | 7,120              | 56.8%   |                         |
| 4999 DEPRECIATION CHARGED                   | 60                  | 0                      | 0                     | 0                        |                          | 0                  | 0.0%    |                         |
| PUBLIC CONVENIENCES :- Indirect Expenditure | 22,324              | 19,029                 | 24,760                | 5,731                    | 0                        | 5,731              | 76.9%   | 0                       |
| Net Expenditure                             | (22,324)            | (19,029)               | (24,760)              | (5,731)                  |                          |                    |         |                         |

|                                  | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|----------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| Town Centre Management :- Income | 68,834              | 13,796                 | 66,400                | 52,604                   |                          |                    | 20.8%   |                         |
| Expenditure                      | 266,438             | 248,020                | 271,256               | 23,236                   | 0                        | 23,236             | 91.4%   |                         |
| Movement to/(from) Gen Reserve   | <u>(197,604)</u>    | <u>(234,223)</u>       |                       |                          |                          |                    |         |                         |
| Grand Totals:- Income            | 1,172,338           | 1,231,120              | 1,321,467             | 90,347                   |                          |                    | 93.2%   |                         |
| Expenditure                      | 1,316,309           | 1,164,493              | 1,321,467             | 156,974                  | 0                        | 156,974            | 88.1%   |                         |
| Net Income over Expenditure      | <u>(143,970)</u>    | <u>66,627</u>          | <u>0</u>              | <u>(66,627)</u>          |                          |                    |         |                         |
| Movement to/(from) Gen Reserve   | <u>(143,970)</u>    | <u>66,627</u>          |                       |                          |                          |                    |         |                         |

Date: 24/03/2021

## Biggleswade Town Council

Time: 15:07

Lloyds Current A/C

## List of Payments made between 01/02/2021 and 28/02/2021

Page 1

| <u>Date Paid</u> | <u>Payee Name</u>              | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>      |
|------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 01/02/2021       | Bank charge payable            | CHRG             | 93.94              |                       | Bank charge payable            |
| 01/02/2021       | OPUS Energy (Corporate) Limite | DD01             | 153.14             |                       | 1449-Gas OCC 01.12-19.01.21    |
| 01/02/2021       | F & R Cawley Ltd               | DD02             | 491.45             |                       | 1289-Waste collection-Drove Rd |
| 01/02/2021       | OPUS Energy (Corporate) Limite | DD03             | 866.05             |                       | 1450-Gas CourtH 01.12-19.01.21 |
| 01/02/2021       | Huxley Electrical Services     | CLEAR            | 538.00             |                       | 11619/2414/Huxley Electrical S |
| 05/02/2021       | Central Bedfordshire Council   | Std Ord          | 5,120.00           |                       | Central Beds Rates 20/21       |
| 08/02/2021       | Allied Drinks Systems Ltd      | 201642           | 477.60             |                       | 1380-Call out fee              |
| 08/02/2021       | AMF Services (Bedford) Ltd     | 201643           | 2,817.42           |                       | 1379-Service and inspection    |
| 08/02/2021       | Anglian Water Business Ltd. (N | 201644           | 384.20             |                       | 1404-Water 05.10.20-04.01.2021 |
| 08/02/2021       | British Telecommunications PLC | 201645           | 590.18             |                       | 1382-Monthly phone,broadband   |
| 08/02/2021       | BATPC                          | 201646           | 30.00              |                       | 1408-training sessions         |
| 08/02/2021       | Rosetta Publishing Ltd         | 201647           | 290.40             |                       | 1398-Beds bulletin Feb 2021    |
| 08/02/2021       | Colin Ross Workwear & Safety   | 201648           | 479.51             |                       | 1385-Disposable gloves         |
| 08/02/2021       | Enterprise Personnel Ltd       | 201650           | 711.76             |                       | 1389-Traci w.c. 11.01.21       |
| 08/02/2021       | Hawkins Historic Ltd           | 201651           | 330.00             |                       | 1390-Boundary wall and railing |
| 08/02/2021       | JAP Sound Ltd                  | 201652           | 10,999.99          |                       | 1393-BTC Xmas sound            |
| 08/02/2021       | LGRC Associates Ltd            | 201653           | 9,633.60           |                       | 1394-PT Locum clerk Jan 21     |
| 08/02/2021       | The Lion Press (Sandy) Ltd     | 201654           | 1,989.60           |                       | 1401-Santas Grotto             |
| 08/02/2021       | Mazars LLP                     | 201655           | 2,448.00           |                       | 1395-External audit fee 19/20  |
| 08/02/2021       | Biggleswade MOT Centre Ltd     | 201656           | 552.00             |                       | 1381-Replace all 4 tyres valve |
| 08/02/2021       | Professional Pest Management   | 201658           | 90.00              |                       | 1397-Pest control serv.        |
| 08/02/2021       | DCK Accounting Solutions Ltd   | 201659           | 1,459.64           |                       | 1387-Contract accounting Jan   |
| 08/02/2021       | Hire or Buy Group Ltd          | 201661           | 36.00              |                       | 1391-Stihl strimmer            |
| 08/02/2021       | SLCC Enterprises Ltd           | 201662           | 1,473.60           |                       | 1399-Job advertising ser. Jan  |
| 08/02/2021       | Spaldings UK Limited           | 201663           | 132.72             |                       | 1400-Dustbin liners            |
| 08/02/2021       | Turfcare Leisure Services Ltd  | 201664           | 690.47             |                       | 1402-Bowling green maint.      |
| 08/02/2021       | TV Licensing                   | 201665           | 157.50             |                       | 1403-TV Licence Jan 21/22      |
| 08/02/2021       | Colin Ross Workwear & Safety   | 201649           | 428.54             |                       | 1438-Safety trouser, etc.      |
| 08/02/2021       | R & C Hyett                    | 201660           | 2,540.00           |                       | 1437-Office cleaning Jan       |
| 08/02/2021       | Nisbets                        | 201657           | 491.98             |                       | 1396-Vacuum CV                 |
| 09/02/2021       | Mrs C Brade                    | 000348           | 50.00              |                       | Mrs C Brade-Plot 216A Deposit  |
| 09/02/2021       | F D ODell and Sons             | 000349           | 377.00             |                       | Biggleswade bowls club Waste   |
| 11/02/2021       | Node IT Solutions Ltd          | DD04             | 119.98             |                       | 1448-Zoom subscription         |
| 11/02/2021       | Node IT Solutions Ltd          | DD05             | 211.20             |                       | 1446-Managed networking        |
| 11/02/2021       | Node IT Solutions Ltd          | DD06             | 1,140.00           |                       | 1445-Managed firewall          |
| 11/02/2021       | Node IT Solutions Ltd          | DD07             | 2,935.21           |                       | 1447-Agreement it service      |
| 11/02/2021       | BNP Lease                      | SO               | 584.17             |                       | BNP Lease                      |
| 15/02/2021       | The right Fuelcard Company Lim | DD08             | 85.03              |                       | 3466878/1464/The right Fuelcar |
| 15/02/2021       | Lex Autolease Ltd              | DD09             | 410.64             |                       | 1556-Vehicle lease Oct         |
| 16/02/2021       | ADT Fire & Security plc        | 201666           | 133.50             |                       | 46357283/1466/ADT Fire & Secur |
| 16/02/2021       | AMF Services (Bedford) Ltd     | 201667           | 254.16             |                       | 23921/1465/AMF Services (Bedfo |
| 16/02/2021       | Colin Ross Workwear & Safety   | 201668           | 225.11             |                       | 8835/1470/Colin Ross Workwear  |
| 16/02/2021       | Deeping Direct Limited         | 201669           | 115.20             |                       | 14651/1468/Deeping Direct Limi |
| 16/02/2021       | Enterprise Personnel Ltd       | 201670           | 2,097.66           |                       | E-2784/1469/Enterprise Personn |
| 16/02/2021       | Henlow Building Supplies       | 201671           | 581.86             |                       | IN0000551/1461/Henlow Building |
| 16/02/2021       | Staywell Occupational Health L | 201672           | 95.00              |                       | 5721/1471/Staywell Occupationa |
| 16/02/2021       | Turfcare Leisure Services Ltd  | 201673           | 144.00             |                       | 15773/1473/Turfcare Leisure Se |

Continued on Page 2

## List of Payments made between 01/02/2021 and 28/02/2021

| <u>Date Paid</u> | <u>Payee Name</u>        | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>      |
|------------------|--------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 16/02/2021       | Tim's Digital            | 201674           | 5,992.80           |                       | INV-18868/1472/Tim's Digital   |
| 16/02/2021       | Veolia UK Ltd            | 201675           | 85.54              |                       | SBO1143740/1462/Veolia UK Ltd  |
| 16/02/2021       | Fuel Genie DDR           | DD10             | 591.22             |                       | P/Ledger Electronic Payment    |
| 16/02/2021       | HMRC PAYE/NI Due         | 000350           | 13,738.66          |                       | HMRC PAYE/NI Due               |
| 17/02/2021       | Lloyds Salary A/C        | Tfr              | 36,300.00          |                       | Salaries Bank A/C Top-Up       |
| 17/02/2021       | Bedfordshire Pension Due | BACS             | 8,360.72           |                       | Bedfordshire Pension Due       |
| 18/02/2021       | AIB Merchant Services    | DD11             | 26.40              |                       | 1444-Carpark processing charge |
| 19/02/2021       | Rose Lane Car Park       | SO               | 8,000.00           |                       | Rose Lane Car Park             |
| 23/02/2021       | EE - DDR                 | DD12             | 93.70              |                       | V01844459630/1540/EE - DDR     |
|                  |                          | Total Payments   | <u>129,246.05</u>  |                       |                                |



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## **Biggleswade Town Council**

*Internal Audit Report 2020-21 (Interim)*

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*Sally King*

*For Auditing Solutions Ltd*

## **Background**

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return. Auditing Solutions Ltd has provided this service to Biggleswade Town Council since 2004,

This report sets out the work undertaken in relation to the 2020-21 financial year, during our visit on 25<sup>th</sup> November 2020 and our office during March 2021.

## **Internal Audit Approach**

In undertaking our review for the year 2019-20, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Annual Governance and Accountability Return. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in a number of key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's Annual Return, which requires independent assurance over a number of internal control objectives.

## **Overall Conclusion**

We are pleased to conclude that, in the areas examined to date, the Council continues to have effective systems in place to help ensure that transactions are free from material misstatement and that they will be reported accurately in the Annual Return and detailed Statement of Accounts for the financial year.

We have concluded that, on the basis of the programme of work undertaken this year to date the Council has again maintained more than adequate and effective internal control arrangements. We are again pleased to acknowledge the quality of records maintained by the staff and thank them for their assistance, which has ensured the smooth progress of our review process throughout this financial year.

## Detailed Report

### Maintenance of Accounting Records & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. To that end, we have: -

- Noted that third party contractors (DCK Accounting Services Ltd) continue to undertake the majority of the Council's financial transaction processing on Omega.
- Ensured that an appropriate coding structure remains in place on the Omega accounting system to meet the needs of the Council's reporting requirements;
- Agreed the year's opening balances on the Omega accounting records to those reported in the closing Statement of Accounts and Annual Return for 2019-20.
- Ensured that the financial ledger remains in balance at the present date;
- Noted that the Nat West current account is now closed.
- Checked and agreed transactions the Council's Current account cashbooks for Lloyds to the relevant bank account statements for September 2020.
- Checked detail on the Omega based bank account reconciliations for the year to date sample months, to ensure that no long-standing, uncleared cheques or other anomalous entries exist.

#### *Conclusions*

*We are pleased to report that no matters have arisen in this area of our review process to date warranting formal comment or recommendation. Further work will be undertaken at our final audit.*

### Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders; that financial transactions are made in accordance with the extant Financial Regulations and that we have a reasonable chance of identifying any actions of a potentially unlawful nature that have been or may be considered for implementation. Consequently: -

- We have commenced our review of the full Council and standing Committee minutes for the financial year to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist; and
- We note that Financial Regulations were reviewed and approved at F & GP Committee held on 19th November 2019 minute ref. 19/1106.5).

#### *Conclusions*

*We are pleased to report that no issues have been identified in this area, warranting further comment.*

## Review of Expenditure

Our aim here is to ensure that, in addition to confirming that sound financial control procedures are in place: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Appropriate procedures are in place to ensure compliance with the Council's SOs and FRs with regard to tendering and quotation action noting that the FRs require a revised formal tender for procurement as detailed above;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- Where applicable, appropriate contracting arrangements are in place and that they comply with the Council's current Standing Orders and Financial Regulations;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

To ensure compliance with the above criteria, we have examined a sample of 42 payments processed in the financial year from April to November 2020. Our test sample provides a broad cross section of expenditure and supplier invoices totalling £169,406.58.

It was noted that VAT Returns continue to be filed electronically on a quarterly basis and have been submitted.

### *Conclusions*

*We are pleased to report that no issues have been identified in this area, warranting further comment.*

## Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

The Financial Risk Assessment Registers were reviewed by F & GP Committee on 19<sup>th</sup> January 2021.



We note that the Council's insurance cover is underwritten to be provided by Aviva, with a separate policy for the vehicle fleet) and have examined the current year's policy schedule (to March 2021): both Public and Employer's Liability remain at £10 million and Fidelity Guarantee at £1 million.

### ***Conclusions and recommendations***

***We consider that the Council has effective risk management processes in place.***

## **Precept Determination and Budgetary Control**

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and level of precept to be drawn down from the District Council: also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

The Council has commenced the 2020-21 budgetary and precept requirements. We will review this area further at our final audit.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

### ***Conclusions***

***The Council has commenced its budget and precept requirements for 2021-22 financial year. We shall review this area further at our final visit, also examining the year's budget outturn, following up any significant variances and obtaining appropriate explanations: we shall also consider the appropriateness of retained reserves to meet the Council's ongoing revenue spending requirements and any development aspirations.***

## **Review of Income**

Our objective in this area is to ensure that all income due to the Council is identified for prompt recovery and banking. In addition to the precept, the Council receives income from a variety of other sources including playing field hire, allotments, cemetery, general and farmers markets. The rooms at Saffron Road are hired by various organisations; including counselling services, polygraph testing and police for disciplinary hearings.

- On previous visits we have examined the procedures relating to Cemetery Fees, reviewing the Burials Register, Exclusive Rights of Burial and Memorials records examining a sample of entries relating to each area. To ensure that each is supported by all relevant and legally required documentation and that the appropriate fees have been levied and recovered within a reasonable time period;
- Invoices for the 220 allotments are raised at the Orchard Centre by DCK Accounting Services in September each year.

### *Conclusions*

*We are pleased to report that no issues have been identified in this area, warranting further comment. Further work will be undertaken in this area at our final audit.*

## **Petty Cash Account**

We are required, as part of the annual Internal Audit Certification process on the Annual Return, to indicate the soundness of controls in this area of the Council's financial activities and note that there is an imprest style petty cash scheme.

### *Conclusions*

*There are no matters arising in this area to warrant formal comment or recommendation.*

## **Salaries and Wages**

We have continued our examination of the payroll procedures in place and the physical payments made to staff to date in 2020-21 by reference to the July 2020 documentation. The underlying detail for which continues to be produced by a local bureau provider (GH Online). Consequently:

- Gross pay rates have been checked to ensure that the NJC pay award for 2020-21 had been duly implemented;
- Checked and agreed the payroll provider computations for income tax, NI contributions and pension contributions for all staff.
- Verified the application of accurate and appropriate pension percentage contributions in line with the revised requirements;
- Checked the resultant net payment to each employee to the payment summary; and
- Verified the timely and accurate payment of tax, NI and pension deductions and contributions to the relevant agencies.

### *Conclusions*

*We are pleased to record that no issues have been identified in this area.*

## **Investments and Loans**

Our objectives here are to ensure that the Council is "investing" surplus funds, be they held temporarily or on a longer term basis in appropriate banking and investment institutions, that an appropriate investment policy is in place and that the Council is obtaining the best rate of return on any such investments made and that interest earned is brought to account correctly and appropriately in the accounting records.

The Council currently has existing PWLB liabilities and we have checked and agreed the instalment repayments for 2020-21 to third party advice notes at a previous visit. We will check the balances outstanding on the five Public Works Loans to ensure accurate recording of the year-end balance in the Agar.

***Conclusions***

***We are pleased to report that no matters have arisen in this area of our review process warranting formal comment or recommendation; we will ensure the accuracy of the year-end balances reported in the detailed Statement of Accounts and AGAR.***



[NAME]  
[ADDRESS]

Your ref:  
Our ref: LP  
Date: 11/03/21

Dear [NAME]

### **Local Plan Proposed Main Modifications Consultation - March 2021**

The Council is publishing Proposed Main Modifications relating to its Emerging Local Plan. You are being notified as one of the Regulation 18/19 consultees, and we are inviting you to express your views on these Modifications by taking part in the consultation. The consultation will begin at 10am Friday 19<sup>th</sup> March 2021 for a period of six weeks, until 12pm on Wednesday 5<sup>th</sup> May 2021.

### **Background**

The Council submitted its Local Plan to Government in February 2018. The Local Plan sets out a policy framework to guide development across the Council area up-to 2035, including to support the delivery of housing, employment and infrastructure.

The Local Plan is now at the Examination stage where independent Planning Inspectors consider if the plan meets the appropriate requirements and if it can be adopted. This process has already involved public hearings that took place in May to July 2019 and December 2020. All the stages of the Examination are available on the Council's website at the following link:

<https://www.centralbedfordshire.gov.uk/local-plan-exam>

As part of an Examination process, Planning Inspectors may recommend Main Modifications (changes that materially affect the plan's policies) to make a submitted local plan sound and legally compliant. These Proposed Main Modifications must be published for public consultation, so the Inspectors' have an opportunity to consider any representations on the proposals prior to publishing their report on the plan.

### **What are we consulting on?**

We are currently consulting on the Proposed Main Modifications, along with a Sustainability Appraisal (SA) Report and Habitats Regulations Assessment (HRA) Addendum that consider any relevant implications of the Modifications, along with a document that illustrates any changes that are proposed to the Policies Map.

The consultation documents consist of the following:

- Central Bedfordshire Local Plan Proposed Main Modifications Schedule March 2021
- Central Bedfordshire Local Plan Sustainability Appraisal Main Modifications Report March 2021
- Central Bedfordshire Local Plan Sustainability Appraisal Main Modifications Report – Non-Technical Summary March 2021
- Central Bedfordshire Local Plan Habitats Regulations Assessment Addendum March 2021
- Central Bedfordshire Local Plan Proposed Modifications to Policy Maps March 2021

These documents are all available on the Council website at the following link:

<https://centralbedfordshire.oc2.uk/>

In addition to the above documents, the Council is also publishing Additional Modifications, which are more minor in nature and do not affect the plan's soundness or legal compliance. These do not form part of the consultation but are available to view, for information purposes. Finally, the Council is publishing a 'striketrough' version of the Local Plan, which, again is not part of the consultation, but is available to assist understanding of the modifications being proposed.

**Please Note:** this consultation is confined to the specifically stated Proposed Main Modifications, which are put forward without prejudice to the Inspector's final conclusions on the Plan; and on the associated supporting documents. It is not an opportunity to restate points previously made, to raise new representations to the submitted Local Plan or to seek further changes to the Plan.

### **Details of the Consultation**

The consultation will run for six weeks from 10am Friday 19<sup>th</sup> March 2021 to 12pm Wednesday 5<sup>th</sup> May 2021. Details of how to respond to the consultation are set out on the 'Main Modifications Consultation March 2021' page of the Council's website:

[www.centralbedfordshire.gov.uk/mmc-march-2021](http://www.centralbedfordshire.gov.uk/mmc-march-2021)

### **Next Steps**

Any responses to the Consultation will be forwarded to the Planning Inspectors for their consideration, prior to the publication of their report into the Local Plan later in the year.

Yours sincerely,



**Andrew Davie**  
**Assistant Director – Development and Infrastructure**



## Statement of Representation Procedures (Regulation 19) Town and Country Planning (Local Planning) (England) Regulations 2012

### Central Bedfordshire Council Local Plan 2015-2035: Main Modifications Consultation

The Council is inviting comments, also known as representations, on the Proposed Main Modifications to the Central Bedfordshire Council Local Plan 2015-2035. The information below sets out how and by when to make such representations, as well as where to find the relevant documentation.

#### Statement of Representation Procedure

##### Consultation document

The Council is consulting on the Proposed Main Modifications, along with a Sustainability Appraisal (SA) Report and Habitats Regulations Assessment (HRA) Addendum that consider any relevant implications of the Modifications, along with a document that illustrates any changes that are proposed to the Policies Map.

The consultation documents consist of the following:

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- Central Bedfordshire Local Plan Habitats Regulations Assessment Addendum March 2021
- Central Bedfordshire Local Plan Proposed Modifications to Policy Maps March 2021

##### Subject matter and area covered

The Proposed Main Modifications set out those modifications that materially affect the plan policies and are deemed necessary for the plan to be found sound through the Examination process.

The Local Plan covers the whole administrative area of Central Bedfordshire.

##### Period of publication for representations

The Council will receive representations from 10am Friday 19<sup>th</sup> March 2021 to 12pm Wednesday 5<sup>th</sup> May 2021. Representations should arrive no later than 12pm on Wednesday 5<sup>th</sup> May 2021.

Anonymous comments or comments received outside these dates will not be accepted.

**Please Note:** this consultation is confined to the specifically stated Proposed Main Modifications, which are put forward without prejudice to the Inspector’s final conclusions on the Plan; and on the associated supporting documents. It is not an opportunity to restate points previously made, to raise new representations to the submitted Local Plan or to seek further changes to the Plan.

Where to view the proposed submission documents:

Publication version and supporting documents are available for inspection from 10am Friday 19<sup>th</sup> March to Wednesday 12pm 5<sup>th</sup> May on the Council’s web page:

[www.centralbedfordshire.gov.uk/mmc-march-2021](http://www.centralbedfordshire.gov.uk/mmc-march-2021)

### **How to make representations**

Representations can be made through the following means:

#### **Online Consultation System**

<https://centralbedfordshire.oc2.uk/>

Either log in or register to make representations, attachments can also be uploaded through this system. Consultation documents can be viewed through this system and are also hosted on the Local Plan Examination pages of our website.

#### **Letter**

Representations can be sent via letter to the following postal address:

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

Please ensure any representations sent via letter contain your name and contact details, either a postal address or email address.

#### **Email**

Representations can be sent via email to the following email address:

[localplan@centralbedfordshire.gov.uk](mailto:localplan@centralbedfordshire.gov.uk)

Please ensure any representations sent via email contain your full name.

.....

We recognise that there may be individuals who are unable to view the consultation documents online and due to the Coronavirus (COVID-19) restrictions are unable to view hard copies at the Council's main office at Priory House. In these circumstances we will be happy to discuss how we can arrange for you to access the consultation documents. Please contact the Planning Policy Team on 0300 300 4353.

If you are unable to submit your response on-line or by post and are unable to leave your home, or arrange for someone else, to post your response due to Coronavirus (COVID-19) restrictions, then please contact the Strategic Growth Team on 0300 300 4353.

How to find out the next steps

Using the online system at <http://www.centralbedfordshire.gov.uk/> you can request to be notified via email to be kept up to date on the Local Plan process.

What will happen to the Representations?

All valid comments will be submitted to the Planning Inspectors presiding over the Examination for their consideration and prior to the publication of their report .

Please note that copies of all comments will be made available for the public to view (including your name but not personal addresses, telephone numbers or signatures) and therefore cannot be treated as confidential. Data will be held in accordance with the Data Protection Act 1998.

**Contact us...**  
by telephone: 0300 300 4353  
by email: [localplan@centralbedfordshire.gov.uk](mailto:localplan@centralbedfordshire.gov.uk)  
on the web: [www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk)  
Write to Central Bedfordshire Council, Priory House,  
Monks Walk, Chicksands, Shefford, Bedfordshire SG17 5TQ





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

**Your ref:**  
**Our ref:** CBC PPDO 002  
**Date:** 18 March 2021

**Dear Mr Tarrant**

## **Highways Act 1980 Section 119 Pre-Order Consultation**

### **Proposed Diversion of Part of Public Bridleway Nos. 28 and 2 Sunderland Hall Farm, SG18 8SD Biggleswade, Dunton & Sutton CP**

#### **Introduction**

Central Bedfordshire Council has received an application to divert part of Biggleswade Bridleway No. 28 and Dunton Bridleway No. 2. The current line of the Bridleway runs close to a private residential dwelling and busy farmyard. The diversion would move the Bridleways to the north of West Sunderland Hall Farm away from working farm machinery.

The proposed new Bridleway will benefit from a 4m wide corridor throughout as well as the route taking users over a more attractive route through the wooded area known as Dunton Fen.

The part of Biggleswade Bridleway No. 28 to be diverted currently runs in a generally easterly direction from the southern junction of Bridleway No. 31 close to the private residential cottages (Sunderland Hall Cottages) shown at Point A on the map below for approximately 696 metres until it reaches the junction with Dunton Bridleway No. 2 shown at Point B on the map below.

The part of Dunton Bridleway No. 2 to be diverted runs in a generally northerly direction from Point B shown on the map below for approximately 262 metres to the

#### **Central Bedfordshire Council**

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

**Telephone** 0300 300 8305 **Not protected**  
**Email** [customerservices@centralbedfordshire.gov.uk](mailto:customerservices@centralbedfordshire.gov.uk)  
[www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk)

edge of Dunton Fen and then proceeds to run in an easterly direction for approximately 231 metres until Point C shown on the enclosed map.

The proposed diverted route starts at its junction with Bridleway No. 31 at Point D on the enclosed map and runs in a generally south-easterly direction for approximately 178 metres to Point E and then in a south-easterly and then north-easterly direction for approximately 250 metres to Point F and then follows the brook at a distance of 9 metres from the bank in a generally north-north-easterly direction for approximately 188 metres until it reaches Point G. At this point the route will run across a bridge or culvert and into Dunton Fen where the route will travel in a generally southerly direction for approximately 92 metres and will then run in a generally easterly direction for approximately 217 metres to its junction with Dunton Bridleway No. 2 at Point C as shown on the map below.

The length of that part of Biggleswade Bridleway No. 28 and Dunton Bridleway No. 2 proposed to be diverted shown between Points A – B – C is approximately 1,189 metres in length. The length of the proposed alternative route to be created shown as Points D – E – F – G – C is approximately 925 metres in length, or approximately 1475 metres between Points A – D – E – F – G – C.

In future the Authority will be sending all correspondence and Statutory Notices via e-mail wherever possible.

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.

Should you have any queries or comments about this proposal please e-mail me by 29 April 2021.

*April Quinn*

**April Quinn**

Definitive Map Officer

**Direct telephone** 01234 276791

**Email** [april.quinn@bedford.gov.uk](mailto:april.quinn@bedford.gov.uk)

**Central Bedfordshire Council**

Priory House, Monks Walk

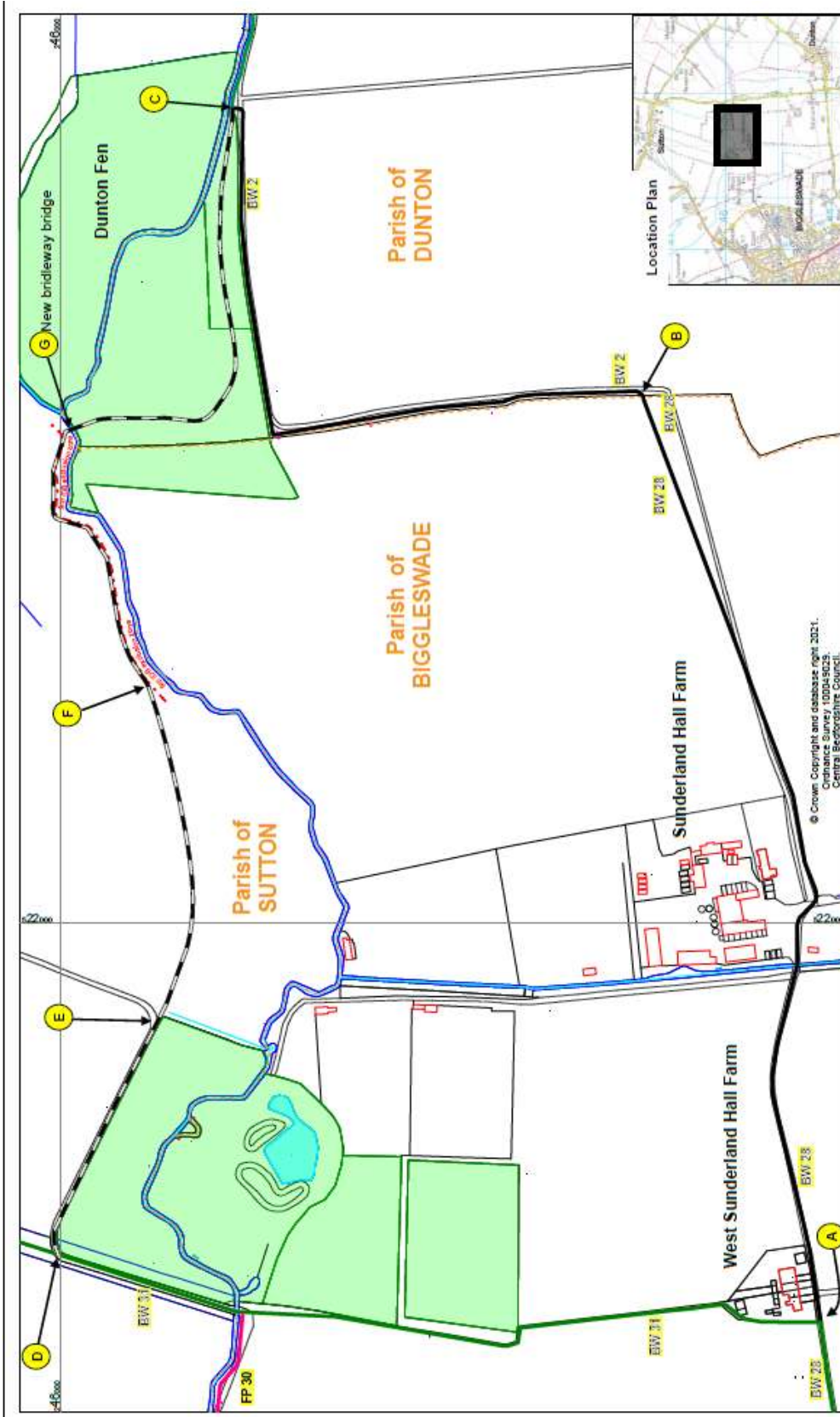
Chicksands, Shefford

Bedfordshire SG17 5TQ

**Telephone** 0300 300 8305 **Not protected**

**Email** [customerservices@centralbedfordshire.gov.uk](mailto:customerservices@centralbedfordshire.gov.uk)

[www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk)



Drafted by: AM  
 Scale: 1:2500@A3  
 Rev: 2.0  
 Date: 1 February 2021

HIGHWAYS ACT 1980  
**Proposed Diversion of parts of Biggleswade Bridleway No. 28 and Dunton Bridleway No. 2 at Sunderland Hall Farm**

- Unaffected public rights of way
- Parish boundary
- IDB 9m exclusion zone
- Bridleway to be stopped up
- Bridleway to be stopped up
- Bridleway to be stopped up
- Bridleway to be created
- Bridleway to be created
- Bridleway to be created
- Bridleway to be created

MAP NOT TO ORIGINAL SCALE

**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

# Ivel Valley School Charitable Fund



Hitchmead Road

Biggleswade

Beds SG18 0NL

Tel/Fax: 01767 601010 / 01767 600229

Email: [admin@ivelvalley.beds.sch.uk](mailto:admin@ivelvalley.beds.sch.uk)

Website: [www.ivelvalley.beds.sch.uk](http://www.ivelvalley.beds.sch.uk)

Chair: Gillian Needham      Trustee & Principal Ivel Valley School: Joe Creswick

Charity Number: 1153569

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Michael North  
Biggleswade Town Council  
Langford and Biggleswade Community Fund Group

16<sup>th</sup> March 2021

Dear Mr North

[IVEL VALLEY SCHOOL CHARITABLE FUND – 1153569 \(https://register-of-charities.charitycommission.gov.uk\)](https://register-of-charities.charitycommission.gov.uk)

[Ivel Valley Special School web site – www.ivelvalley.beds.sch.uk](http://www.ivelvalley.beds.sch.uk)

I write in connection with an application to your charity and the support we are giving to our Duke of Edinburgh Students to revitalise the garden at our 6<sup>th</sup> Form College. The project is being led by a 17-year-old A-level student from a local mainstream school who is currently working on their Gold Duke of Edinburgh Award and for the volunteering section want to collaborate with us on this project.

The project will benefit our students who are all from Bedfordshire and surrounding counties who all have special educational needs or disabilities (supported by an Educational, Health and Care Plan). This project is very important to us and would make a huge difference to the students and the wider community, but because it is outside of the core provision of education there isn't any money available from the main school budget. There is a high demand on the funding for educational facilities and resources for these young people and the garden hasn't been developed as it hasn't been seen as a priority. However, what we do have at school is lots of willing volunteers who, once the materials are bought, will be able to make an accessible and attractive garden a reality.

The school is based on a site with other provisions: a school nursery, a children's home (for children with special educational needs and disabilities who are in care who also attend our school) and there is a residential care home next door. Once the garden is developed, and social mixing is allowed, the garden will make a great community space for young and old to enjoy, thereby strengthening our community. Before the pandemic the school regularly let out its facilities and the garden could be incorporated into this.

I have included a link to the school's website. All staff working at the school have enhanced DBS checks and, as you would expect, the school has a Designated Safeguarding Lead and deputies.

Please find attached a detailed plan of the project that has been put together by the project leader which sets out the required expenditure and the work they have done so far.

The timescale of the project is ideally to have the garden in place from May so that students can begin using it during the summer term, but appreciate the group meet at specific points during the year. We are in the process of completing the online application through the CBC website.



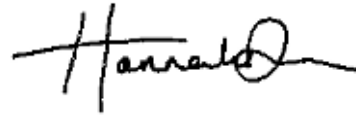
Included in the proposal is a full breakdown of the things we need to buy and where we will buy it from. I hope this will enable you to identify an element of the project you could help us fund.

I hope this gives you everything you need to consider our project, please let me know if you need anything else. You have our contact details if you need to speak to us.

Your sincerely



Joe Creswick  
Trustee  
Ivel Valley School Charitable Fund



Hannah Doran  
Trustee  
Ivel Valley School Charitable Fund



# IVEL VALLEY SCHOOL CHARITABLE FUND

Charity Number 1153569

## LODGE GARDEN PROPOSAL



## **INTRODUCTION - Hannah Doran, Trustee, Ivel Valley School Charitable Fund**

The Trustees of the Ivel Valley Charitable Fund are supporting a group of Ivel Valley School students who are seeking funding to revitalise the garden at their 6<sup>th</sup> Form College. The group are completing the project as part of the Duke of Edinburgh Award.

Working on this project with our students is Millie Neish, a young person from a local mainstream school who is doing their Gold award and who wants to collaborate with Ivel Valley School.

Please find a signed letter of support from the Trustees accompanying the application.

## **INTRODUCTION – Millie Neish, Volunteer, DofE Gold Award**

My name is Millie and I am volunteering with Ivel Valley School Charitable Fund as part of my Duke of Edinburgh Gold Award. I am leading the project at the Lodge Garden in my spare time as part of the Volunteering Section. I will work on this project with students at the College and school, as part of their Bronze Duke of Edinburgh award. This is an exciting community project and a great opportunity for me to gain valuable skills: putting together a project plan; sourcing and pricing materials; fundraising and working in the garden. This project will provide lots of benefit to the students and I am proud to be taking this forward and working with the Trustees. I am looking forward to working with young people with a diverse range of disabilities and I believe this project will help me widen my experience - I want the garden to be available to everyone.

I have always lived in Biggleswade (I went to The Lawns Nursery, Lawnside Lower, Edward Peake Middle and Stratton Upper School). I am now at Comberton Village College studying for A-levels. My mum Clare works at Ivel Valley School and College and she is also a Governor. She has been a School Governor for 15 years at the schools I have attended. She also loves gardening and has helped me get this project “off the ground”.



This document has been put together by me setting out the initial work that has been done and the proposed solution and requirements. The appendix outlines the things that need to be bought with a projection of the cost for each part and suppliers.

## **IVEL VALLEY SCHOOL (Ofsted Report September 2014)**

This is a school for pupils with autistic spectrum disorders, behavioural, social and emotional difficulties, moderate learning difficulties, severe learning difficulties and profound and multiple learning difficulties. All pupils have complex needs and an education, health and care plan.

Currently 200 young people from all over Central Bedfordshire go to the school and children travel from Bedford, Flitwick as well as local towns and villages. Some children attend from other counties because of the expertise at the school. The school provides education for age 4 – 19 years across 3 sites. The school and college are growing and will soon teach up to 300 young people. The main school site is for Primary and Secondary pupils and has a large garden area with sensory plant beds and a large area of raised vegetable beds and a greenhouse. The sensory beds do need replanting and work is being planned to do this which I will help with.

The second site (Ivel Valley College) is the 6<sup>th</sup> Form for 30 young adults in Year 12-14 (age 16 to 19). They study entry level qualifications (English and Maths), vocational qualifications, preparing for adulthood and developing independent living skills to take them into adulthood in whatever setting they might live. School and college staff work hard to make sure the environment is inclusive and that the school provides opportunities to everyone whatever their needs.

The garden (which is the only green space on site) is the garden at the old caretaker's house separate to the school, surrounded by a fence. The house is used to learn independent living skills and the garden is part of this. Students at Ivel Valley School do their Duke of Edinburgh award too and the garden is vital for them to do this. In its current state it is impossible for them to use.

The garden desperately needs work to make it usable and safe with raised growing beds and sociable areas. Currently the College is having a brand-new food technology room for students to use to cook and prepare meals. Having a garden where food can be grown and then eaten will be amazing for the students to have.





## **WORK SO FAR**

Since September 2020 I have visited the site to measure it, identify what work needs to be done and gained an understanding of some of the things the garden could be used for. I have visited the School site to see the Sensory Garden (I talked to Sarah, the Sensory Specialist Teacher) and seen the vegetable beds that are there.

The school has bought, and my dad and I have put in, compost bins so we can use the fallen leaves to make compost.

Students at the College site do woodwork lessons I have asked the Assistant Principal if the students can build some planters for the garden.

## **PROPOSAL**

Landscaping and major changes to the site will be expensive and there is not money available to do this. My plan is to tidy the site and remove the broken beds so we can install new ones (including wheelchair friendly) for the students to grow flowers, fruit and vegetables. This will make a big difference to the site so it can be used by all students whatever their ability; to learn gardening skills, enjoy the outside and learning to grow things. Making changes to encourage wildlife is important as well.

The main jobs are: -

- To get the ivy cleared from all around the edge of the site.
- For the pergola to be checked over to see if it is safe.
- For the trees on the site to be surveyed for safety and if they need pruning.
- To take apart the broken raised beds and put the soil in the new ones.
- To restore the existing one from the top patio to the bottom of the garden. It must be wide enough for a wheelchair and someone to walk along side.
- To put in a patio underneath the pergola so students and staff can sit and have an outside learning area and eating area (if sufficient funding can be raised).
- To buy seating and tables to go on the patio.
- To buy and put in raised beds filled with soil for students to use.
- To buy and put in specialist raised beds filled with soil for students to use who are in a wheelchair or need to stand to garden.
- Plant the 2 flower beds (the small bed to the left of the entrance gate and the large, bare flower bed by the entrance to the College) with flowers and sensory plants. My mum is a keen gardener, and we can grow flowers from seed and take cuttings from our garden at home.

- To buy plants and seeds for the students to grow to have vegetable beds, flower beds and sensory area.
- To buy more tools and equipment for students to garden with, there is not enough.
- To have composting facilities, wildlife areas, birdfeeders and a bird bath.

I am hoping that once the beds are set up that I will be allowed to work outside with the students helping them to grow the seeds and plant out the bought and grown plants.



## **BENEFITS**

The main benefits in doing this work are: -

- The new garden layout will be sustainable and much easier for the students and staff to maintain and use. I want the garden to live on beyond my DofE project and want it to be a real asset to the College site.
- Currently the garden is not a very inviting place to go and parts if it are unsafe and can't be used. The redevelopment will allow students and staff to use it both to work and socialise.
- It will encourage students to learn new skills and gain qualifications. The garden can be used for 6<sup>th</sup> Form students to develop life and living skills – this can lead to qualifications for them e.g. AQA Unit Award Schemes Agricultural and Horticultural – Community Garden Project, Wildlife Gardening, Use of Garden Tools. The site can be used for the Key Stage 4 Duke of Edinburgh Students to gain their Bronze Award.
- It will be a vital area to teach students about the environment- organic gardening, recycling and encouraging wildlife. These are vital skills we want our young people to take into adulthood.
- It will give students a green area to sit and work outside, hold social events such as BBQ's and to eat their lunch. There is no other green space on the site. In the current lock down students aren't going out and many don't have a big garden at home, having this space at the College will be a real help. Last year for the first time Christmas carols were sung around a decorated tree in the garden and children from the Lawns Nursery joined in. With our neighbours at

Maythorn Children's Home, the Lawns Nursery and Copelands Elderly Care Home the garden can be made into a real community space.

- In future it will give staff an area to use at break and lunchtimes. The current COVID-19 restrictions mean the staff room cannot be used as much so the garden could be used instead.
- Gardening and just being outside is great for mental health which young people can often struggle with, especially at this difficult time. Gardening is a very rewarding hobby and great for students to work together. It could help to develop a love of gardening which they will take into adulthood.
- The garden is a great area to develop a love of nature and wildlife gardening. Students can feed the birds, encourage insects and do things like the RSPB Big School's Birdwatch.
- The brand-new Food Tech Room at the College will give students facilities to cook and prepare meals independently. By being able to grow their own food - vegetables, fruit and herbs in the garden the two areas will work together to encourage healthy eating and trying new foods and flavours.
- The main school site has a developed forest area where students can safely play and light campfires. It would be great to have this at the College site too.

## PLANS

I am keen to keep the large area of lawn at the top of the garden and I have come up with 2 possible options for the site. Ideally it would be nice to put in a new paved path going down the side of the garden closest to the gate so that students with limited mobility don't need to walk as far to get into the garden (Plan 1). Rough estimates however are that this will be expensive.

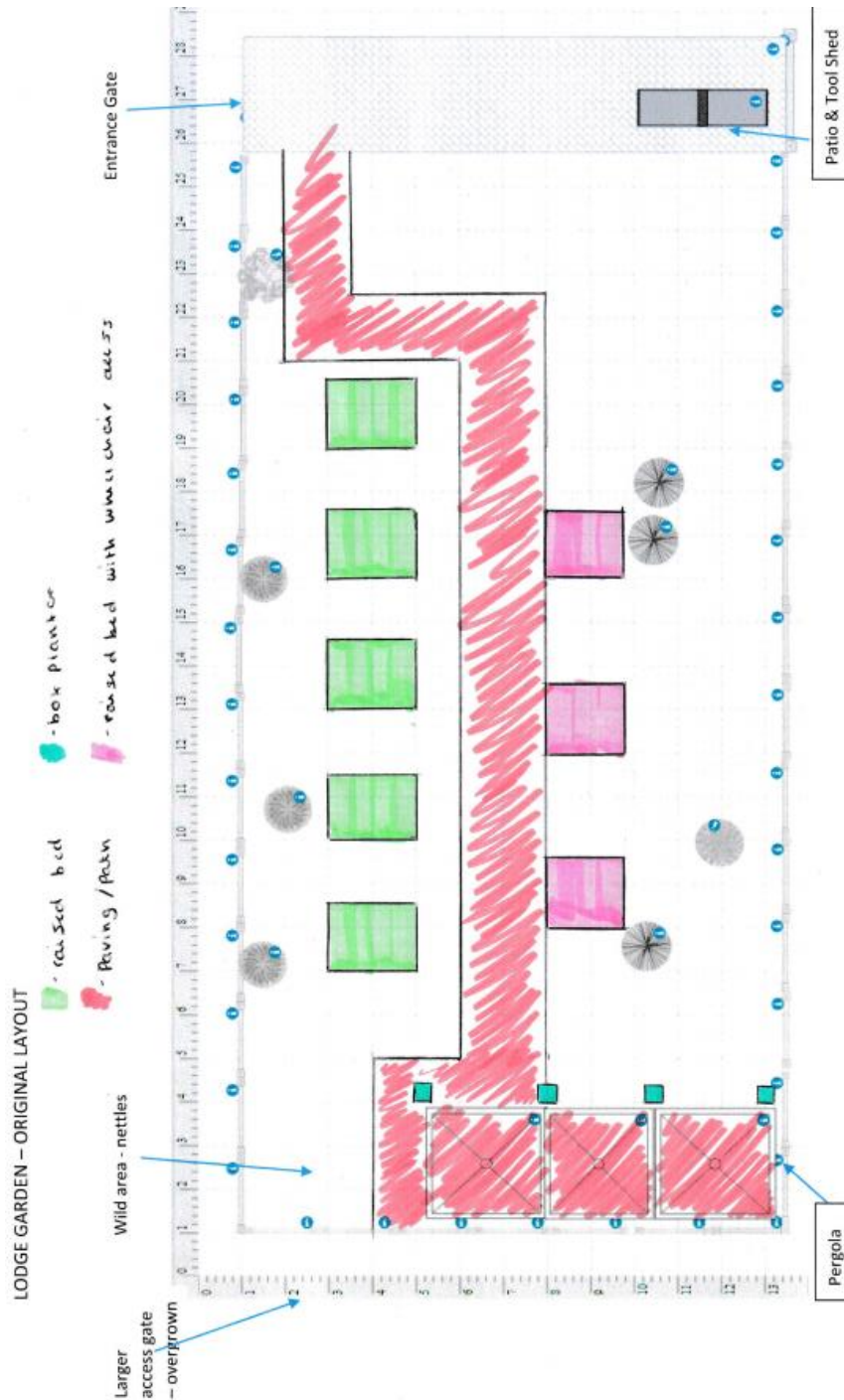
Alternatively, we can keep the existing path and clean it up and remove the moss (Plan 2) this will still provide a suitable, safe surface. I have got a quote for this.

We will need to clear a path at the bottom of the garden to give emergency access from the garden at the bottom by the pergola. A paved patio under the pergola would be great although again indications are that this would be expensive, my priority is to spend money on the planting and extras that the students will get the most benefit from.

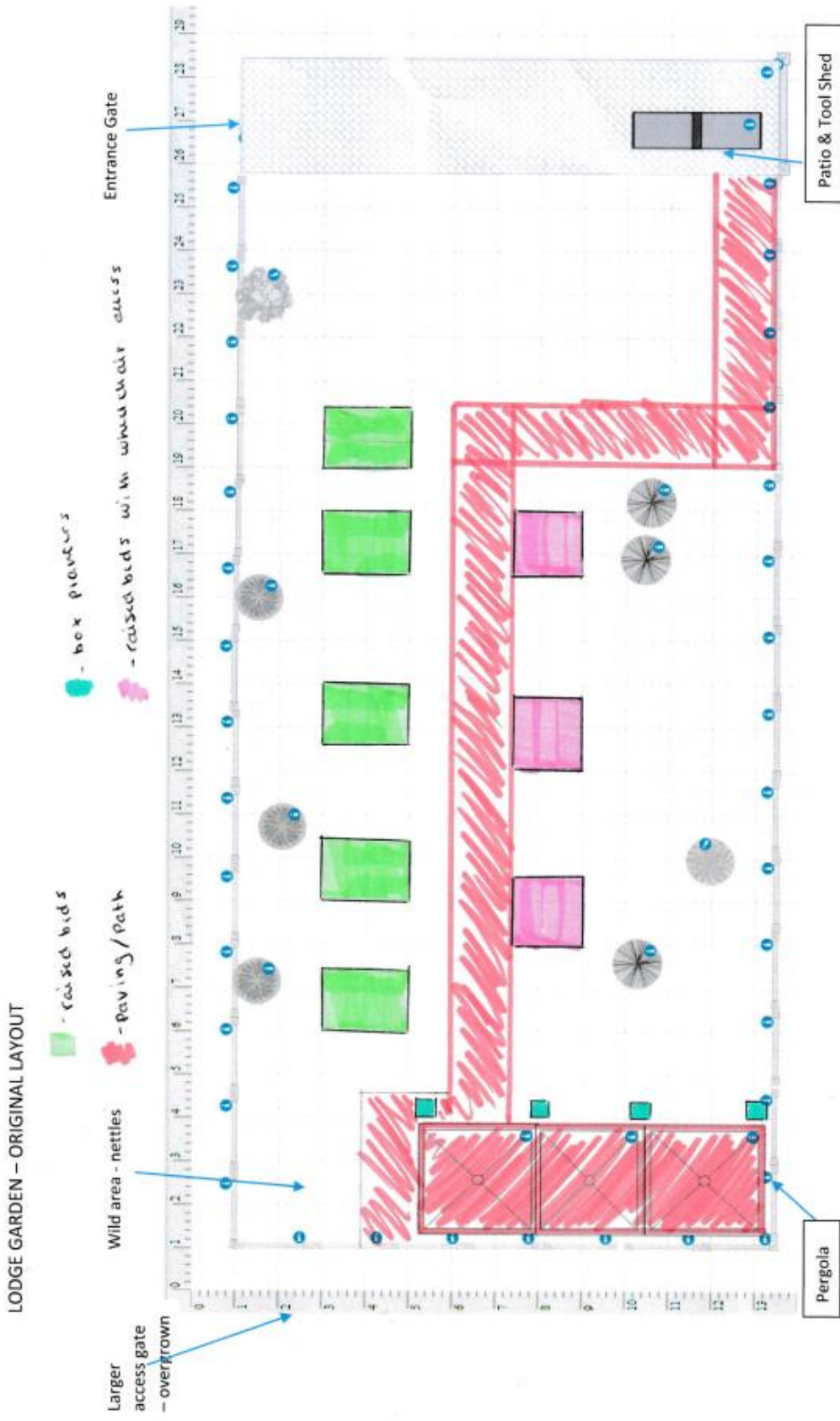
I have also looked at different options for raised allotment style beds and higher planters that students in wheelchairs can access. I've looked at different companies as well as making them ourselves and suggested different solutions to staff.

I have produced a questionnaire and got feedback from 11 key staff on the options and my suggestions. I've drawn up the final scale plans and costs based on their recommendations. They have told which beds they think will be best for the students and they have advised me on the number of tools we need. They have also come up with some other ideas to include.

**Option 1 – Path is nearer the gate – better access for wheelchair users.**



Option 2 – Path follows the outline of the existing path.



Thank you for the taking the time to read this proposal. I am really excited to be working in collaboration with students and staff. Timescales for the project have been set back because of the partial closure of schools during lockdown. Our hope is to secure funding by the end of April / early May so we can buy things and get the garden set up so that students can begin using it during the last part of the summer term to maximise the best weather for being outside and growing things. I hope that you can help by funding this project and I look forward to hearing from you.

If you need any more information or have any questions, please let me know or contact the trustees directly. The remaining pages detail the things we are looking to buy, the suppliers and costs.

Millie Neish



**Expenditure** - The following expenditure is required:

| Item Number | Expenditure   | Cost          |
|-------------|---|---------------|
| 1           | 5 allotment style raised beds   | £742          |
| 2           | 2 planting troughs  | £200          |
| 3           | 3 planting tables   | £735          |
| 4           | Top soil for planting   | £760          |
| 5           | Tools and equipment - see breakdown of estimate page 11 (B&Q and Homebase)                    | £463          |
| 6           | 30 packets of seeds to grow vegetables and flowers (estimated at £3 per packet)               | £90           |
| 7           | 30 sensory plants and herbs to develop sensory beds (estimated at £4 per plant)               | £120          |
| 8           | 3 wooden benches at £60 each (Argos)  | £180          |
| 9           | 2 wooden picnic tables at £225 (Homebase)   | £450          |
| 10          | 3 x Wooden planters with trellis (local company Jim's Garden Crafts)                          | £120          |
| 11          | 4 Sensory ornaments (Home2garden.co.uk)   | £120          |
| 12          | Cost of clearing ivy from round the edge of the site – quote obtained Ground Control Limited  | £403.00       |
| 13          | Cost of wood stain to repaint the pergola (B&Q 5l)  | £6            |
| 14          | Bird feeders and bird food approach the RSPB HQ in nearby Sandy for donation                  | Nil           |
| 15          | Cost of materials and installation of a patio - we will get a quote after we have prioritised | Not yet known |

## Breakdown of Costs and Suppliers - February 2021

1. **Raised Allotment Style Beds** – made from raw materials with 12cm deep flat edging board which students could sit on whilst working.

Supplier                      Raw materials from Wickes

Size                              200cm x 100cm x 58.5cm

### Materials needed: -

6 x timber 45mm x 195mm x 3000mm (£15.07 x 6 = £90.42)

1 x fence post 100mm x 100mm x 2.7m (£18)

1 x deck board 32mm x 120mm x 4.8m (£20)

Total for wood = £128.42 + £20 for fixings = £148.42 per bed

Cost for 5 beds              = **£742**



## 2. Planting Troughs

Supplier                      **VegTrug ([www.VegTrug.com](http://www.VegTrug.com))**

[Also look at local suppliers – Waresley Garden Centre, Sandy]

Size                              100 cm x 76cm x 80cm (tall)

Cost                              £100 each x 2 = **£200**

<https://www.vegtrug.com/range/vegtrug-planters/small-eternal-vegtrug/vegtrug-eternal-1m/>





### 3. Raised Wooden Bed Table

Supplier Harrod Horticultural (www.harrodhorticultural.com)  
 Size 120cm x 120cm and 30cm deep and 74cm high)  
 Cost £245 each x 3 = **£735**



[Standard Wooden Raised Bed Tables Raised Bed Gardening Harrod Horticultural](http://www.harrodhorticultural.com)

### 4. Top Soil

Supplier Henlow Building Supplies  
 5 Raised Beds 8.5 bulk bags (1170 litres of soil per bed = 5850 l in total)  
 3 Wooden Table 1.8 bulk bags (432 litres per table = 1296 litres in total)  
 2 Trug 0.7 bulk bags (210 litres of soil per trug = 420 litres in total)  
 Total 11 bulk bags (7344 litres)  
**Price per cubic meter of top soil £69.12 x 12 = £760.32 in total**



Henlow Building Supplies Ltd  
 3A, Pegasus Drive  
 Southon Business Park  
 Biggleswade  
 Bedfordshire  
 SG11 1BQ  
 T: 01767 312 830  
 sales@henlowbuilding-supplies.co.uk  
 www.henlowbuilding-supplies.co.uk

Quotation: QU0000541

|  |  |
|--|--|
| <b>Level Valley School</b><br>Billing/Invoice<br>No: 2202019<br>0218 8PT | Delivery Point<br>The Hall,<br>Biggleswade<br>Bedfordshire<br>SG11 8PT |
|--|--|

| Order Number | Revision | Customer Reference | Prepared by | Order Date  |
|--------------|----------|--------------------|-------------|-------------|
| 870045       | 0        |                    | Jake Knudal | 02-Feb-2021 |

| Quantity | Item                          | Price       | Total   | VAT |
|----------|-------------------------------|-------------|---------|-----|
| 8        | BALLEYS NL10 Topsoil Bulk Bag | £84.00 each | £672.00 | 10% |

|                |                   |           |               |                |
|----------------|-------------------|-----------|---------------|----------------|
| VAT Rate       | Goods Value (net) | VAT (net) | Goods         | £672.00        |
| Standard (20%) | 496.80            | £122.16   | VAT           | £92.16         |
|                |                   |           | <b>TOTAL:</b> | <b>£882.96</b> |

Produced Using MySAP Business Suite  
 Company Registration No: 31847078 (UK) No: 31847078  
 Henlow Building Supplies Ltd Registered Office  
 Southon Business Park, Biggleswade, Bedfordshire, SG11 1BQ



## 5. Garden Tools – estimated costs from B&Q web site February 2021

| Equipment        | Cost   | Number Required | Total Cost |
|------------------|--------|-----------------|------------|
| Border Fork      | £8.00  | 8               | £64        |
| Digging Spade    | £8.00  | 8               | £64        |
| Hoe              | £14.00 | 6               | £84        |
| Verve Trowel     | £6.00  | 8               | £48        |
| Verve Hand Fork  | £6.00  | 8               | £48        |
| Watering Can     | £5.00  | 6               | £30        |
| Bypass Secateurs | £3.50  | 4               | £14        |
| Plastic Tubs     | £5.00  | 3               | £15        |
| Wheelbarrow      | £31.00 | 2               | £62        |
| Leaf Rake        | £10.00 | 2               | £20        |
| Soil Rake        | £7.00  | 2               | £14        |
| TOTAL            |        |                 | £463       |

B&Q - <https://www.diy.com/>

Homebase - <https://www.homebase.co.uk/>

## 6. & 7. Plants & Seeds

<https://www.thompson-morgan.com/vegetables/vegetable-plants/herbs>

<https://www.suttons.co.uk/>

<https://www.suttons.co.uk/search/go?w=herb%20plants>

<https://www.gardens4you.co.uk/perennials/ornamental-grasses/all>

## 8. Garden Furniture

<https://www.argos.co.uk/product/4668682?clickSR=slp:term:garden%20furniture:21:233:1>

**Argos Home Newbury Wooden 2 Seater Garden Bench - Light Wood**

£80.00

Buy Now

Check out

**About this product**

Discover the Argos Home Newbury Wooden 2 Seater Garden Bench - Light Wood. This bench is made from sustainably sourced wood and is perfect for your garden or patio. It features a classic design with a curved back and armrests. The bench is easy to assemble and is suitable for outdoor use. It is available in a light wood finish.

- Made from sustainably sourced wood
- Classic design with curved back and armrests
- Easy to assemble
- Suitable for outdoor use
- Available in a light wood finish
- Dimensions: 120cm x 45cm x 85cm
- Weight: 15kg
- Delivery: Free
- Returns: 30 days

## 9. Garden Furniture Picnic Table

[https://www.homebase.co.uk/rectangular-picnic-table-large\\_p461909](https://www.homebase.co.uk/rectangular-picnic-table-large_p461909)

**Rectangular Picnic Table - Large**

£225

Add to Basket

**Product description**

This large rectangular picnic table is made from sustainably sourced wood and is perfect for your garden or patio. It features a classic design with a curved back and armrests. The table is easy to assemble and is suitable for outdoor use. It is available in a light wood finish.

- Made from sustainably sourced wood
- Classic design with curved back and armrests
- Easy to assemble
- Suitable for outdoor use
- Available in a light wood finish
- Dimensions: 120cm x 45cm x 85cm
- Weight: 15kg
- Delivery: Free
- Returns: 30 days

## 10. Planters with Trellis



**PLANTERS PRICELIST**

SMALL (40CM X 40CM X 40CM) - £10\*

MEDIUM (80CM X 25CM X 25CM) - £15\*

LARGE (80CM X 40CM X 40CM) - £20\*

WISHING WELL PLANTER - £40\*

\*EDGING IS AN ADDITIONAL £5 PER PLANTER



## 11. Sensory Ornaments and sculptures

[Garden Ornaments, Furniture, Tools | BBQs | Water Features \(home2garden.co.uk\)](http://home2garden.co.uk)

Online Catalogue | Wind Sculptures | Wind Ornaments | Nova Wind Spinner | Plain

**Nova Wind Spinner | Plain**  
 From £59.99 (including VAT and P&D)  
 In stock  
 Not Res. Code - Ecotric feed

Size  
 Medium (27.5 x 24cm)

Please check here if you want our Gift Wrap Service

Enter your q&A message here

Qty:

Nova wind spinner. Our original Nova is new, simple and wonderfully elegant. This beautiful design turns gracefully in the gentlest of breezes.

**Detailed product information**

The Nova Wind Spinner is elegant and simple in design.

Our Nova Wind Spinner is hand crafted to use only the best stainless steel, which will never tarnish or rust.

Suitability: Gardens, Greenhouses, Patios, Balcony or Conservatory.

Maintenance: Our Nova Wind Spinner requires an occasional light wash with non-abrasive window or stainless steel cleaners.

No assembly required. The Nova Wind Spinner comes complete and ready to hang.

Materials: Rust proof stainless steel.



### Crystal Nova Wind Ornament

From  
£24.95 (including VAT)

★★★★★ (3 reviews) - Write a Review

Click to view Video

In stock

Size

Small (22 x 10cm)

Please check here if you want our Gift Wrap Service

Enter your gift message here

Qty:

The Crystal Nova Wind Ornament has a stunning 90% lead crystal ball suspended within the centre, creating a sparkling rainbow as the Crystal Nova Wind Ornament rotates. This wonderful garden sculpture has been our best selling product since 2011.



#### Detailed product information

The Crystal Nova Wind Ornament is our best selling product for 2011, 2012 and 2013, displaying a stunning 90% lead crystal ball within the centre.

The Home to Garden Crystal Nova Wind Ornament is constructed to use only the best stainless steel, which will never tarnish or rust.

Suitability: Outdoor, Covered, Patio, Balcony or Courtyard.

Maintenance: Our Crystal Nova Wind Ornament requires an occasional light wash with rust proof window or stainless steel cleaners.

No assembly required. The Crystal Nova Wind ornament comes complete and ready to hang.

Material: Rust proof stainless steel.



### Heavy Duty Hanging Stake

From  
£29.99 (including VAT)

★★★★★ (3 reviews) - Write a Review

In stock

Size

40 x 300 H.170cm

Please check here if you want our Gift Wrap Service

Enter your gift message here

Qty:

Our Wind Dancer Stake is shaped "C" shape and perfect for hanging wind dancers. Made in stainless steel and rust proof, this product is perfect to keep outside all year round. Please note: The Wind Dancer is for illustration purposes only.

#### Detailed product information

Material: Stainless Steel

Suitability: Indoor or Outdoor

Maintenance: Our wind dancer stake requires an occasional light wash with rust proof window or stainless steel cleaners.

Made to Order

## 12. Ivy clearance and restoration of path.

Cost Of clearing the overgrown ivy from perimeter of site and restoring the existing path - £335.50 +VAT

Full copy of quote available if required.



## Quotation

4<sup>th</sup> March 2021

Our ref: 465241

Your ref: Baulk College Ivy

FAO: Hannah Doran

Ivel Valley School  
The Baulk College  
Biggleswade  
Bedfordshire  
SG18 0PT



### Ground Control Limited

Kingfisher House  
Radford Way, Billericay  
Essex, CM12 0EQ

T: 01277 650 697

F: 01277 630 746

E: [info@ground-control.co.uk](mailto:info@ground-control.co.uk)

[www.ground-control.co.uk](http://www.ground-control.co.uk)

-----End of document -----

**From:** John Garwood  
**Sent:** 10 March 2021 07:49  
**Subject:** RE: Speedwatch signs

Ref:- Phone call 01/03/2021

Good morning Peter,

I'm the Community Speedwatch coordinator for Biggleswade which is part of the Biggleswade Community Safety Group.

Community Speedwatch is a scheme to help reduce traffic speeding and make roads safer in our neighbourhood.

We usually run three sessions each month, weather permitting.

In Biggleswade we have 16 roads which have been vetted by Bedfordshire Police for monitoring.

At present we use a mobile sign to warn motorists of our presence, which takes up a considerable amount of room on the pavement.

Our neighbouring towns and village Speedwatch teams use a permanent blue sign which has more impact and does not take up pavement space.

We would need 5 signs, one for each road leading into Biggleswade, they are as follows:- London Road, South end.

Shortmead Street, North end.

Potton Road, East end.

Langford Road, South end

Dunton Lane.

Central Bedfordshire Council will supply and install each sign at a cost of £56.44+VAT.

I hope this covers the information you require.

Kind regards

John Garwood

# Biggleswade Market Strategy - Introduction



## Purpose of this Document

The objective of this document is to provide a strategy for transforming Biggleswade Town Council's Saturday Charter Market.

The scope of this document is specific to the market and does not include other events which may take place in the town centre.

## Status Quo

Whilst BTC has not conducted a formal feedback exercise on the market, basic observations and anecdotal evidence make clear that it is a long way short of where it needs to be – a proper strategy and execution plan is required.

BTC is now employing Meg Green and Hannah Abel (from Made In The Wade) to transform our market offering.

## Timeline

There is a window of opportunity to make changes prior to a relaunch following the end of lockdown. Some changes may come later through the summer, other long term changes may be subject to the performance of KPIs.

## Next Steps

To work with the team from Made In The Wade, alongside council staff, to implement the strategy, ready for welcoming non-essential traders back on 17<sup>th</sup> April.

To check in with delivery at TCM in May.



# Transforming Biggleswade Market – A Strategy For Growth



## Draw

Sustainable growth will be achieved by DRAWING shoppers from a wide catchment area spanning Bedfordshire and Cambridgeshire.

A large catchment area will support a larger number of high quality merchants.

## Deliver

The market and town centre must DELIVER a positive experience for visitors and residents.

The retail experience should be enhanced with entertainment and activities with broad appeal.

## Drive

The market must DRIVE revenue and margin for all retailers – whether they are market traders or fixed premises.

Successful traders will return while increased footfall will ensure a vibrant high street with high unit occupancy.

# Contents



This strategy document includes the following:

1

Market Layout

2

Pitch Fees

3

Growing the Market

4

Publicity

5

Measuring Market Performance



# Market Layout (Part 1)

## Implementing the Layout

There have been challenges with implementing the layout agreed in June 2019, these include: traders' vans taking up space, cars left parked from the night before, not knowing how many traders will turn up and varying number of traders depending on the time of year.

This slide suggests four changes to deliver the layout we want:

### Fee Structure

Discussed in detail on a future slide.

At present, traders pay on the day meaning ad-hoc decisions are made when setting up – turnout is unpredictable which makes planning virtually impossible.

There is also no incentive for traders to use St Andrew's Car Park for their vans – these block stalls, block shop fronts and ruin the vibe. Changes to fees may help correct for this.

The right fee structure will entice a good number of traders to fill all pitches.

### Policy Updates

The current policy expects traders to stay until 4pm – this is unreasonable, puts potential future traders off and creates a sporadic market by mid-afternoon.

The market policy should change to allow at phased pack-up from 2pm.

The policy may also need to reflect the time of year better – for example Jan-Mar there will never be enough traders to justify using all of Market Street.

### New Signage

Cars are often parked on Market Street from Friday evening – these take up space for pitches.

Professional signage (including market branding and BTC logo) should be attached to lampposts to tell people to move their cars by Saturday morning.

Market Street should be closed off from late Friday evening and enforced by CBC if possible.

Also potentially need to reach a deal with Wetherspoons on offering Rose Lane permits for hotel customers.

### Culture Change

BTC wishes to increase the standard and quality of the market to ensure patrons enjoy a positive and safe shopping experience and to make the market visually attractive.

Minimum standards will be defined in the market policies and BTC staff will actively police all market policies.

Any trader failing to comply with market policies or requests from BTC staff will be asked to leave and may not be permitted to return.

# Market Layout (Part 2)

## Relaunch Layout for April 2021

Layout to focus on the paved area - picture shows an estimate of the number of pitches.

The blue boxes show the planned pitches.

This layout minimises the number of parking bays which are lost to market stalls and means that no shops are forced to face the back of market stalls all day.

As the payments are made by Thursday evening, this will enable the market superintendent / Meg and Hannah to plan the layout prior to market traders arriving on Saturday morning.

If traders don't want the pitch that has been assigned, then they won't be able to trade that day.

Vans will not be allowed on to the market, they must use St Andrews Street car park – if there is a lack of compliance then the council will consider introducing a charge for vans.

There will also be no trading from the street – all wares must be placed on a table or appropriate equivalent, within the trader's pitch.



# Market Layout (Part 3)

## Potential Future Layout

Layout on Market Street and the paved area – this is subject to sustainable growth.

May not need this layout all year round – if that is the case define exactly how many stalls can fit on the paved area and north-side bays.

Picture shows the location of stalls and the number of parking bays they are taking up. Each box is one pitch.

The blue boxes show pitches in parking bays, the green boxes show non-parking bay pitches.

Whilst BTC can trial this layout, it will only be considered as permanent only once consultation with the Chamber of Trade has taken place, and once TCM has approved the transition from the layout on the previous slide.

Again, vans will not be allowed on to the market, they must use St Andrews Street car park.





# Pitch Fees (Part 1)

## Current Pitch Fee Structure and Collection

Current pitch fees are very competitive compared to similar markets and were cut further in summer 2019 to encourage trade following the first lockdown.

A lack of understanding around casual traders vs regular traders, and the fact that money is only collected on the day, makes planning the Saturday set-up challenging, and implementing the agreed layout very difficult.

## Proposed Changes to Fee Structure and Collection

All pitches will be limited to 10ft x 10ft – a trader can either pay for one pitch or for two. No stalls larger than two lots of 10ft x 10ft will be allowed.

Payment **must** be via the website and received no later than the Thursday evening prior to Saturday trading – there should be no payments allowed on the day therefore no “casual traders”

## Actions and Next Steps

- 1 Fees to be considered by Full Council in April
- 2 These changes may require updates to the market policy – Cllrs Knight, Pullinger and G Fage can look at this and potentially bring it to council in June.
- 3 Communication to be drafted to existing traders, explaining the reason for the rise and the need to pay upfront.

Table 1

| Stall Type                                   | Fees 2019/20 |
|--|--------------|
| Pitch Size <b>10ft x 10ft</b>                | £16          |
| Pitch Size <b>11ft x 11ft to 15ft x 15ft</b> | £22          |
| Pitch Size <b>16ft x 16ft to 20ft x 20ft</b> | £29          |
| Farmers Market Stall                         | £24          |
| Tuesday Market                               | £15          |

Table 2

| Stall Type                   | Fees 2021/22 |
|------------------------------|--------------|
| One Pitch <b>10ft x 10ft</b> | £15          |
| Two Pitches                  | £25          |
| Tuesday Market               | £15          |

# Pitch Fees (Part 2)

## Other Councils' Pitch Fees

| Council         | Fees and Structure   |
|-----------------|--|
| Hitchin         | £2.50 per foot for casual traders<br>£1.50 per foot for regular traders  |
| Herford         | £377 per year<br>£27.30 per week for a casual trader with a 10 foot stall  |
| Bury St Edmunds | £2.60 per foot for all traders   |
| Northampton     | £25 for regular traders, £30 for casual traders (Apr-Dec)<br>£15 for regular traders, £20 for casual traders (Jan-Mar) |
| Ware            | £16.40 per pitch for all traders   |
| St Albans       | £51 for a 10 foot stall, plus an extra £19 for anything larger   |



## Conclusion On Pitch Fees

Biggleswade is currently very competitively priced and has an unnecessarily complicated fee structure. This needs to be rectified in advance of a relaunch.

# Growing the Market

## Enticing New Traders

Post-Covid, people are evaluating their job options and looking to grow their businesses - the market provides the platform for the high street businesses of the future.

BTC needs an organised approach to encouraging high quality traders on to the market from April 2021 onwards.

MADE IN THE WADE has a database of over 100 artisans – there are plenty of microbusinesses, we just don't have a clear strategy for approaching them or a professional enough offer to encourage them to join the market.

## Attractive Market Stalls

The market will benefit from a professional feel – that requires smart looking stalls.

Initially we should only try to entice traders who are prepared to put investment in and purchase a stall.

In time Town Council can look in to providing stalls for traders to borrow (at a cost) but our position for now should be that all traders need a gazebo which they'll have to provide themselves.

## Themed Markets

First or last Saturday of the month should include a themed market, branded properly and publicised through social media - these Saturdays are important as they come after pay day for most people.

There needs to be a clear schedule from April-October about what kind of market is coming and when – this will give staff the time to seek out at least 5 stallholders required to make the theme worthwhile.

These stalls should be clustered near the war memorial, potentially utilising the north side disabled parking bays.

## Entertainment

Entertainment can help improve the feel of the market and can encourage footfall (many local musicians have their own following).

Music received a good response at Christmas – perhaps not something for every week but an extra to be included once per month.

There would be the option for BTC to pay a basic amount and for the musician to make more through busking.

Kids rides have been well-received so these should continue.



# Publicity (Part 1)

## Create a Brand

The market needs a brand which will make it easily recognisable – this is important for encouraging shoppers and potential future stallholders.

The brand needs to be consistent and modern enough to last several years – it also has to be flexible to include new additions to the market and one-off specials (eg farmers market, antiques, clothes etc).

It is unlikely that councillors or staff have the skillset to do this properly so it may need the support of a third party provider to produce something professional.

Once this brand is set, then the format needs to be adaptable to accommodate social media, the website and banners.

## Actions and Next Steps

- 1 Compile the information we'd want to include on branding (e.g market name, times, graphics, town council logo)
- 2 Meg and Hannah to draft the branding for consideration by the market working group

Timeline – High priority and important component of a “relaunch” in April



# Publicity (Part 2)



At present, the council does not publicise the market - once the brand has been created, the council then needs to push it in as many ways as possible to encourage footfall and to entice future traders.

## Advertising on Social Media

Social media posts should go out twice per week with the new branding – one post should go on the Friday before, followed by a post on market day itself. These posts should be from a new “Biggleswade Market” facebook page.

Posts should consist of quality photos of the market and a punchy update on the stalls that will be there on Saturday.

These posts need to be shared to Biggleswade facebook groups and those of all surrounding villages – it needs to be somebody’s job to do this every week. Facebook events will be required for “themed markets” explained on an earlier slide.

Facebook posts with good engagement should be sponsored to reach a wider audience - £10 can reach over 4,000 people.

## Other Advertising

Banners are required to get the brand included withing the market itself, we will need several to make clear this is the “new brand” and the “new offering”.

## Actions and Next Steps

- 1 Meg and Hannah to launch the facebook page, manage the content and build the following.



# Measuring Market Performance



Unless we understand how well the market is performing and how different activities affect footfall, it will be very difficult to grow the market in a way that strategically adds value for residents.

Decisions around how the market changes in the long run should be driven by how these metrics perform as this strategy is implemented.

## Key Performance Indicators for the Market

|   | KPI Name                   | Measurement  |
|---|----------------------------|--|
| 1 | Number of active traders   | Count of the number of traders who have attended the market in the last twelve months                  |
| 2 | Full Pitches               | Count of the number of full pitches in a given week  |
| 3 | Number of new traders      | Count of the number of new traders in a given month  |
| 4 | Return rate of new traders | Percentage of new traders who return to the market in the following month                              |
| 5 | Social media engagement    | Count of the number of likes, the number of shares and the number of engagements per social media post |

## Measuring Footfall in the Town Centre

|   | KPI Name             | Measurement   |
|---|----------------------|---|
| 1 | Shop footfall        | Count of the number of customers going through shop doors on a given day (for businesses that are willing to share) |
| 2 | Survey/Questionnaire | Once a month a survey of shoppers should be conducted to determine their origin and reason for visiting             |
| 3 | CCTV Snapshot        | Take a still image from the CCTV cameras and count the number of people in the frame                                |



# **PUBLIC NOTICE**

ROAD TRAFFIC REGULATION ACT 1984 - SECTION 14(1)

CENTRAL BEDFORDSHIRE COUNCIL

(BIGGLESWADE: PART OF BRIDLEWAY NO 52)

(TEMPORARY PROHIBITION OF THROUGH TRAFFIC) ORDER 2021

Notice is hereby given that Central Bedfordshire Council have made an Order the effect of which will be to prohibit any person proceeding on foot or on horseback or lead a horse or cycle along the length of Bridleway No 52, Biggleswade which extends from Ordnance Survey Grid Reference (OS GR) TL 1877 4268 (Map point A) to OS GR TL 1843 4256 (Map point B).

**This temporary closure is required to enable works to be carried out on the railway track. The closure is expected to take place from 20 March 2021 until 28 March 2021.**

The alternative route for bridleway users while the closure is in operation will be:

Bridleway No 40 then Bridleway No 9 onto East Road and then onto the B659.

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

[https://www.centralbedfordshire.gov.uk/info/82/countryside/431/rights\\_of\\_way/2](https://www.centralbedfordshire.gov.uk/info/82/countryside/431/rights_of_way/2)

The Order will come into operation on 20 March 2021 for a period not exceeding six months or until the works which it is proposed to carry out on or near to the bridleway have been completed, whichever is the earlier.

For further information please contact Chris Dorow, Tel: 0300 300 6906

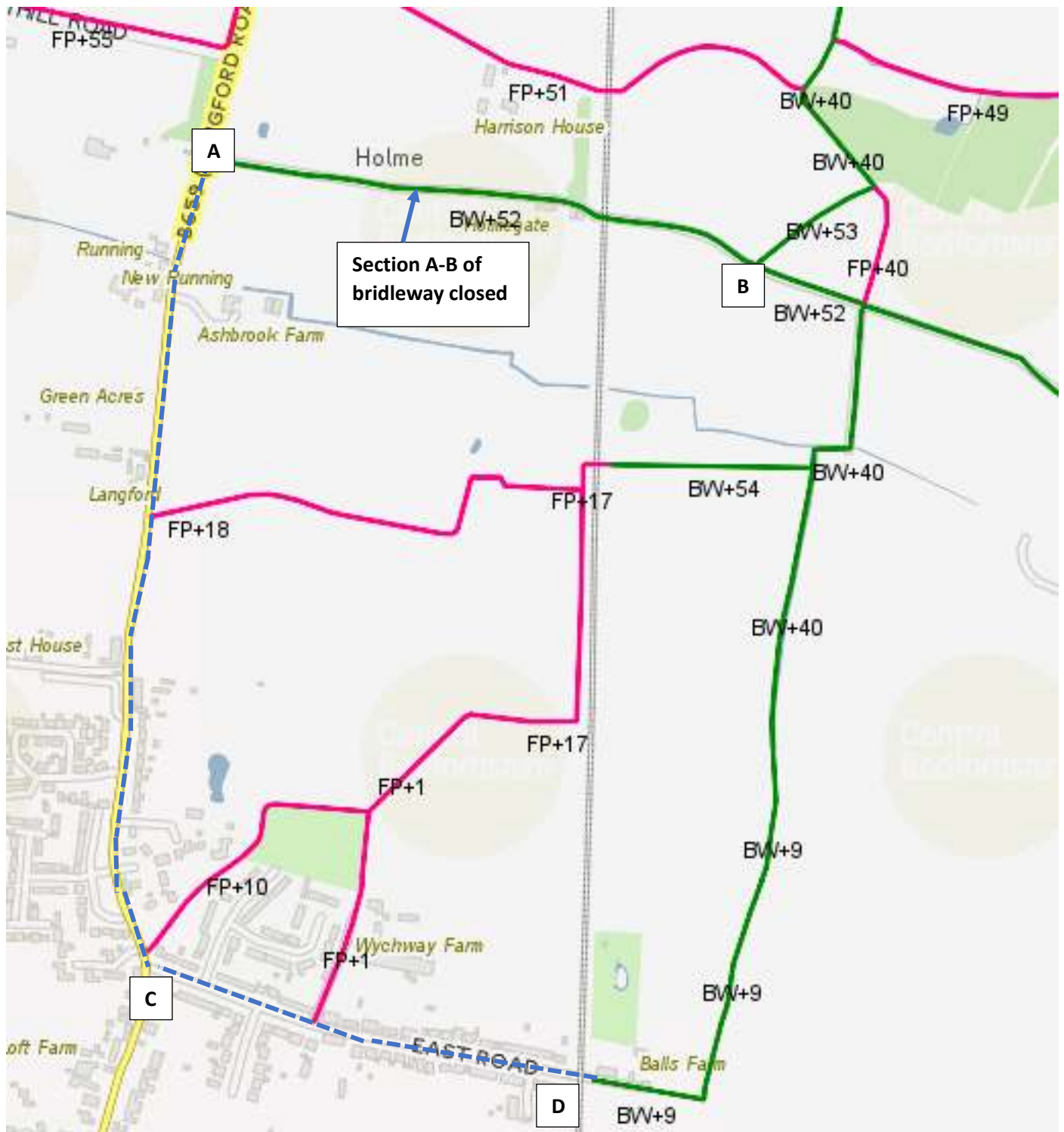
Christopher.dorow@centralbedfordshire.gov.uk

DATED 19 March 2021

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

DARYL HARVEY  
Head of Highways

Map 1 showing closed brideway section A-B and alternative route A-C-D



Footpaths - —  
Bridleways - —

**RAIL CROSSING DIVERSION ORDER**  
**HIGHWAYS ACT 1980, SECTION 119A**

Central Bedfordshire Council

**CENTRAL BEDFORDSHIRE COUNCIL (BIGGLESWADE: PART OF BRIDLEWAY NO 11) RAIL  
CROSSING DIVERSION ORDER 2020**

This Order is made by Central Bedfordshire Council ("the authority") under Section 119A of the Highways Act 1980 ("the 1980 Act").

The bridleway described in Paragraph 1 of the Order is in the authority's area and crosses a railway other than by a tunnel or bridge.

It appears to the authority that it is expedient in the interests of the safety of members of the public using, or likely to use, the said bridleway that it should be diverted on to land partly held by the same owner and partly held by another owner as described in Part 3 of the Schedule.

Biggleswade Town Council has been consulted as required by Section 120(2) of the 1980 Act and has consented to the making of this Order.

**BY THIS ORDER:**

1. The public right of way over the land situate at Shortmead House in the Parish of Biggleswade shown by a bold black continuous line between points X - Y on the map attached to this Order and described in Part 1 of the Schedule hereto shall be extinguished on the earlier of:

(a) the date of 31 November 2024, and

(b) the date of certification by the local highway authority that works have been carried out to bring the site of the new bridleway and the new bridleway bridge over which the new bridleway runs into a fit condition for use by the public.

2. There shall on 28 February 2024 be a public bridleway over the land situate at Shortmead House in the Parish of Biggleswade described in Part 2 of the Schedule and shown by a bold broken line between points X - V - T on the map attached to this Order.

3. The operator of the railway crossed by the bridleway described in Paragraph 1 shall maintain the structure of the new bridleway bridge between points V - T on the Order map including any associated landscaping and fencing.

In witness whereof  
THE COMMON SEAL OF  
CENTRAL BEDFORDSHIRE COUNCIL  
was hereunto affixed this  
30<sup>th</sup> day of December 2020  
in the presence of:



Signed  
Authorised Signatory

A handwritten signature in black ink, appearing to be 'JWS', written over a dotted line.

In witness whereof  
THE COMMON SEAL OF  
CENTRAL BEDFORDSHIRE COUNCIL

Confirmed as an Unopposed )  
Order this 12<sup>th</sup> day of )  
March 2021 )



Signed  
Authorised Signatory

A handwritten signature in black ink, appearing to be 'JWS', written over a dotted line.

## SCHEDULE

### PART 1

#### DESCRIPTION OF SITE OF EXISTING PATH OR WAY

The section of Bridleway No 11, Biggleswade to be stopped up extends from its junction with an unaffected part of Bridleway No 11, Biggleswade at Ordnance Survey Grid Reference (OS GR) TL 1905 4590 (Order map - point X) in an easterly direction for approximately 32 metres to its junction with another part of Bridleway No 11, Biggleswade and Footpath No 14, Biggleswade at OS GR TL 1908 4590 (Order map - point Y).

The Bridleway is stopped up across its full width

### PART 2

#### DESCRIPTION OF SITE OF NEW PATH OR WAY

The section of Bridleway No 11, Biggleswade to be created extends from its junction with an unaffected part of Bridleway No 11, Biggleswade at Ordnance Survey Grid Reference (OS GR) TL 1905 4590 (Order map - point X) in a generally northerly direction for approximately 397 metres to the foot of a bridleway bridge at OS GR TL 1898 4629 (Order map - point V) then extends for approximately 447 metres in a generally northwards and then southwards direction up the western ramps of the bridge then generally eastwards across the span and then in a generally northwards and then southwards direction down the eastern bridge ramps to connect with an unaffected part of Bridleway No 11, Biggleswade at OS GR TL 1906 4631 (Order map - point T).

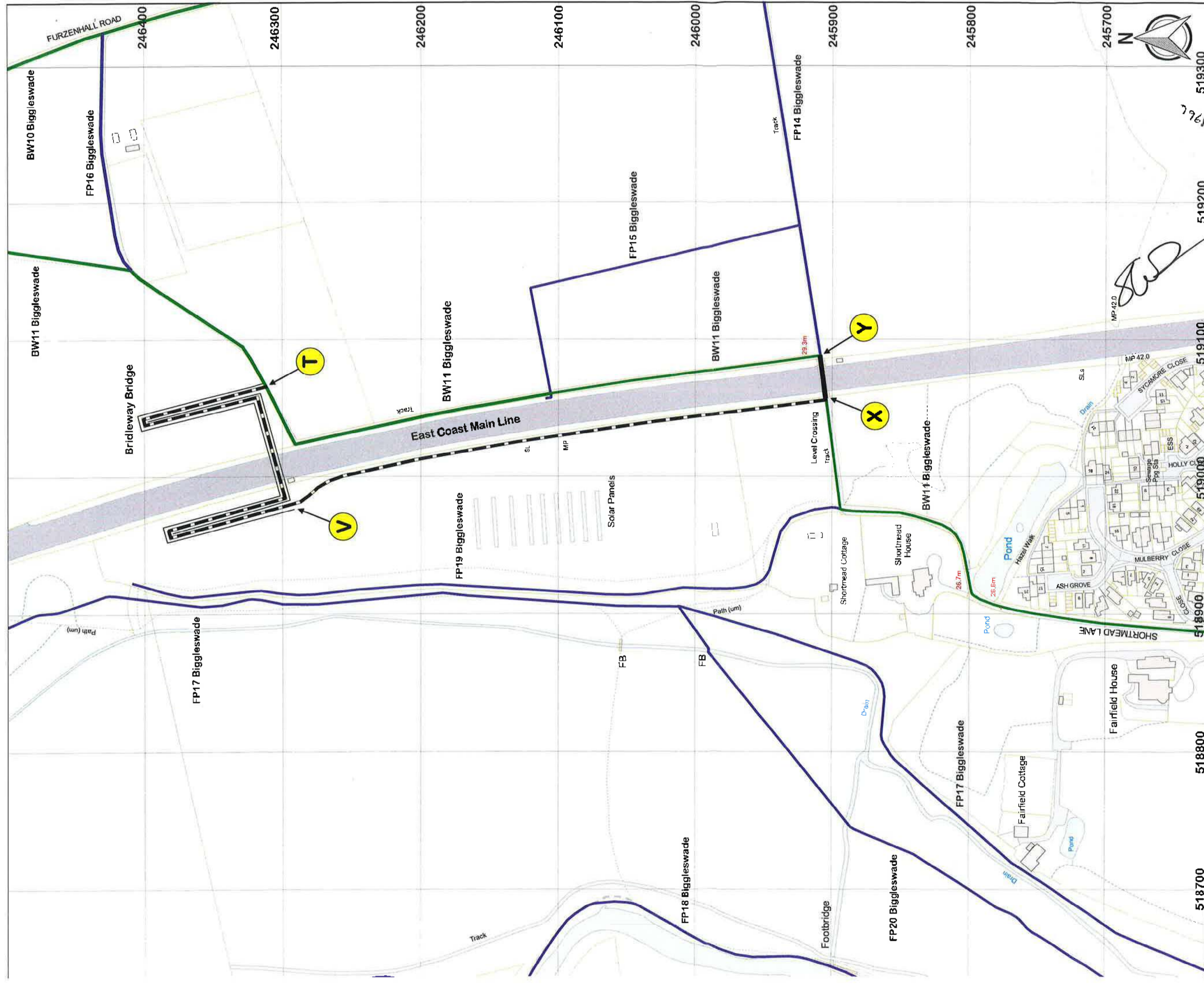
The new route of Bridleway No 11, Biggleswade will have a width of 4 metres between Ordnance Survey Grid Reference (OS GR) TL 1905 4590 (Order map - point X) and OS GR TL 1898 4629 (Order map - point V). Between OS GR TL 1905 4590 (Order map - point X) and OS GR TL 1899 4626 the new bridleway is positioned 1 metre away from the railway boundary fence. Between OS GR TL 1898 4629 (Order map - point V) and OS GR TL 1906 4631 (Order map - point T) the new bridleway will have a width of 3.5 metres.



## PART 3

### OWNERSHIP AND OCCUPATION

- 1) Between Ordnance Survey Grid Reference (OS GR) TL 1905 4590 (Order map - point X) and OS GR TL 1908 4590 (Order map - point Y) the owner and occupier of the land is Network Rail Infrastructure Ltd.
- 2) Between Ordnance Survey Grid Reference (OS GR) TL 1905 4590 (Order map - point X), OS GR TL 1898 4629 (Order map - point V) and OS GR TL 1906 4631 (Order map - point T) the owner and occupier of the land is Mr Ian Bond.
- 3) At OS GR TL 1906 4631 (Order map - point T) the owner of the land is Mr Ian Bond. The occupier of the land is Mr L D Huckle.



**Highways Act 1980 Section 119A Rail Crossing Diversion Order. Public Bridleway No 11 Biggleswade**

|  |  |                                   |  |
|--|--|-----------------------------------|--|
|  | <p>Date : December 2020<br/>         Scale : 1 : 2500 @ A3<br/>         CW 10112/20 V1</p> |                                   | <p>Produced by Central Bedfordshire Council<br/>         Based on Ordnance Survey Mapping<br/>         Crown Copyright. All rights reserved<br/>         OS Licence Number 100049029</p> |
| <p>Public Bridleway No 11 to be stopped-up X - Y</p> | <p>Public Bridleway No 11 to be created X - V - T</p>                                      | <p>Unaffected Public Footpath</p> | <p>Unaffected Public Bridleway</p>   |

PUBLIC PATH CREATION ORDER  
HIGHWAYS ACT 1980  
CENTRAL BEDFORDSHIRE COUNCIL

CENTRAL BEDFORDSHIRE COUNCIL (BIGGLESWADE: BRIDLEWAY NOS 13 AND 14) PUBLIC PATH  
CREATION ORDER 2020

This Order is made by Central Bedfordshire Council ("the authority") under Section 26 of the Highways Act 1980 ("the 1980 Act") because it appears to the authority that, having regard to the matters set out in Section 26(1), there is a need for public bridleways over the land to which this Order relates, and that it is expedient that the bridleways should be created.

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

BY THIS ORDER:

1. There shall be at the expiration of 7 days from the date of confirmation of this Order be public bridleways over the land in the parish of Biggleswade described in the Schedule to this Order and shown by bold broken lines between points B - A and C - D - Y on the map attached to this Order.

In witness whereof  
THE COMMON SEAL OF  
CENTRAL BEDFORDSHIRE COUNCIL  
was hereunto affixed this  
30<sup>th</sup> day of December 2020  
in the presence of:



Signed  
Authorised Signatory

A handwritten signature in black ink, consisting of stylized initials and a long horizontal line extending to the right.

In witness whereof  
THE COMMON SEAL OF  
CENTRAL BEDFORDSHIRE COUNCIL

Confirmed as an Unopposed )  
Order this 12<sup>th</sup> day of )  
March 2021 )



Signed .....  .....  
Authorised Signatory

## SCHEDULE

### Description of land

#### Bridleway No 13, Biggleswade

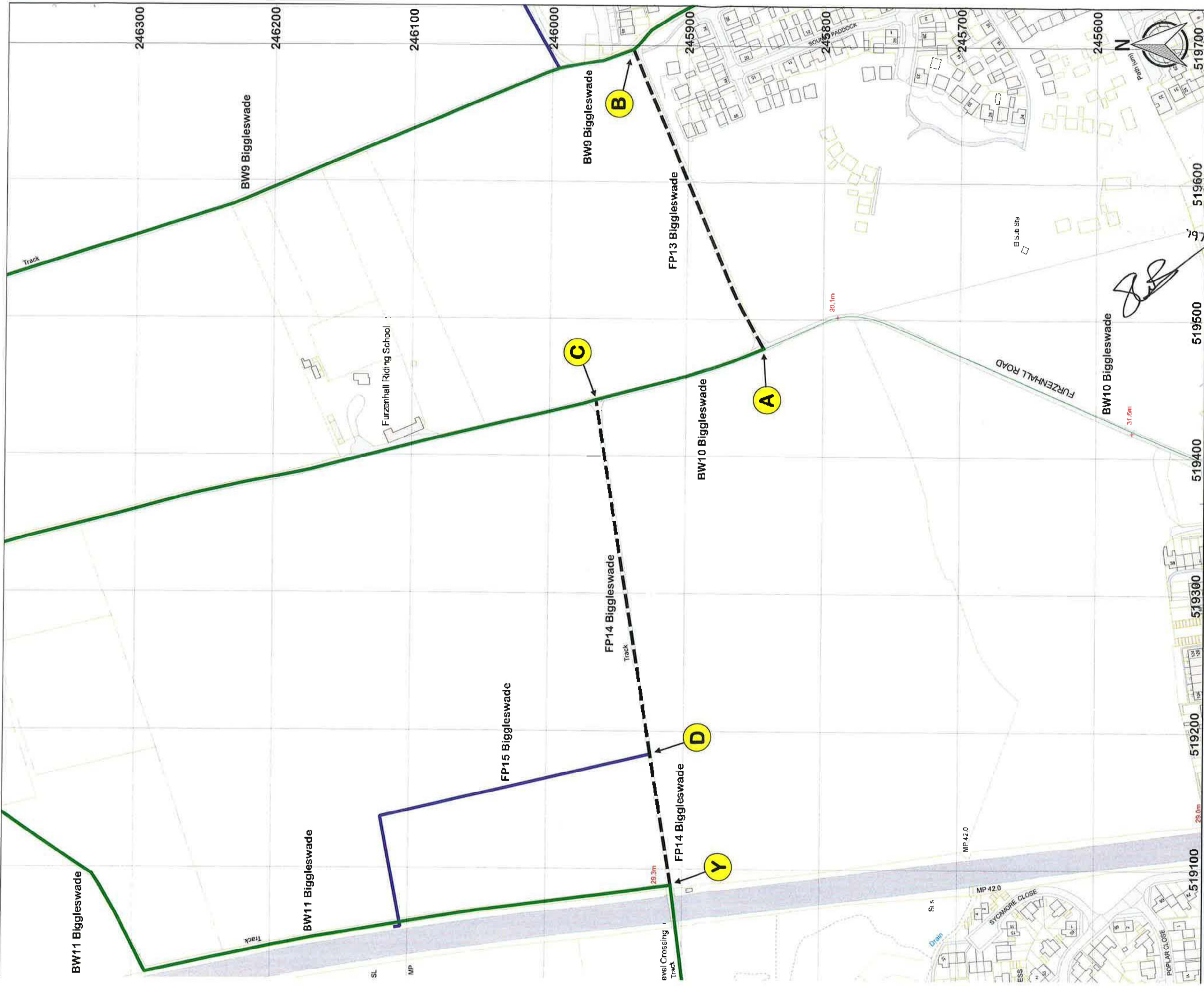
That length of Bridleway No 13, Biggleswade to be created extends from its junction with Bridleway No 9, Biggleswade at Ordnance Survey Grid Reference (OS GR) TL 1969 4593 (Order map - point B) along the line of a track occupied by Footpath No 13, Biggleswade in a west-south-westerly direction for approximately 237 metres to its junction with Bridleway No. 10, Biggleswade and Furzenhall Road at OS GR TL 1948 4584 (order map - point A)

The new length of Bridleway No 13, Biggleswade has a width of 3 metres throughout.

#### Bridleway No 14, Biggleswade

That length of Bridleway No 14, Biggleswade to be created extends from its junction with Bridleway No 10, Biggleswade and Furzenhall Road at Ordnance Survey Grid Reference (OS GR) TL 1943 4596 (Order map - point C) along the line of a track occupied by Footpath No 14, Biggleswade in a west-south-westerly direction for approximately 261 metres to its junction with Footpath No. 15, Biggleswade at OS GR TL 1918 4592 (Order map - point D) then continues in a west-south-westerly direction for approximately 96 metres to its junction with Bridleway No. 11, Biggleswade at OS GR TL 1908 4590 (Order map - point Y).

The new length of Bridleway No 14, Biggleswade has a width of 4 metres throughout.



### Public Footpaths Nos 13 and 14 Biggleswade, upgrading to Public Bridleway

- Public Footpath No 13 upgraded to Public Bridleway A - B
- Public Footpath No 14 upgraded to Public Bridleway C - D - Y
- Unaffected Public Footpath
- Unaffected Public Bridleway




  
 Date : December 2020  
 Scale : 1 : 2500 @ A3  
 CW 10/12/20 v1  
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