



Ref: Agenda/Council-14/12/2021

9<sup>th</sup> December 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 14<sup>th</sup> December 2021** at the **Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing at **7:00pm**, for the purpose of considering and recommending the business to be transacted as specified below.

Yours faithfully

A handwritten signature in black ink, appearing to read "Peter Tarrant", written over a horizontal line.

Peter Tarrant  
**Town Clerk & Chief Executive**

Distribution: All Town Councillors  
Notice Boards  
The Press

## 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://us06web.zoom.us/webinar/register/WN\\_Jxus9V6cSt-pZFtTag5ceg](https://us06web.zoom.us/webinar/register/WN_Jxus9V6cSt-pZFtTag5ceg)**

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

5. **INVITED SPEAKER**

None.

6. **MEMBERS QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. The minutes of the Town Council Meeting held on **Tuesday 23<sup>rd</sup> November 2021** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. To note the draft minutes of the Biggleswade Joint Committee Meeting held on **Thursday 14<sup>th</sup> October 2021** and **Tuesday 18<sup>th</sup> November 2021** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- c. To note the draft minutes of the Town Centre Management Committee Meeting held on **Tuesday 16<sup>th</sup> November 2021** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- d. To note the draft minutes of the Personnel Committee Meeting held on **Wednesday 24<sup>th</sup> November 2021** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. **MATTERS ARISING**

None.

9. **ITEMS FOR CONSIDERATION**

a. **Aspirations for Biggleswade 2021 - 2025**

For Members to agree the contents of the document.

b. **Biggleswade 10km Run**

For Members to consider granting permission and offering assistance to the organisers of this event. A proposal received from the organisers is attached.

c. **Public Consultation on Aligning Policies across BLMK**

For Members to consider how to respond to the consultation.

d. **Prohibition of Turns – A00173 Baden Powell Way and Ouse Way, Biggleswade**

For Members to consider the application for banned turns.

e. **Accounts - Financial Administration**

- i. Detailed Balance Sheet to 31/10/2021.
- ii. Summary Income and Expenditure by Committee 31/10/2021.
- iii. Detailed Income and Expenditure by Committee 31/10/2021.
- iv. Lloyds Bank Payment listing October 2021.

f. **CCLA authorised signatories**

For Members to approve the recommendations in the report prepared by the Head of Place Shaping & Town Centre Management.

## 10. **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/21/04907/FULL - 30 Jupiter Way, Biggleswade, SG18 8EW**

Single storey rear extension.

### b. **CB/21/04766/FULL - 36 High Street, Biggleswade, SG18 0JL**

Change of use to Sui Generis (restaurant to arts centre with cafe/bar) including internal modifications.

### c. **CB/21/04767/LB - 36 High Street, Biggleswade, SG18 0JL**

Listed Building: Change of use to Sui Generis (restaurant to arts centre with cafe/bar) including modifications to lower office floor by 700mm to create a customer toilet also remodel former kitchen into two rooms and realign front doors.

### d. **CB/21/04831/FULL - The Post Office, 3 Station Road, Biggleswade, SG18 8AA**

Change of use from vehicle workshop to parcel sorting area removing roller shutter door and replacing with new wall and doors. New cycle shelter to yard area.

### e. **CB/21/05257/FULL - 1A Havelock Road, Biggleswade, SG18 0DB**

Change of use from class E (retail) to class C3 to create 2x one bedroom flats, with an extension at first floor level.

## 11. **ITEMS FOR INFORMATION**

### a. **Notes of the Community Engagement Group Meeting**

The notes of the Community Engagement Group Meeting held on Thursday 15th September 2021 and the Agenda from the 6<sup>th</sup> December 2021 meeting.

## 12. **PUBLIC OPEN SESSION**

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

Please register in advance for this webinar:

**[https://us06web.zoom.us/webinar/register/WN\\_Jxus9V6cSt-pZFtTag5ceg](https://us06web.zoom.us/webinar/register/WN_Jxus9V6cSt-pZFtTag5ceg)**

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

13. **EXEMPT ITEMS**

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

(14a. Street Trading Application)

(14b. Biggleswade United Football Club)

(14c. Drove Road Cemetery Chapel)

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



**MINUTES OF THE BIGGLESWADE TOWN COUNCIL**  
**MEETING HELD ON TUESDAY 23<sup>rd</sup> NOVEMBER 2021**  
**AT 7PM AT BIGGLESWADE TOWN COUNCIL OFFICES, THE OLD**  
**COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL**



**PRESENT:**

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

Mr P. Tarrant – Town Clerk & Chief Executive, Biggleswade Town Council  
Mr P. Truppin – Head of Place Shaping & Town Centre Management, Biggleswade Town Council  
Ms W. Solomon – Head of Finance & Planning, Biggleswade Town Council  
Mrs S. van der Merwe – Professional Assistant, Biggleswade Town Council (Meeting Administrator)

**Meeting Formalities:**

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

**1. APOLOGIES FOR ABSENCE**

Cllr I Bond.

**ABSENT WITHOUT APOLOGIES**

None.

**2. DECLARATIONS OF INTEREST**

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

None.

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

None.

**3. TOWN MAYOR'S ANNOUNCEMENTS**

None.

4. **PUBLIC OPEN SESSION**

None.

5. **INVITED SPEAKER**

None.

6. **MEMBERS' QUESTIONS**

None.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. Members received the Minutes of the **Town Council Meeting held on Tuesday 9<sup>th</sup> November 2021** at the Offices of Biggleswade Town Council, The Old Court House, 4 Saffron Road, Biggleswade.

- **Item 9a: Avocet Close – West Side:** The reasons for the objection should be added - "on the grounds of loss of residents' parking spaces". Cllr G Fage asked that the representation to CBC be corrected.

Following this amendment, the Minutes were **APPROVED**.

8. **MATTERS ARISING**

**Item 9a: Parking Restrictions:** Cllr Albone and Cllr Strachan asked if the Council had written to Central Bedfordshire Council's Highways Consultation team to ask for explanations of why these restrictions had been requested. Central Bedfordshire Council have not yet responded.

9. **ITEMS FOR CONSIDERATION**

a. **Motion for a Sunday Bus Service**

Members discussed the lack of bus services on a Sunday and Sandy Town Council's request for support for a Sunday service between Bedford and Biggleswade via Sandy.

The Town Clerk & Chief Executive advised the Council that he had met with Chris Robson, Sandy's Town Clerk, and will be meeting with him regularly in the future to share information and work collaboratively. Updates will be provided at future Town Council meetings.

Cllr Woodhead also asked the Town Clerk and Chief Executive to investigate a scheme he has been made aware of that Cambridgeshire County Council is discussing implementing a bus service between Cambridge and Biggleswade.

It was **RESOLVED** to write to Central Bedfordshire Council supporting Sandy Town Council's request.

b. **Housing Allocation Scheme**

Cllr Pullinger felt that this is a complicated question and suggested it would be beneficial to invite a Central Bedfordshire Council officer to the early January meeting to explain the issues in more detail to help Council to respond to the key consultation questions.

It was **RESOLVED** for this item to be deferred to the 11 January 2021 Town Council Meeting and to request a Central Bedfordshire Council Officer to attend.

10. **ITEMS FOR INFORMATION**

None.

11. **PLANNING APPLICATIONS**

a. **CB/21/04859/FULL 3 Lilac Grove, Biggleswade, SG18 8TP**

Demolition of the existing conservatory and construction of single storey rear extension.

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

b. **CB/21/00899/FULL Land to the rear of 48- 52 Lawrence Road, Biggleswade, SG18 0LS**

Construction of new residential house, formation of access, parking, turning and garden areas.

This planning application was presented at the Town Council meeting of 6<sup>th</sup> April 2021 – the resolution was as follows:

“It was **RESOLVED** that the Town Council **OBJECTS** to this planning application for the following reasons: Objection - due to: 1) poor access. 2) lack of capacity on the road. 3) raising the issue of construction lorries and the right of way access for four houses. 4) Road must be made a one-way. 5) The two storeys are overbearing and intrusive of the neighbours.”

Members noted that Biggleswade Town Council’s letter to Central Bedfordshire Council regarding the planning application resolution as decided at the meeting of 6<sup>th</sup> April 2021 did not match the recorded Minute. Members wanted to make clear that the Council wishes the record to reflect its objection to this planning application.

It was **RESOLVED** that the Town Council wishes to support Central Bedfordshire Council’s position and wishes to make clear that the Town Council **OBJECTS** to this planning application for the following reasons: 1) poor access, particularly with roadside parking; 2) lack of capacity on the road and the possibility of it becoming one-way; 3) access for construction traffic; 4) access for the four neighbouring houses that use adjacent land for parking; 5) Two storeys are overbearing and intrusive of the neighbours, particularly Maythorn.

c. **CB/21/04886/FULL 31 Bluebell Close, Biggleswade, SG18 8SL**

Single storey extension to front of dwelling to form porch and enlarge 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 CBC in their deliberations.

d. **CB/21/04782/FULL 34 Courtlands Drive, Biggleswade, SG18 8PQ**

Single storey rear extension.

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

e. **CB/21/04659/FULL 51 The Baulk, Biggleswade, SG18 0QA**

New pitched roof to replace the existing first floor flat roof.

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

f. **CB/21/04827/FULL Holme Court, London Road, Biggleswade, SG18 9ST**

Proposed warehouse extension (dry storage).

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

g. **CB/21/04946/FULL 6 Cedar Avenue, Biggleswade, SG18 0DE**

Two storey and single storey front extension with new porch and part first floor 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 CBC in their deliberations.

h. **CB/21/04608/ADV Land at Phase 6 Stratton Business Park, East Of Pegasus Drive, Biggleswade**

Advertisement: Building logo illuminated signs, vinyl signs, way-in, way-out pole mounted signs and building panel signs.

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

i. **CB/21/04997/FULL 3 Hawesmere Close, Biggleswade, SG18 8QH**

To replace existing conservatory roof with a replica tiled roof.

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

j. **CB/TRE/21/00490 1 The Close, Biggleswade, SG18 0AT**

Works to trees protected by a Tree Preservation Order in a conservation area: Fell, process and remove the Lime Tree.

This planning application was **NOTED**.

k. **CB/TCA/21/00581 Brigham House, 93 High Street, Biggleswade, SG18 0LD**

Works to trees in a Conservation Area: Thin crown and reduce overhang to neighbouring property at 95 High Street to Horse Chestnut Tree T2.

This planning application was **NOTED**.



**12. PLANNING APPLICATION OUTCOMES**

This report was **NOTED**.

**13. ITEMS FOR INFORMATION**

**a. Temporary Closure of Part of Biggleswade Public Bridleway No. 58**

Cllr G Fage felt it is in the best interests of the Town Council to understand what the long-term plan is for Stratton Business Park and for the Council to have visibility on these plans.

Cllr M Foster, in his capacity as Chairman of the Biggleswade Joint Committee, suggested that a Central Bedfordshire Council officer could provide a presentation to Members of that Committee at the next meeting, scheduled for January 2022.

Cllr Strachan expressed interest in what the road would be for that is described in the correspondence.

The temporary closure was **NOTED**.

It was **RESOLVED** that the Town Council write to Central Bedfordshire Council requesting further information on the current and planned rights of way on and around Stratton Business Park.

It was **RESOLVED** that the Town Council write to Central Bedfordshire Council requesting that officers present a report to the Biggleswade Joint Committee on the progress of and planned growth of Stratton Business Park at the next Biggleswade Joint Committee Meeting in January 2022.

**b. Biggleswade Footpath No. 24**

This was item 11a on the Town Council Meetings Minutes of 9th November 2021. The resolution was to contact Central Bedfordshire Council to ask for an explanation as to why the path needs to be closed for a month and to point out that the map appears to be incorrect.

The Professional Assistant updated Members that Central Bedfordshire Council's chosen contractor for these works had responded to advise that the path needs to be closed for "clearance of vegetation, groundworks to take place and for erection of the boundary fencing and landscaping to be completed."

Central Bedfordshire Council had not responded to the Town Council's comment that the map provided under Item 11a of the Agenda for the Meeting of the 9th November 2021 was incorrect.

The response from Central Bedfordshire Council was **NOTED**.

**c. Trinity Methodist Church Defibrillator Project**

The letter from Trinity Methodist Church was **NOTED**.

**14. 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.

There were no members of the public present.

**15. EXEMPT**

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.

(16a. Biggleswade CCTV Strategy)

(16b. Town Clerk's Appraisal & Objectives 2021/2022).

The Chairman closed the Meeting at 8.17 pm

DRAFT

**MINUTES OF THE MEETING OF BIGGLESWADE JOINT COMMITTEE  
HELD IN PERSON AT THE BIGGLESWADE TOWN COUNCIL OFFICE, THE OLD COURT  
HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL ON THURSDAY,  
14<sup>th</sup> OCTOBER 2021**

Present: **BTC:** Cllr M North, Cllr H Ramsay, Cllr M Russell (Deputy Chairman), Cllr M Knight  
**CBC:** Cllr M Foster (Chairman), Cllr I Bond, Cllr H Whitaker, Cllr S Dixon  
**BTC Chief Executive & Town Clerk:** Peter Tarrant  
**BTC Head of Governance & Strategic Partnerships:** Karim Hosseini  
**BTC Head of Place Shaping & Town Centre Management:** Philip Truppinn  
**BTC Professional Assistant:** Sian van der Merwe

In Attendance: **CBC Community Engagement Manager:** Sarah Hughes  
**CBC Head of Place Delivery:** Ingrid Hooley  
**CBC Head of Partnerships & Performance:** Patricia Coker  
**CBC Highways Asset Manager:** Mark Eaton  
**CBC Communications & Customer Engagement Manager:** Jack Bowers  
**CBC Programme Enabling Manager – Delivery:** Sarah Morgan  
**CBC Principal Project Manager - Infrastructure Delivery:** Nick Shaw

Members of the public: **None**

Following a reminder to meeting attendees 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.

## **PART A: ADMINISTRATION**

### **APOLOGIES FOR ABSENCE**

Stephen Mooring.

### **DECLARATIONS OF INTEREST**

- (a) Disclosable Pecuniary Interests in any agenda item – None declared.
- (b) Non-pecuniary interests in any agenda item – None declared.

## **PUBLIC OPEN SESSION**

To adjourn for a period of 15 minutes to allow members of the public to put questions or to address the Committee, through the Chairman, pertaining to items listed on the Agenda. Each speaker to be allocated a 3-minute speaking slot.

None.

## **CHAIRMAN'S ANNOUNCEMENTS AND COMMUNICATIONS**

None.

## **MINUTES OF THE MEETING**

Members received the Minutes of the BJC Meeting held on **15<sup>th</sup> July 2021**. The following amendments were requested:

- Cllr T Stock should be listed as a CBC Ward Councillor;
- Cllr S Dixon was in attendance;
- Page 3 – “Cllr Russell stated that...” to be changed to read “The current proposed site has potential archaeological importance....”;
- Change “Aecom’s government funded design plans” to “Aecom’s government funded design guide”;
- Change “Cllr Russell stated that the Town Council has little control over planning applications because of permitted development rights.” to “Cllr Russell stated that the Town Council will have little control over residential planning applications because of new permitted development rights.”;
- Remove “adding a Charter Market to the Town Centre offer” since the charter Market is already in existence.

Subject to these amendments being made, the Minutes of the Biggleswade Joint Committee Meeting of 15<sup>th</sup> July 2021 were **APPROVED**.

## **MATTERS ARISING**

There were no matters arising from the Minutes of the Biggleswade Joint Committee Meeting of 15<sup>th</sup> October 2021:

## **PART B: PLACE – KEY INFRASTRUCTURE PROJECT UPDATES**

Ingrid Hooley, Head of Place Delivery updated the Committee on the following:

### **The HIF Project:**

- **Power Infrastructure:**

The consultation has now concluded and feedback shows that residents welcomed the investment into the power infrastructure for the area. All the feedback is being collated and this project will now proceed to the Planning Application stage.

- **Schools for the Future:**

The consultation has now concluded and the feasibility study is being done on the proposed site for the new school in Biggleswade. This project is running to time and to budget.

- **Transport Interchange:**

Nick Shaw, CBC's Principal Project Manager for Infrastructure Delivery, updated the Committee.

The following issues were raised at the Planning Stage:

- Placement of the Zebra crossing: this has been placed as close to the forecourt of the Interchange as possible in line with regulatory standards set down by the Department for Transport;
- The planned parking bay set out for pickup and drop off or coach layover has been amended. There is layover capacity created by Govia Thameslink for its planned rail replacement services. Mr Shaw will advertise, as part of the statutory consultation orders, the bay adjacent to the Church and add that as a pickup/drop off point only for 15 minutes with no return for 1 hr.

Cllr Bond stated that this application went to the DMC and because the zebra crossing was outside the Red Lion, DMC was unable to agree the zebra crossing issue as part of the Transportation Interchange Planning Application. Cllr Bond asked if Mr Shaw intended including advertising the provision of the zebra crossing in the consultation. Mr Shaw confirmed the Traffic Regulations Orders Consultations and Statutory Notices dictate the advertisement of any changes to speed restrictions, parking amendments and other actions as a means of formalising any changes to traffic rules in line with the Highways Act 1980. Mr Shaw advised that the Traffic Regulation Order Consultations for this application will be for speed restrictions to 20mph, zebra crossing, waiting restrictions for pickup/drop off, no waiting at any time on double yellow lines, no vehicles except buses on the Interchange, right turn only from Palace Street and bus stop clearways on Church Street and Hitchin Street. There are ongoing discussions relating to potential parking changes around Century House and whether to close off the return area.

Cllr Knight stated that the Local Plan calls for high quality bus shelters. The Town Council had requested different bus shelters to incorporate weather proofing, seats, heating and illumination. Mr Shaw confirmed that the chosen bus shelters conformed to design guidelines, however, Cllr Foster requested that Central Bedfordshire Council select different bus shelters to enhance the weather protection aspect.

Cllr Russell stated that she had previously spoken with Mr Shaw about potentially using any leftover funds from the Transport Interchange to create new parking at the site of the St. Andrew's traffic island to replace some of the spaces lost in the creation of the new Transport Interchange. She asked whether any S106 funds are available to use for this cause. Ms Hooley confirmed CBC's Regeneration Programme Manager is creating a spend plan for S106 funds held by Central Bedfordshire Council, which will be used in the regeneration project. Ms. Hooley offered to include this in the regeneration project.

Cllr Russell asked CBC's Officers to arrange the transport workshop with engineers and investigate trial schemes for the bus exit lane and other significant traffic concerns for the Town in light of new and proposed housing developments. Cllr Bond commented that where CBC will be issuing a TRO for the bus layby on Church Street, CBC may wish to consider adding some additional parking spaces because this will become a one-way street.

Cllr Whitaker feels a review of the current parking provision in the town needs to be carried out, potentially to add more cycle parking or more sustainable long-term measures that encourage alternative transport (other than cars).

Mr Shaw also advised the Committee that he has been in discussions with Govia Thameslink about potentially having the accessible toilets accessible by the public.

- **Lindsell's Crossing Bridge:**

CBC are working through the design processes. There will be some minor rights of way modifications in the near future, the planning application has been approved, with construction to commence April 2022 and be completed by June 2023.

- **Garden Communities:**

Tibbalds Planning and Urban Design Ltd is the new consultant on this project and are currently undertaking consultations focusing on: a) the sustainable transport corridor and the Stratton employment sites, b) community engagement and consultation on energy efficiency and biodiversity. Current plans are for January 2023 consultations and Central Bedfordshire Council will bring this to the 22 January 2022 Biggleswade Joint Committee meeting for engagement.

- **Assets Management Group:**

The Assets team will seek permission from the Executive to consult on proposed changes to the Library and the Registrar's Office to incorporate the administration offices.-

The Registrar's Office will become a temporary COVID vaccination site over the winter period, starting in the next week.

- **Integrated Health and Care Hub**

Patricia Coker, CBC Head of Partnerships & Performance updated the Committee on current progress on the Hub.

CBC have reconvened discussions with NHS Property Services regarding purchase of the land and with Bedfordshire Hospital Trusts. They are also planning to reconvene the service model for the Hub to increase the number and type of services the Hub will offer, over and above the core services. This requires engagement with GP's, residents and key local stakeholders, along with Bedford and Stevenage medical provision personnel.

A project manager has been identified to support the building of a business case. The programme plan needs to be altered due to the lack of progress of this project as a result of COVID. The timeline needs to be re-programmed and the amended timeline, once re-profiled, will be sent to the Committee.

CBC are also increasing collaborative working across the primary care team, community, mental health and social care teams to provide a more cohesive service to the Community. CBC want to be profiling the work and delivering this service now and then lift that pattern of work into the new Hub once the facilities are ready so that they hit the ground running.

Cllr Hayley Whitaker asked whether the London Road site should be used as the site for a medical hub instead of waiting for negotiations to conclude with NHS Property Services. This site is over 5 hectares and wasn't available at the time the original study was conducted for suitable sites but is available now. Ms Coker commented she would need to go back to colleagues in the Council and agreed that given the time lag in the commencement of the project it would be good practice to undertake another off-site options appraisal. However, previous consultations showed that Steppingley Hospital was a key resource, given the time lag and in view of housing expansion, it would be in the Community's interests to re-investigate other site options.

Cllr Russell advised Ms Coker that the lack of medical services and GP's in Biggleswade is at a critical level, with the Council receiving significant feedback from the Community during the Neighbourhood Plan process and consultation about the lack of medical services and GP's - those people have been asking the Town Council why there are no new GP's. Ms Coker advised that CBC colleagues

are working with the NHS and investigating new roles within primary care to help support people so that they don't necessarily have to wait to see the GP, such as social prescribers, paramedics, physiotherapists, pharmacists on site, etc.

Cllr Whitaker explained that residents are unable to even contact the GP surgeries at all over the past 10 days. She contacted the CCG and spoke with them to give them the feedback – the Head of the CCG advised her they have no control over the GP Surgery practices and cannot dictate what phone service they provide. Cllr Foster advised the Committee that the Town Council are inviting the Office Manager and the Practice Manager from both GP practices to a Town Council meeting and asked for CBC's support around the telephone response.

- **Sustainability Plan and Projects**

Stephen Mooring, Head of Sustainability was unable to attend the meeting and Cllr Dixon agreed to circulate an update via email.

- **Biggleswade Neighbourhood Plan**

Karim Hosseini, BTC Head of Governance & Strategic Partnerships updated Members. The Neighbourhood Plan Regulation 14 Consultation opened on 27 September 2021 for 6 weeks and will close on 9 November 2021. Leaflets were sent to a distributor for distribution to residents and businesses in Biggleswade, banners and posters advertising the Neighbourhood Plan have been put up in locations around Biggleswade. Biggleswade Town Council's website has a section on the Neighbourhood Plan and residents can leave feedback. There are sessions being hosted by Councillors and Officers for people to attend and fill in the form either on-site via a laptop on site, or by accessing the live feedback form.

Cllr Whitaker suggested having special interest reports that highlighted what the Neighbourhood Plan would mean for individual people or businesses to generate engagement. The Chief Executive & Town Clerk added that the Town Council is reaching out to Community interest groups, charities, church groups and engagement groups to prompt engagement, and asked Members of the Committee to respond.

Ms Hooley suggested asking Richard Fuller MP the Member of Parliament for North-East Bedfordshire, to share the Neighbourhood Plan Regulation 14 Consultation on his social media page. He had recently done this for CBC's Power Infrastructure Consultation and they had a number of responses following his post.

## **PART C: ECONOMY AND TOWN CENTRE IMPROVEMENTS**

- **Welcome Back Fund - Projects**

Philip Truppin, BTC's Head of Place Shaping & Town Centre Events Management updated Members on the progress of the Welcome Back Fund project.

BTC's Head of Governance & Strategic Partnerships confirmed that a significant amount of work has gone into preparation of a projects list at the Town Council that could be funded by the Welcome Back Fund.

As a result of a fire alarm, the meeting was ended early and will be reconvened with the remaining agenda items on 18 November 2021.

**MINUTES OF THE RE-CONVENED MEETING OF BIGGLESWADE JOINT COMMITTEE  
HELD IN PERSON AT THE BIGGLESWADE TOWN COUNCIL OFFICE, THE OLD COURT  
HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL ON THURSDAY,  
18<sup>th</sup> NOVEMBER 2021 at 15:00**

Present:	<b>BTC:</b> Cllr M North, Cllr H Ramsay, Cllr M Russell (Deputy Chairman), Cllr M Knight <b>CBC:</b> Cllr I Bond, Cllr H Whitaker, Cllr T Stock <b>BTC Chief Executive &amp; Town Clerk:</b> Peter Tarrant <b>BTC Head of Governance &amp; Strategic Partnerships:</b> Karim Hosseini <b>BTC Head of Place Shaping &amp; Town Centre Management:</b> Philip Truppinn <b>BTC Head of Finance &amp; Planning:</b> Wilhelmina Solomon <b>BTC Professional Assistant:</b> Sian van der Merwe (Meeting Administrator)
In Attendance:	<b>CBC Community Engagement Manager:</b> Sarah Hughes <b>CBC Head of Place Delivery:</b> Ingrid Hooley <b>CBC Highways Asset Manager:</b> Mark Eaton <b>CBC Programme Enabling Manager – Delivery:</b> Sarah Morgan <b>CBC Head of Sustainability:</b> Stephen Mooring
Members of the public:	<b>None</b>

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

## **PART A: ADMINISTRATION**

### **APOLOGIES FOR ABSENCE**

Cllr M Foster (Chairman), Cllr S Dixon.

This Meeting was re-convened as a result of a fire alarm interrupting the Biggleswade Joint Committee Meeting of 14 October 2021 at 14:30. The agenda for this Meeting effectively continued from the point of interruption of the agenda for the 14 October 2021 Meeting.



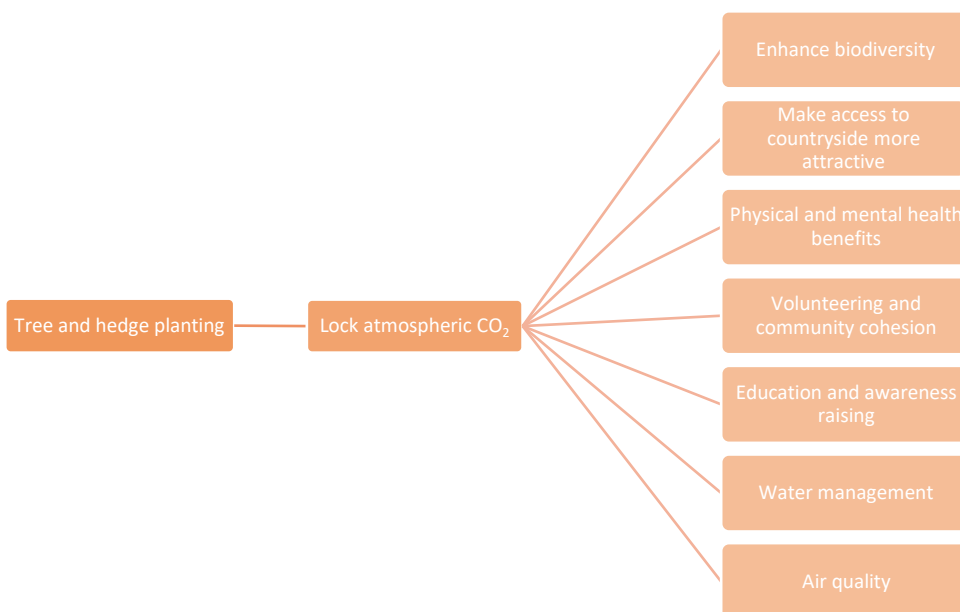
## PART B: PLACE – KEY INFRASTRUCTURE PROJECT UPDATES

- Sustainability Plan and Projects**

Mr Stephen Mooring, Central Bedfordshire Council's Head of Sustainability, advised that a Sustainability Plan was adopted in September 2020. This Plan was based on the United Nations' Sustainable Development Goals and gives clear guidelines on areas of responsibility and scope of focus.



Mr Mooring advised that all of the Council's deliveries are planned with as many sustainable objectives as possible, for example tree and hedge planting to enhance biodiversity, wellbeing benefits for residents, water management and air quality control.



Central Bedfordshire Council has a number of key areas to focus on in supporting Biggleswade Town Council's initiatives, i.e. understanding the impact of Plans on towns, discussions with service providers which can inform initiatives and working collaboratively to understand the impact on each Council. Current projects include rollout of electric vehicle charge points at selected sites within Biggleswade, tree planting schemes (such as the Queen's Green Canopy) and providing technical support for energy efficiency, biodiversity and supporting local communities. Central Bedfordshire Council adopted an [Electric Vehicle Charge Point Plan](#) in June 2021 which sets out its role in supporting the uptake of Electric Vehicles, installation of charge points and ultimately rolling out the plan across Central Bedfordshire.

Central Bedfordshire's tree planting fund helps local voluntary and community organisations to deliver tree and hedge planting schemes across Central Bedfordshire. Mr Mooring encouraged the Town Council to look at the Tree Planting Fund and specialist consultants can be brought in to help with co-designing tree planting schemes. Central Bedfordshire Council were successful in securing Treescapes Funding from the Forestry Commission - that will focus on tree planting along highways and Biggleswade is one of the beneficiaries of this funding. Mr Mooring advised the Committee that those trees will be planted on Central Bedfordshire land, however, he will provide the Town Council with those plans in advance.

Cllr Ramsay noted that recent media coverage had indicated that not all EV charge points were standardised. Central Bedfordshire Council have been seeking a charge point provider to apply that consistency across the whole of Central Bedfordshire.

## **PART C: ECONOMY AND TOWN CENTRE IMPROVEMENTS**

- **Welcome Back Fund - Projects**

Philip Truppin, BTC's Head of Place Shaping & Town Centre Events Management updated Members on the progress of the Welcome Back Fund project.

BTC's Head of Governance & Strategic Partnerships confirmed that a significant amount of work has gone into preparation of a projects list and colleagues at the Town Council

Ms Wilma Solomon, Biggleswade Town Council Head of Finance & Planning advised the Committee that the Town Council has spent £28,104 of the allocated funds to date and thanked Ms Sarah Morgan, Programme Enabling Manager for her assistance in identifying the criteria for items the balance of the allocated funds can be spent on. The Town Council has used the funds for promotional events and materials within the Town Centre to stimulate business and visitors into town, purchase of hand sanitiser and COVID safety protocol equipment to give visitors peace of mind, purchase of new branded gazebo's for use of businesses within the Town Centre, banners and advertising materials.

- **Benchmarking Survey:**

Cllr Whitaker advised the Committee Central Bedfordshire Council has launched a benchmarking survey to better understand why people visit town centres, how COVID-19 has impacted how people use them, and how they plan to use them in the future. The survey is open until Friday **10 December 2021**.

This report will be used to compare how local towns are performing against other similar local authority areas, as well as people's thoughts from the surveys conducted in 2019, such as the commercial offer, footfall, local attractions, and car parking.

- **Highways Update:**

**Highways Programme Delivery:** Mr Eaton presented to the Committee on the current planned highways schedule, including completed works, commenced works, drainage schemes on Lawrence Road, integrated transport on Potton Road and Lawrence Road, the Eagle Farm Scheme, design works across Biggleswade and S106 schemes. There are a number of schemes that have been postponed but no information was available to explain the reason for those delays.

Members requested that the Highways Update be distributed via email with additional information for each category to give a better understanding of what the works relate to.

**Potton Road Crossing:** Delays to delivery of this project were caused by a design review and the need to implement this during the school holidays. Subject to weather conditions the scheme will now be implemented in February 2022. The temporary traffic signals will remain in place until the scheme is implemented. For the time being, Central Bedfordshire Council will be liaising with volunteers and undertaking a Speedwatch with special equipment.

**London Road Active Travel Scheme:** Mr Eaton has been corresponding with Steve Lakin, CBC's Sustainable Transport and Active Travel Manager. Mr Lakin is investigating budget sources to commission a design and implement this scheme on a more permanent basis. Cllr Russell advised Mr Eaton that there has been considerable negative feedback from residents on this scheme. Mr Eaton confirmed Mr Lakin had collated all the feedback garnered during the consultation and would be using the feedback in future planning. Cllr Russell requested that any future design guides be presented to the Town Council for consideration.

Cllr Whitaker advised that the Committee was involved in the original consultation for the Active Travel Scheme but now that it has been in place for some time, but she has raised concerns that London Road is not the most appropriate road for this scheme – experienced cyclists don't appreciate sharing the lane with pedestrians and inexperienced cyclists on a pleasure ride don't feel safe on the road due to the number of vehicles. Cllr Whitaker recommends joining the existing cycle way with Bells Lane. Cllr Ramsay commented on the considerable danger to safety of motorists and cyclists alike with the scheme in its current condition. Mr Eaton agreed to inform Mr Lakin of the feedback.

**Fix My Street:** Mr Eaton updated the Committee on the current state of this programme. Members of the public can use can make instant reports on a variety of highway and safety issues. There is now an app, Cllr Knight commented he had used it before with some issues, there seemed to be limited classifications for reporting and if it needed to be transferred it seemed to have been closed rather than successfully transferred to the next responsible team. Cllr Bond informed he has been tracking reports for Biggleswade and that staff at Central Bedfordshire Council have been through a significant training programme in relation to use of this programme and using it is a much smoother process now. Cllr Whitaker advised that reports for the Market Square may not fit into the longer-term plans and KPI's.

Cllr Whitaker urged Mr Eaton to pass across a request to the Highways team to visit Biggleswade to fix a number of broken lights, she had recently had occasion to file 15 reports covering 2 streets in Biggleswade. In terms of resident's safety it is important to have all the illuminations fixed.

- **Co-op Recruitment Drive in Biggleswade:**

Ms Hooley advised the Committee that there has been significant interest in the roles the Co-Op are recruiting for, but there are still a number of unfilled posts. There have been work clubs in Biggleswade through referrals from the Department for Work & Pensions, advertising on social media, discussions between CBC Skills Support Team at CBC, to name a few. The Co-Op are reviewing their recruitment plan and examining how they can be more flexible in their approach to accommodate people with caring responsibilities and childcare needs.

- **Community Engagement Group:**

Mr Tarrant advised the Committee that a Biggleswade Community Engagement Group had been set up in February of this year, with a diverse attendance between residents and business owners. The Agenda is framed by both the attendees and the Council or other organisations that would like input. If Central Bedfordshire Council would like to get input on any consultations or plans, Officers of Central Bedfordshire Council are encouraged to forward any agenda items to the Town Council.

- **Biggleswade Neighbourhood Plan:**

Cllr Russell advised the Committee that the Neighbourhood Plan Regulation 14 Consultation is now closed and the 53 responses are being collated, and will be presented to a Town Council Meeting in December 2021. The Town Council plan to submit this to Central Bedfordshire Council by the end of December and hope to have the referendum in May 2022.

Cllr Whitaker raised concerns about the delay to delivery of the leaflets advertising the Consultation and resident drop-in sessions, meaning that some residents on Kings Reach only received leaflets after the drop-in sessions were completed. Cllr Russell advised although the leaflet distribution company had let the Town Council down, there were a number of other initiatives that were put in place to notify residents of the consultation, including banners at key entry points to town, posters placed at visible points across town, leaflet handout on Market days, media advertisement, a number of social media posts and a stall on the Market Square manned by staff for the full period of the last week of the Consultation.

The meeting was closed at 15:58.



**MINUTES OF THE TOWN CENTRE MANAGEMENT  
COMMITTEE MEETING HELD ON TUESDAY 16<sup>th</sup>  
NOVEMBER 2021 AT 7.00PM AT BIGGLESWADE  
TOWN COUNCIL OFFICE, 4 SAFFRON ROAD,  
BIGGLESWADE, SG18 8DL**



**PRESENT:**

Cllr M Knight – Chairman  
Cllr G Fage – Vice Chairman  
Cllr D Albone  
Cllr I Bond  
Cllr M North  
Cllr R Pullinger  
Cllr M Russell  
Cllr D Strachan  
Cllr C Thomas  
Cllr J Woodhead

Mr Peter Tarrant, Town Clerk & Chief Executive, Biggleswade Town Council  
Mr Karim Hosseini, Head of Governance & Strategic Partnerships, Biggleswade Town Council  
Mr Philip Truppin, Head of Place Shaping & Town Centre Management  
Ms Wilhelmina Solomon, Head of Finance & Planning, Biggleswade Town Council  
Mr Joshua Nyamfukudza, Finance Manager, Biggleswade Town Council  
Mr Jonathan Woolley, Public Realm Manager, Biggleswade Town Council  
Miss Helen Calvert, Administration & HR Manager  
Ms Karen Saunders, Administrator, Biggleswade Town Council

Member of the public: - None.

**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 to 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.

**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:**

Item 9b – Cllr D Strachan.

### **3. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman extended his thanks to the Biggleswade Town Council staff, volunteers and everyone who made the Remembrance Sunday Parade a success.

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

The Chairman advised members of the public wishing to speak to either raise their hand (for in-person attendees) or to use the electronic "raise hand" function on screen (for Zoom attendees).

None.

### **5. MEMBERS QUESTIONS**

Cllr M Russell raised two questions. Firstly, whether the issue regarding the pigeons has been raised with Central Bedfordshire and that the bench next to the notice board gets covered in pigeon droppings.

The Public Realm Manager advised that the situation regarding the bench is that this needs to be moved but that this can only be dealt with once the Market layout has been approved. In the interim the Public Realm Team are doing their best to keep the bench cleaned. It is a problem where the trees are situated and until the pigeons can be eradicated.

Secondly, what was the situation regarding the Christmas tree at the Orchard Community Centre due to the developer refusing to have this in the square. What is the alternative and where will the tree be put?

The Public Realm Manager advised that the issue was to do with insurance and an alternative site is being considered and permission given to put up at the Saxon Gate Leisure Centre.

### **6. INVITED SPEAKER**

None

### **7. MINUTES OF MEETINGS**

- a. Members received and **APPROVED** the Minutes of the Town Centre Management meeting of **Tuesday 17<sup>th</sup> August 2021**.

### **8. MATTERS ARISING**

- a. Item 7b Union Flag, The Head of Governance & Strategic Partnerships advised that this matter is being reviewed regarding the height of the flag as well as the flag flying policy is being updated. Options are being considered to purchase more flags.

Community toilets to be considered at the next meeting.

Members requested that the Public Realm Manager give an update on the remedial works for the war memorial. The Public Realm Manager advised that a meeting is scheduled with Central Bedfordshire on the 24<sup>th</sup> November 2021. It has been agreed in principle to submit a bid to Central Bedfordshire to get the work done on the re-lettering, painting of the railings and posts at the site.

## 9. **ITEMS FOR CONSIDERATION**

### a. **2021 Remembrance Sunday**

The Chair congratulated the members of staff and the British Legion and volunteers that were involved in the organisation of the 2021 Remembrance Parade. This was well received by the members of public. There was a good police presence at the event. Positive points noted was that the coronets on top of the flagpole, as well as the cleats to tie the flags up. There could have been more programmes printed.

### b. **Biggleswade Business Support**

For Members to consider measures which the Town Council may take to support businesses and increase footfall in Biggleswade. Cllr G Fage asked if there was a budget to support advertising, videos to showcase our market, businesses and events.

It was **RESOLVED** that £100 per month up to a total of £900 would be made available. Cllr Strachan suggested that businesses and The Chamber of Trade might want to engage with each other and make a contribution on top of this.

### c. **Place Shaping Manager - Job Description and Person Specification**

For Members to consider the draft Job Description and Person Specification for the Place Shaping Manager role before this position is advertised. It was noted that the Person Specification requires a First Degree, however it was suggested this be made to 'desired' to entice more people.

A discussion took place around getting the right person for the role which the remuneration should reflect. The person needs to have certain skills, and this will be trialled going forward in the advertising campaign to reach out to people who would not normally apply for this sort of role.

It was **RESOLVED** that the amended job description would be shared with the Chairman of the Personnel Committee and the Chairman of the TCM for approval.

## 10. **ITEMS FOR INFORMATION**

### a. **Christmas Offer**

The Head of Governance & Strategic Partnerships gave Members an update regarding the Christmas Light Switch on and offer which is on Friday 26<sup>th</sup> November 2021.

An update was given to Members with regards to what the Safety Advisory Group is now looking for when events take place on Market Square.

The temporary closure of the road from the High Street roundabout up Station Road and ends at the exit of Back Street from 4pm until 8pm, was considered a good alternative to keep pedestrians safe.

A programme of the event will be circulated in due course.

### b. **Town Centre Finances**

The Head of Finance & Planning gave an update of where BTC is in terms of the Welcome Back Fund. There was £29K in the budget and at present there remains £3K. Central Bedfordshire was able to re-direct some of the money to the TCM fund which has been

welcomed. The TCM fund had £20K committed which with the Welcome Back Fund has left £12K, there is £900 committed for the advertising/videos to get footfall back into the Town and BTC is now at £11K.

c. **CCTV**

The Head of Governance & Strategic Partnerships gave Members an update on CCTV. A quote has been received which upgrades the current infrastructure from analogue to fibre, and this will be put into a report for the next Council meeting which will also look at Section 106 for funding. It was noted that the right tech and the right positioning of the cameras are key to moving forward and giving the right level of security.

**11. PUBLIC OPEN SESSION**

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

None.

**12. 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.

None.

Meeting closed at 8:15pm





**MINUTES OF THE PERSONNEL COMMITTEE MEETING  
HELD ON TUESDAY 24 NOVEMBER 2021 AT 7PM AT THE TOWN  
COUNCIL OFFICES, THE OLD COURT HOUSE, 4 SAFFRON ROAD,  
BIGGLESWADE, SG18 8DL**



**PRESENT:**

Cllr. J. Woodhead (Chair)  
Cllr. H. Ramsay (Vice Chair)  
Cllr. M. Foster  
Cllr. F. Foster  
Cllr. M. Knight  
Cllr. R. Pullinger  
Cllr. M. Russell  
Cllr. D. Strachan  
Cllr. C. Thomas

Mr P Tarrant – Town Clerk & Chief Executive, Biggleswade Town Council  
Mr K Hosseini – Head of Governance & Strategic Partnerships, Biggleswade Town Council  
Mr P Truppin – Assistant Town Clerk, Biggleswade Town Council  
Miss H Calvert – Administration & HR Manager, Meeting Administrator, Biggleswade Town Council

Members of Public – 0

**Meeting Formalities**

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**1. APOLOGIES**

Cllr. M. North

**2. DECLARATION OF INTERESTS**

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

- a. Disclosable Pecuniary interests in any agenda item – None.
- b. Pecuniary interests in any agenda item – None.

**3. PUBLIC OPEN SESSION**

There were no questions from the member of the public present.

**4. MINUTES OF MEETINGS**

- a. The Minutes of the Personnel Committee Meeting held on **25<sup>th</sup> May 2021** were **APPROVED** following a slight alteration to Item 10c to read “Town Clerk & Chief Executive”.

5. **MATTERS ARISING**

Members discussed the matters arising from the Minutes of the Personnel Committee Meeting of **25<sup>th</sup> May 2021**. It was noted that the Town Clerk & Chief Executive's remuneration has now been resolved.

6. **ITEMS FOR CONSIDERATION**

None.

7. **ITEMS FOR INFORMATION**

None.

8. **PUBLIC OPEN SESSION**

There were no questions or comments from the member of the public present.

9. **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 being transacted.

(10a – Orchard Community Centre Review)  
(10b – Personnel Strategy for the Administration Team)  
(10c – HR Update)

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.



## **Biggleswade Town Council**

# **Aspirations for Biggleswade 2021 - 2025**

### **INTRODUCTION**

The town that we serve is growing fast and there are many challenges to be addressed. Those challenges also bring opportunities and we must make the most of those opportunities to improve our town and support our community.

The Town Council is changing in order to be the best it can be in delivering our services and to be more effective in representing the vital interests of our community to others. This document sets out our aspirations to enable us to achieve those goals.

These aspirations will be regularly monitored to ensure progress and this is a living document which will be reviewed regularly and updated as issues evolve. As future issues arise, other aspirations may be added.

## VISION

*“Our vision for Biggleswade is that it should be a thriving and sustainable market town with a range of employment and community facilities, providing quality of life and economic opportunities to meet the diverse needs of the community and with a high-quality environment, including green spaces, to promote healthy lifestyles.”*

## MISSION / PURPOSE

We want to be an outstanding and innovative local council, representing the best interests of the town and people of Biggleswade.

We can achieve this by making the Council more effective, working with our community and being a strong advocate for the town by influencing statutory and other organisations whose decisions and actions have an impact on our town.

We want to preserve the best of our past and make the most of future opportunities.

## VALUES

Our core principles are:

- Openness, responsiveness, innovation and constructive relationships to maximise effectiveness and the use of resources.
- Active engagement with all stakeholders, positively and inclusively.
- Being business-like, professional and delivering on our promises.
- Councillors committed to working collaboratively, supported by a high-quality team of staff.
- Managing change as evolution not revolution, allowing time to adapt.
- Ensuring value for money for the community while delivering services to a high standard.

## **COMMUNITY: A Town to be Proud Of**

The Town Council will:

- Protect the distinctive character and heritage of Biggleswade as a market town serving our own community and the surrounding area. Seek to protect the Conservation Area with better standards for architecture and signage.
- Influence the regeneration of the town centre to encourage and support high quality leisure and retail experiences. Improve the Market Square for the market and outdoor events to encourage visits to the town centre.
- Ensure public open spaces are maintained to a high standard with regular maintenance of street furniture, attractive floral displays and a zero-tolerance approach to waste, litter, and clutter.
- Establish a database of business contacts within the town and use this to establish regular communications with business leaders.
- Maintain our efforts to influence Government and CBC strategic plans and their impact on the town.
- Work closely with the voluntary, community, faith and social enterprise sectors to build a strong community.
- Ensure Biggleswade is a safe and confident community, working with Bedfordshire Police and other emergency services so that they are aware of our concerns and priorities.

## **PLACE: A Vibrant Town**

The Town Council will:

- Promote the Town Centre and allow it to adapt to changing needs and realise its economic and community potential.
- Continue to work with all the key stakeholders to influence the planning and building of the East Biggleswade Garden Village to the highest standards.
- Finalise the Neighbourhood Plan and put it to the town for approval.
- Improve the environment of the cemeteries in Drove Road and Stratton Way and upgrade and re-purpose the Grade II listed chapel in Drove Road.
- Complete a review of the Orchard Centre and improve the facilities we offer to the community.
- Further develop our allotment offer by increasing the number of allotment plots and request additional allotment space from future housing developments.
- Re-develop the Council's tennis courts to provide a broader tennis offer to the community.

- Continue to use the Biggleswade Town Centre Strategy and Masterplan SPD 2011 to provide an overall framework for the development of the town.
- Encourage a sustainable transport system within the Town that provides opportunity for improved East-West connectivity.
- Ensure the provision of CCTV that supports the Council's anti-crime initiatives and policies.
- Work collaboratively to develop an arts, culture and tourism strategy which recognises the unique heritage and culture of the town and publicise events through an annual calendar.
- Request "Historic Market Town" directional signage to the Town Centre and ensure that the entry and exit points of the town are attractive to visitors and residents.

### **ENVIRONMENT: A Green Town**

The Town Council will:

- Fully support the Green Infrastructure Plan produced by Bedfordshire Rural Communities Charity and actively seek to deliver those actions within the Town Council's land holding, including the protection of the Local Green Spaces.
- Have the appropriate designation of Local Green Spaces identified in the Neighbourhood Plan.
- Work with BRCC and Central Bedfordshire Council on the wider development and management of the Green Infrastructure Plan.
- Consider the recommendations of the audit of play areas and how we might invest to improve those areas.
- Have a comprehensive tree inventory and formulate an arboriculture management plan.
- Work with BRCC; the Ivel Valley Countryside Project; Ivel Valley Conservation Volunteers; Friends of Biggleswade Green Wheel and local ecologists to protect Biggleswade Common and the Green Wheel.
- Seek to support environmentally friendly transport options.

### **ECONOMY: A Thriving Town**

The Town Council will:

- Support businesses and other initiatives designed to enhance the Market Square and the town centre offer, providing a wide range of amenities for residents and visitors.

- Promote the 'Buy Biggleswade' campaign.
- Continue to invest in the Saturday Charter Market, as well as exploring options of more themed markets to complement the existing offer.
- Develop a programme of events for the Town Centre.
- Improve the management of the car parks, including modernising payment options, and exploit opportunities to secure additional parking.
- Continue to upgrade street furniture including seating and signage.
- Review the provision of public conveniences within the town boundaries.
- Develop a Place Shaping Strategy for the town.
- Work with Central Bedfordshire Council to identify potential opportunities for economic investment.

## **HEALTH AND WELLBEING: A Healthy Town**

The Town Council will:

- Continue to develop indoor and outdoor recreational and leisure facilities.
- Promote walking and cycling.
- Support plans for the proposed Health and Social Care Hub at Biggleswade Hospital.

## **ENGAGEMENT: A Town Where People are Involved**

The Town Council will:

- Improve our engagement with all stakeholders, including hard-to-reach groups.
- Work to ensure equality of access to services for everyone and that Council facilities are accessible to everyone whatever their physical abilities.
- Develop and implement a multi-channel communication strategy.
- Communicate regularly with our residents through social media, the website and written publications, including the print media.
- Ensure that content on the website is open, transparent, up to date and clearly identifies the Town Council's intention and purpose in everything it does.

## **PERFORMANCE: A Council that Delivers**

The Town Council will:

- Work to become an excellent Town Council, achieving the Local Councils' Gold Award.
- Develop open and transparent interactions and appropriate strategic compacts with key partner agencies.
- Develop and support our workforce through good management, training and skills development to increase our capacity and capability.
- Provide strong, clear and consistent leadership at Councillor and Chief Executive level, providing training opportunities for everyone.
- Continuously improve our efficiency and effectiveness through a Service Review Plan.
- Maximise opportunities to generate revenue through a Revenue Optimisation Project so that the Council is less reliant on its Precept.
- Take a holistic approach to managing and mitigating risk.

## **FINANCIALS:**

The Town Council will:

- Ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.
- Maintain a Contracts Database and encourage the development of local suppliers and the generation of jobs for the local community.
- Implement the recommendations of the recently completed fundamental review of the finance function.
- Where appropriate, engage the services of professional support service providers to ensure best practice.
- Review the specification of work issued to Internal Auditors.
- Maintain annual reviews of risk management procedures in line with best practice, further mitigated by regular reviews of the Council's Business Continuity Plan.

November 2021  
(to be reviewed November 2022)



## **BIGGLESWADE 10KM RUN**

### **Overview**

Where: Town Centre start and finish

When: 10am Sunday 1st May 2022

Who: Families (with shorter course TBC), casual and serious runners.

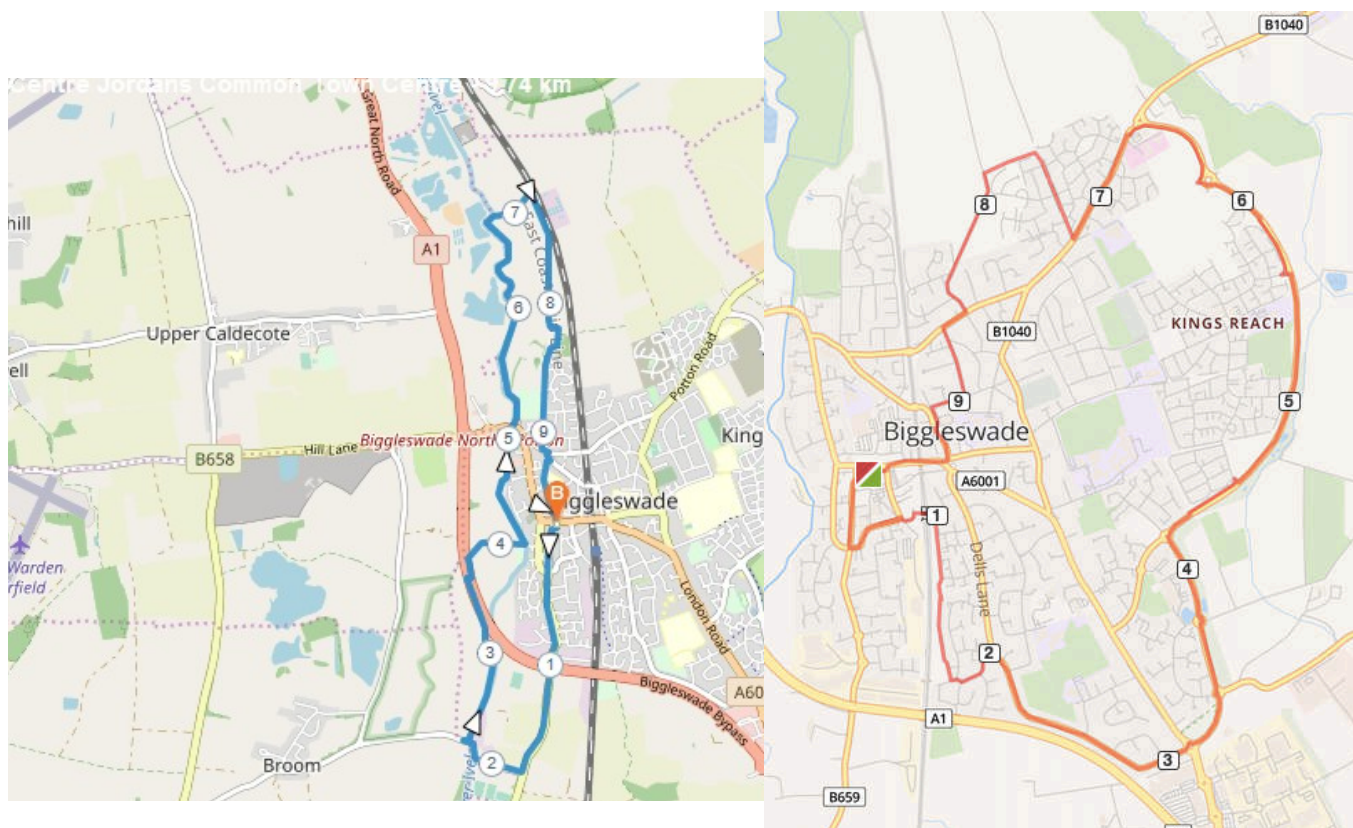
Target of 500 + people

Why: Biggleswade needs an event like this to rival other towns in the area (Sandy, St Neots, Stevenage etc)

Cost: £10-15 per entry depending on expenses. Extra to go to charity or back in to council projects (TBC)

Assistance needed: Help, support and advice from central beds and town council on planning, marketing and any relevant permissions.

### Potential routes



**Where:** Market Square, Hitchin Street, Jordans, Franklins REC, Common, Fairfield, Market Square.

Or. Market Square, Hitchin Street, Train station, Holme Courte Ave, Kings reach, Furzenhall

1. We would request that the town centre (Market Square) is closed off for the Morning and perhaps early afternoon
2. Ideally, Hitchin Street would be closed off up to traffic lights for 10-15 minutes (depending on route)
3. Marshalls at all roads/crossings to help direct traffic and ensure participant safety
4. Water points at every 2-3K including start/finish
5. St Johns Ambulance every 2-3k including start/finish
6. Volunteers scattered around

Happy to look at other route suggestions but would want to start in the town

**When:** 9am Sunday 1st May 2022 (1 week after London Marathon) The event should take around 2 hours but am hopeful of a 'carnival atmosphere' before and after.

**Who:** Families with children from the age of 5, depending on insurance. casual and club runners. If children are permitted, a proposed 5km route would cut back in from Franklins park.

We would do a big drive within our gym/cafe but want to target local people that are not necessarily 'fitness fanatics'. This would be achieved by speaking with all the local schools, clubs and businesses.

**Why:** Biggleswade doesn't have many community events. The ones that we have had in the past have all decreased in size and numbers or stopped altogether (parade, carnival 5aside). Many other neighbouring towns have events.

**Costs:** depending on expenses of the event, cost for entry would likely be between £5-15. This would depend on how big we could make the

event. For example, if we could hire a DJ, get a big start finish banner and use chip timings, this would all push the price up.

We would need to cover our costs, but anything extra would potentially go to charity or be put back in for town projects. Sandy 10k had 477 entries in 2019 and it is not a big event. St Neots have a 1750 people limit and charge £25.

Any local business would have an opportunity to sponsor the event or provide post race products. For example, Jordans cereal could provide energy bars.

### **Permissions/help/guidance from central beds and town council:**

1. Live music license. We would like to have live music (band/DJ) for the start and finish. How can we achieve this?
2. Alcohol licence/consumption. Pop up bars and food stalls. Are there \$limitations here? If so, how can we achieve this?
3. Grants. Is there any funds available to help us get the event up and running? Marketing, safety, set up costs, insurance, professional services (photographer, DJ, chip timings, etc)
4. Marketing. How can we promote the event? Would the town council help here?
5. Safety and crowd. St Johns Ambulance, marshals, volunteers. We would be able to provide many volunteers but would need assistance with ambulance and any potential policing services
6. Road closures. Advice and direction to how this can be achieved.
7. Organisation for local vendors (food, drink, bouncy castle etc). How much of the market square could we be allowed? Would they 'rent' a space that could help pay for the event?
8. Sunday parking is free throughout town but we might need to get some extended permissions from ASDA?
9. Any links to individuals or organisations that can help make the event happen and be successful.

**From:** COMMUNICATIONS (NHS BEDFORDSHIRE, LUTON AND MILTON KEYNES CCG)  
<[blmkccg.communications@nhs.net](mailto:blmkccg.communications@nhs.net)>  
**Sent:** 02 December 2021 10:32  
**Subject:** Public consultation on Aligning Policies across BLMK

Our public consultation on aligning policies across Bedfordshire, Luton and Milton Keynes (BLMK) finishes in a few weeks, and we would like to understand the views of local residents and communities on our proposal to provide equal access to services across BLMK and move to a single policy for each of the services.

We would really welcome your continued support to promote the consultation with your groups, individuals and work colleagues across BLMK over the next few weeks. It would be really appreciated if you could:

- Share this [Facebook post](#)
- Share this [Tweet](#)
- Include narrative about the consultation in your newsletters and bulletins (suggested text below)

### Public Consultation – Aligning policies across BLMK

Bedfordshire, Luton and Milton Keynes Clinical Commissioning Group (BLMK CCG) is undertaking a public consultation asking residents to share their views on proposed changes to three of its policies.

The consultation and supporting documents can be found on the BLMK CCG website: [https://link.edgepilot.com/s/fe4eb67e/z-tDfGJDwk\\_uDSJ3mRUX9A?u=http://www.blmkccg.nhs.uk/PolicyConsultation](https://link.edgepilot.com/s/fe4eb67e/z-tDfGJDwk_uDSJ3mRUX9A?u=http://www.blmkccg.nhs.uk/PolicyConsultation).

BLMK CCG want as many people as possible to share their views and help shape health policies across Bedfordshire, Luton and Milton Keynes, so please do complete the questionnaire.

**Public Consultation**  
Aligning policies across Bedfordshire,  
Luton and Milton Keynes

Tell us your views on our proposals  
to align three policies across BLMK:

- Fertility Services
- Gluten-Free Food Prescribing
- Milton Keynes Pharmacy First

Consultation ends Tuesday 21 December 2021

The consultation runs until 21 December 2021

Your support has been and continues to be most appreciated.

Kindest regards

**The Communications Team**

Bedfordshire, Luton and Milton Keynes Clinical Commissioning Group

[blmkccg.communications@nhs.net](mailto:blmkccg.communications@nhs.net)



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# PUBLIC NOTICE

## **CENTRAL BEDFORDSHIRE COUNCIL PROPOSES TO INTRODUCE PROHIBITION OF RIGHT TURNS ON OUSE WAY AND BADEN POWELL WAY AND PROHIBITION OF LEFT TURNS ON BADEN POWELL WAY, BIGGLESWADE**

Reason for proposal: The prohibition of turns is required to be able to enforce against any vehicles turning onto the bus gate illegally.

Effect of the Order:

**To a prohibit vehicles on the following lengths of road in Biggleswade from turning right onto the bus gate at the following junctions:-**

1. Ouse Way onto Venus Avenue.
2. Baden Powell Way onto Venus Avenue.

**To a prohibit vehicles on the following lengths of road in Biggleswade from turning left onto the bus gate at the following junctions:-**

1. Baden Powell Way onto Venus Avenue.

Please see attached plan highlighting exactly where the junctions are.

Further Details may be viewed online at  
[https://www.centralbedfordshire.gov.uk/directory/50/a\\_to\\_z](https://www.centralbedfordshire.gov.uk/directory/50/a_to_z)

Comments should be sent in writing to the Traffic Management Team at the address below or e-mail [highways.consultation@centralbedfordshire.gov.uk](mailto:highways.consultation@centralbedfordshire.gov.uk) by 24<sup>th</sup> December 2021. Any objections must state the grounds on which they are made and **must quote unique reference no A00173**. If you want to send in your comments in writing please send them to the address shown below FAO Emily Hirst.

Please note that any comments received will be redacted of personal information and uploaded onto the Central Bedfordshire Council website as part of a report on the scheme a few days before the proposal is discussed at the relevant Traffic Management Meeting, where it will remain in the public domain. If you do not wish for your comments to be part of the report please state this explicitly within your response.

Order Title If made will be "Central Bedfordshire Council (Ouse Way and Baden Powell Way, Biggleswade) (Prohibition of Right Turns) Order and (Baden Powell Way, Biggleswade) (Prohibition of Left Turn) Order 2021"

Central Bedfordshire Council  
Priory House  
Chicksands  
Shefford SG17 5TQ

Daryl Harvey  
Head of Highways

03 December 2021



# Venus Avenue Bus Gate - Proposed Banned Turns



23/11/2021

**Biggleswade Town Council**

16:07

**Detailed Balance Sheet - Excluding Stock Movement**

Page 1

**Month 7 Date 31/10/2021**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>		
		Asset Value	Depreciation	Net Value
	<u>Fixed Assets</u>			
1	OP'L F/H LAND & BUILDINGS	1,813,044	456,657	1,356,387
2	OP'L L/H LAND & BUILDINGS	9,095	0	9,095
21	VEHICLES & EQUIPMENT	807,385	522,103	285,282
41	INFRASTRUCTURE ASSETS	303,110	247,880	55,230
61	COMMUNITY ASSETS	15,380	0	15,380
	<b>Total Fixed Assets</b>	<b>2,948,014</b>	<b>1,226,640</b>	<b>1,721,374</b>
	<u>Current Assets</u>			
91	CAPITAL WORK IN PROGRESS	7,325		
100	DEBTORS - TOWN COUNCIL	545		
101	DEBTORS - ALLOTMENTS	1,251		
102	DEBTORS - PITCH HIRE	1,553		
103	DEBTORS - ORCHARD CENTRE	4,706		
105	VAT REFUNDS	28,752		
202	LLOYDS CURRENT BANK A/C	176,425		
204	LLOYDS SALARY A/C	11,145		
210	PETTY CASH	241		
224	PUBLIC SECTOR DEPOSIT	845,000		
225	NATWEST 95 DAY ACCOUNT	100		
	<b>Total Current Assets</b>		<b>1,077,042</b>	
	<u>Current Liabilities</u>			
501	TRADE CREDITORS	14,683		
505	HALL DEPOSIT	100		
510	ACCRUALS	2,445		
514	ATTACHMENT OF EARNINGS	(170)		
515	PAYE & NI DUE	17,089		
516	NET WAGES CONTROL	(111)		
522	OTHER SALARY PAYMENT	281		
525	ALLOTMENT DEPOSITS	3,650		
530	INC IN ADVANCE - COMMUTED	23,000		
	<b>Total Current Liabilities</b>		<b>60,967</b>	
	<b>Net Current Assets</b>			<b>1,016,075</b>
	<b>Total Assets less Current Liabilities</b>			<b>2,737,449</b>
	<u>Long Term Liabilities</u>			
401	PWLB LOANS	106,365		
430	LEASE CREDITOR (GROSS)	1,341		
435	LEASE CREDITOR (DEF'D INT)	(100)		
	<b>Total Long Term Liabilities</b>		<b>107,606</b>	
	<b>Total Assets less Total Liabilities</b>			<b>2,629,843</b>
	<u>Represented by :-</u>			
301	CURRENT YEAR FUND	516,401		
310	GENERAL RESERVE	97,682		
327	EMR TWINNING	1,500		
329	EMR DEPOT	1,500		



**Detailed Balance Sheet - Excluding Stock Movement****Month 7 Date 31/10/2021**

---

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
343	EMR ELECTION FUND	4,000	
349	ROLLING CAPITAL FUND	387,667	
350	CAPITAL FINANCING RESERVE	1,318,912	
451	DEF'D GRANTS APPLIED	608,674	
452	DEF'D GRANTS W/BACK	(306,492)	
	<b>Total Equity</b>		<b>2,629,843</b>

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25/11/2021

## Biggleswade Town Council

13:30

## Summary Income &amp; Expenditure by Budget Heading 31/10/2021

Page 1

Month No: 7

## Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>Finance &amp; General Purposes</b>								
101	B'SWADE MAGISTRATES COURT	Income	800	0	1,800	1,800		0.0%
		Expenditure	800	0	1,800	1,800	1,800	0.0%
	Movement to/(from) Gen Reserve		<u>0</u>	<u>0</u>				
108	GRANTS (INCL S137)	Expenditure	31,450	13,658	32,767	19,109	19,109	41.7%
109	CAPITAL EXPENDITURE	Income	2,687	28,386	0	(28,386)		0.0%
		Expenditure	92,720	37,980	13,435	(24,545)	(24,545)	282.7%
	Movement to/(from) Gen Reserve		<u>(90,034)</u>	<u>(9,594)</u>				
111	CORPORATE MANAGEMENT	Income	1,167,097	1,289,879	1,292,191	2,312		99.8%
		Expenditure	171,390	118,450	122,729	4,279	4,279	96.5%
	Movement to/(from) Gen Reserve		<u>995,707</u>	<u>1,171,428</u>				
112	DEMOCRATIC REP'N & MGMT	Income	7,800	3,250	0	(3,250)		0.0%
		Expenditure	257,342	195,854	188,576	(7,278)	(7,278)	103.9%
	Movement to/(from) Gen Reserve		<u>(249,542)</u>	<u>(192,604)</u>				
113	CIVIC ACTIVITIES & EXPENSES	Income	577	102	500	398		20.4%
		Expenditure	1,000	172	3,100	2,928	2,928	5.6%
	Movement to/(from) Gen Reserve		<u>(423)</u>	<u>(70)</u>				
115	ORCHARD COMMUNITY CENTRE	Income	23,422	18,163	33,120	14,957		54.8%
		Expenditure	87,393	56,854	109,873	53,019	53,019	51.7%
	Movement to/(from) Gen Reserve		<u>(63,971)</u>	<u>(38,691)</u>				
901	CENTRAL SERVICES	Expenditure	355	0	77,668	77,668	77,668	0.0%
	Finance & General Purposes Income		<u>1,202,382</u>	<u>1,339,780</u>	<u>1,327,611</u>	<u>(12,169)</u>		<u>100.9%</u>
	Expenditure		<u>642,450</u>	<u>422,967</u>	<u>549,948</u>	<u>126,981</u>	<u>0</u>	<u>76.9%</u>
	Movement to/(from) Gen Reserve		<u>559,932</u>	<u>916,812</u>				
<b>Public Land &amp; Open Spaces</b>								
102	ALLOTMENTS	Income	9,682	9,487	7,200	(2,287)		131.8%
		Expenditure	1,681	1,040	1,715	675	675	60.6%
	Movement to/(from) Gen Reserve		<u>8,001</u>	<u>8,447</u>				
104	BURIAL GROUNDS	Income	24,152	9,860	18,900	9,040		52.2%
		Expenditure	98,461	71,379	104,123	32,744	32,744	68.6%
	Movement to/(from) Gen Reserve		<u>(74,309)</u>	<u>(61,519)</u>				
210	GENERAL	Expenditure	3,876	2,467	3,000	533	533	82.2%
212	RECREATION GROUNDS	Income	8,888	5,178	5,500	322		94.1%
		Expenditure	349,409	228,026	359,019	130,993	130,993	63.5%
	Movement to/(from) Gen Reserve		<u>(340,520)</u>	<u>(222,848)</u>				
902	PUBLIC REALM	Expenditure	0	0	62,097	62,097	62,097	0.0%

## Summary Income &amp; Expenditure by Budget Heading 31/10/2021

## Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Public Land & Open Spaces Income	42,723	24,525	31,600	7,075			77.6%
Expenditure	453,426	302,912	529,954	227,042	0	227,042	57.2%
Movement to/(from) Gen Reserve	<u>(410,703)</u>	<u>(278,387)</u>					
<b>Town Centre Management</b>							
103 STREET LIGHTS	Expenditure	0	(12,757)	0	12,757	12,757	0.0%
105 CAR PARKS	Income	13,071	19,184	39,800	20,616		48.2%
	Expenditure	99,295	60,022	96,982	36,961	36,961	61.9%
Movement to/(from) Gen Reserve	<u>(86,224)</u>	<u>(40,837)</u>					
106 MARKET	Income	3,803	8,471	16,500	8,029		51.3%
	Expenditure	43,595	31,916	40,793	8,877	8,877	78.2%
Movement to/(from) Gen Reserve	<u>(39,792)</u>	<u>(23,445)</u>					
107 TOWN CENTRE GENERAL	Income	345	346	500	154		69.2%
	Expenditure	110,081	62,901	120,254	57,353	57,353	52.3%
Movement to/(from) Gen Reserve	<u>(109,736)</u>	<u>(62,555)</u>					
110 PUBLIC CONVENIENCES	Income	650	0	0	0		0.0%
	Expenditure	22,770	7,944	7,080	(864)	(864)	112.2%
Movement to/(from) Gen Reserve	<u>(22,120)</u>	<u>(7,944)</u>					
Town Centre Management Income	17,869	28,001	56,800	28,799			49.3%
Expenditure	275,741	150,025	265,109	115,084	0	115,084	56.6%
Movement to/(from) Gen Reserve	<u>(257,873)</u>	<u>(122,024)</u>					
Grand Totals:- Income	1,262,974	1,392,306	1,416,011	23,705			98.3%
Expenditure	1,371,617	875,905	1,345,011	469,106	0	469,106	65.1%
Net Income over Expenditure	<u>(108,644)</u>	<u>516,401</u>	<u>71,000</u>	<u>(445,401)</u>			
Movement to/(from) Gen Reserve	<u>(108,644)</u>	<u>516,401</u>					

25/11/2021

Biggleswade Town Council

Item 9e Detailed Income &amp; Expenditure by Budget Heading 31/10/2021

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Detailed Income &amp; Expenditure by Budget Heading 31/10/2021

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Month No: 7

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Finance &amp; General Purposes</b>								
<b>101 B'SWADE MAGISTRATES COURT</b>								
1081 INC-RENT	680	0	1,800	1,800			0.0%	
1091 INC-MISCELLANEOUS	120	0	0	0			0.0%	
B'SWADE MAGISTRATES COURT :- Income	800	0	1,800	1,800			0.0%	0
4007 HEALTH & SAFETY	294	0	300	300	300	300	0.0%	
4008 STAFF TRAINING	270	0	0	0	0	0	0.0%	
4011 RATES	14,220	8,491	12,740	4,249	4,249	4,249	66.6%	
4012 WATER RATES	425	289	500	211	211	211	57.8%	
4013 RENT	(46,090)	(17,192)	(24,700)	(7,508)	(7,508)	(7,508)	69.6%	
4014 ELECTRICITY	2,384	1,788	3,000	1,212	1,212	1,212	59.6%	
4015 GAS	3,992	1,808	2,000	192	192	192	90.4%	
4016 CLEANING COSTS	11,766	2,148	360	(1,788)	(1,788)	(1,788)	596.5%	
4021 TELEPHONE & FAX	122	0	0	0	0	0	0.0%	
4023 STATIONERY	180	0	0	0	0	0	0.0%	
4026 COMPUTER	59	0	0	0	0	0	0.0%	
4029 OFFICE REFURBISHMENT	154	0	0	0	0	0	0.0%	
4036 PROPERTY MAINTENANCE	678	347	4,000	3,654	3,654	3,654	8.7%	
4042 EQUIPT MAINT/REPAIR	649	200	500	300	300	300	40.0%	
4104 REFUSE COLLECTION	1,187	659	1,000	341	341	341	65.9%	
4110 FIRE PRECAUTIONS	704	563	600	37	37	37	93.8%	
4128 EQUIPMENT	403	0	0	0	0	0	0.0%	
4134 SECURITY/CCTV	7,789	901	1,500	599	599	599	60.1%	
4790 DEFERRED GRANTS RELEASED	(2,593)	0	0	0	0	0	0.0%	
4999 DEPRECIATION CHARGED	4,206	0	0	0	0	0	0.0%	
B'SWADE MAGISTRATES COURT :- Indirect Expenditure	800	0	1,800	1,800	0	1,800	0.0%	0
Net Income over Expenditure	0	0	0	0				
<b>108 GRANTS (INCL S137)</b>								
4261 GRANTS UNDER OTHER POWERS	19,950	13,658	20,767	7,109	7,109	7,109	65.8%	
4264 Community Agent Grant	11,500	0	12,000	12,000	12,000	12,000	0.0%	
GRANTS (INCL S137) :- Indirect Expenditure	31,450	13,658	32,767	19,109	0	19,109	41.7%	0
Net Expenditure	(31,450)	(13,658)	(32,767)	(19,109)				
<b>109 CAPITAL EXPENDITURE</b>								
1074 INC-DONATIONS	1,020	0	0	0			0.0%	
1079 INC-M.B.D.C GRANTS	0	19,946	0	(19,946)			0.0%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1175 INC-SALES OF FIXED ASSETS	1,667	8,440	0	(8,440)			0.0%	
CAPITAL EXPENDITURE :- Income	2,687	28,386	0	(28,386)				0
4053 LOAN INTEREST	5,383	2,501	4,752	2,251		2,251	52.6%	
4253 LEASE INTEREST REPAID	401	167	268	101		101	62.4%	
4801 CP - New Vehicles\Equipment	0	36,286	3,000	(33,286)		(33,286)	1209.5%	
4802 CP - New Computer Installation	(1)	3,249	0	(3,249)		(3,249)	0.0%	
4803 CP - Boiler Magistrates Court	0	0	15,335	15,335		15,335	0.0%	
4806 CP - Office Furn/Equipment	0	2,442	0	(2,442)		(2,442)	0.0%	
4843 CP - Street Furniture	0	26,506	0	(26,506)		(26,506)	0.0%	
4847 CP - Drove Road	0	0	70,000	70,000		70,000	0.0%	
4851 CP - Emergency Support Plan De	0	0	6,000	6,000		6,000	0.0%	
4866 CP - Public Realm	0	13,728	0	(13,728)		(13,728)	0.0%	
4867 CP - Eldon Way L/Hold Improvem	0	12,630	0	(12,630)		(12,630)	0.0%	
4900 ROLLING CAPITAL FUND ALLOC'N	71,500	0	0	0		0	0.0%	
4980 LOAN REPAYMENT	9,453	4,858	5,107	249		249	95.1%	
4981 TFR TO CFR NEW ASSETS	15,830	0	0	0		0	0.0%	
4982 LEASE CAPITAL REPAID	4,963	2,068	3,308	1,240		1,240	62.5%	
4990 ASSET FUNDING FROM RCP	(14,810)	(66,455)	(94,335)	(27,880)		(27,880)	70.4%	
4993 TFR TO CAP REC RSV	0	8,440	0	(8,440)		(8,440)	0.0%	
4994 TRANSFER FROM CAP REC RSV	0	(8,440)	0	8,440		8,440	0.0%	
CAPITAL EXPENDITURE :- Indirect Expenditure	92,720	37,980	13,435	(24,545)	0	(24,545)	282.7%	0
Net Income over Expenditure	(90,034)	(9,594)	(13,435)	(3,841)				
<b>111 CORPORATE MANAGEMENT</b>								
1076 PRECEPT RECEIVED	1,166,677	1,289,691	1,289,691	0			100.0%	
1096 INTEREST RECEIVED	420	188	2,500	2,312			7.5%	
CORPORATE MANAGEMENT :- Income	1,167,097	1,289,879	1,292,191	2,312			99.8%	0
4057 AUDIT FEES	3,375	2,445	3,720	1,275		1,275	65.7%	
4080 BAD DEBTS WRITTEN OFF	3,992	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	65,173	55,677	63,456	7,779		7,779	87.7%	
4911 C.S. O'HEAD RECHARGE	98,850	60,328	55,553	(4,775)		(4,775)	108.6%	
CORPORATE MANAGEMENT :- Indirect Expenditure	171,390	118,450	122,729	4,279	0	4,279	96.5%	0
Net Income over Expenditure	995,707	1,171,428	1,169,462	(1,966)				
<b>112 DEMOCRATIC REP'N &amp; MGM'T</b>								
1078 INC-MISC GRANTS	7,800	3,250	0	(3,250)			0.0%	
DEMOCRATIC REP'N & MGM'T :- Income	7,800	3,250	0	(3,250)				0

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4024 SUBSCRIPTIONS	2,992	2,565	3,200	635		635	80.2%	
4026 COMPUTER	0	0	1,500	1,500		1,500	0.0%	
4082 NEIGHBOURHOOD PLAN	24,167	37,830	20,000	(17,830)		(17,830)	189.1%	
4085 COUNCIL WEBSITE	0	785	1,200	415		415	65.4%	
4135 ELECTION PROVISION	0	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	86,897	74,237	84,608	10,371		10,371	87.7%	
4911 C.S. O'HEAD RECHARGE	131,800	80,437	74,068	(6,369)		(6,369)	108.6%	
4991 TRANSFER TO E/MARKED RESERVE	4,000	0	0	0		0	0.0%	
4999 DEPRECIATION CHARGED	9,292	0	0	0		0	0.0%	
<b>DEMOCRATIC REP'N &amp; MGM'T :- Indirect Expenditure</b>	<b>257,342</b>	<b>195,854</b>	<b>188,576</b>	<b>(7,278)</b>	<b>0</b>	<b>(7,278)</b>	<b>103.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(249,542)</b>	<b>(192,604)</b>	<b>(188,576)</b>	<b>4,028</b>				
<b>113 CIVIC ACTIVITIES &amp; EXPENSES</b>								
1091 INC-MISCELLANEOUS	577	0	500	500			0.0%	
1300 INC-MAYORS CHARITY	0	102	0	(102)			0.0%	
<b>CIVIC ACTIVITIES &amp; EXPENSES :- Income</b>	<b>577</b>	<b>102</b>	<b>500</b>	<b>398</b>			<b>20.4%</b>	<b>0</b>
4008 STAFF TRAINING	0	0	500	500		500	0.0%	
4112 TOWN MAYOR'S ALLOW.	0	0	1,000	1,000		1,000	0.0%	
4125 Misc Costs	0	72	0	(72)		(72)	0.0%	
4166 TWINNING	0	0	500	500		500	0.0%	
4179 CIVIC FUNCTIONS	0	0	1,000	1,000		1,000	0.0%	
4180 CIVIC REGALIA REPAIRS ETC	0	2,865	100	(2,765)		(2,765)	2865.2%	
4990 ASSET FUNDING FROM RCP	0	(2,765)	0	2,765		2,765	0.0%	
4991 TRANSFER TO E/MARKED RESERVE	1,000	0	0	0		0	0.0%	
<b>CIVIC ACTIVITIES &amp; EXPENSES :- Indirect Expenditure</b>	<b>1,000</b>	<b>172</b>	<b>3,100</b>	<b>2,928</b>	<b>0</b>	<b>2,928</b>	<b>5.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(423)</b>	<b>(70)</b>	<b>(2,600)</b>	<b>(2,530)</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	346	0	0	0			0.0%	
1082 INC-LETTINGS	4,276	18,063	15,000	(3,063)			120.4%	
1091 INC-MISCELLANEOUS	0	100	0	(100)			0.0%	
1109 INC-COFFEE MACHINE	0	0	120	120			0.0%	
<b>ORCHARD COMMUNITY CENTRE :- Income</b>	<b>23,422</b>	<b>18,163</b>	<b>33,120</b>	<b>14,957</b>			<b>54.8%</b>	<b>0</b>

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 STAFF SALARIES	54,292	35,119	65,137	30,018		30,018	53.9%	
4002 EMPLOYERS N.I	4,962	2,809	5,351	2,542		2,542	52.5%	
4003 EMPLOYERS SUPERANN.	13,099	9,055	16,805	7,750		7,750	53.9%	
4007 HEALTH & SAFETY	966	51	500	449		449	10.2%	
4009 STAFF TRAVEL	129	148	300	152		152	49.2%	
4011 RATES	0	0	5,500	5,500		5,500	0.0%	
4012 WATER RATES	341	97	900	803		803	10.8%	
4014 ELECTRICITY	4,623	3,798	4,800	1,002		1,002	79.1%	
4015 GAS	1,062	1,396	2,000	604		604	69.8%	
4016 CLEANING COSTS	1,440	903	240	(663)		(663)	376.4%	
4020 MISC. ESTABLISH.COST	226	22	500	478		478	4.5%	
4021 TELEPHONE & FAX	0	0	1,200	1,200		1,200	0.0%	
4023 STATIONERY	0	59	0	(59)		(59)	0.0%	
4026 COMPUTER	1,516	0	2,940	2,940		2,940	0.0%	
4032 PUBLICITY	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTENANCE	241	835	1,000	165		165	83.5%	
4038 MAINTENANCE CONTRACT	1,121	710	1,500	790		790	47.3%	
4042 EQUIPT MAINT/REPAIR	505	1,578	200	(1,378)		(1,378)	788.8%	
4060 OFFICE EQUIPMENT	0	145	0	(145)		(145)	0.0%	
4080 BAD DEBTS WRITTEN OFF	2,327	0	0	0		0	0.0%	
4081 Licences	315	232	300	68		68	77.3%	
4110 FIRE PRECAUTIONS	41	0	0	0		0	0.0%	
4125 Misc Costs	0	(474)	0	474		474	0.0%	
4128 EQUIPMENT	1,200	370	200	(170)		(170)	185.0%	
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 Expenditure	87,393	56,854	109,873	53,019	0	53,019	51.7%	0
Net Income over Expenditure	(63,971)	(38,691)	(76,753)	(38,062)				
<u>901 CENTRAL SERVICES</u>								
4001 STAFF SALARIES	174,241	147,177	260,444	113,267		113,267	56.5%	
4002 EMPLOYERS N.I	15,552	14,777	25,027	10,250		10,250	59.0%	
4003 EMPLOYERS SUPERANN.	27,449	23,637	48,884	25,247		25,247	48.4%	
4005 AGENCY STAFF	135,350	48,265	11,708	(36,557)		(36,557)	412.2%	
4007 HEALTH & SAFETY	638	92	2,500	2,408		2,408	3.7%	
4008 STAFF TRAINING	1,607	1,204	2,000	796		796	60.2%	
4009 STAFF TRAVEL	1,134	970	3,000	2,030		2,030	32.3%	
4010 MISC. STAFF COSTS	834	231	1,000	769		769	23.1%	
4013 RENT	46,090	17,192	24,700	7,508		7,508	69.6%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4020 MISC. ESTABLISH.COST	0	187	250	63		63	74.8%	
4021 TELEPHONE & FAX	9,108	7,109	7,600	491		491	93.5%	
4022 POSTAGE	1,044	816	800	(16)		(16)	101.9%	
4023 STATIONERY	2,051	2,513	1,800	(713)		(713)	139.6%	
4025 INSURANCE	19,545	18,510	21,000	2,490		2,490	88.1%	
4026 COMPUTER	48,743	31,943	36,000	4,057		4,057	88.7%	
4027 PHOTOCOPIER	2,505	2,254	3,000	746		746	75.1%	
4030 ADVERTISING, RECRUITMENT	8,668	25,284	0	(25,284)		(25,284)	0.0%	
4031 ADVERTISING	0	2,792	400	(2,392)		(2,392)	698.0%	
4032 PUBLICITY	2,527	0	2,500	2,500		2,500	0.0%	
4041 EQUIPMENT HIRE	355	0	0	0		0	0.0%	
4051 BANK CHARGES	1,020	997	1,200	203		203	83.1%	
4056 LEGAL EXPENSES	7,102	4,211	1,000	(3,211)		(3,211)	421.1%	
4058 PROFESSIONAL FEES	17,067	16,650	2,000	(14,650)		(14,650)	832.5%	
4059 CONSULTANCY	0	6,930	0	(6,930)		(6,930)	0.0%	
4060 OFFICE EQUIPMENT	737	1,097	500	(597)		(597)	219.3%	
4073 PAYROLL BUREAU FEES	2,911	(220)	2,000	2,220		2,220	(11.0%)	
4074 ACCOUNTANCY FEES	15,193	11,530	15,000	3,470		3,470	76.9%	
4125 Misc Costs	52	0	50	50		50	0.0%	
4127 SIGNS	0	514	0	(514)		(514)	0.0%	
4128 EQUIPMENT	0	23	0	(23)		(23)	0.0%	
4901 C.S. SALARY RECHARGE	(217,242)	(185,591)	(211,520)	(25,929)		(25,929)	87.7%	
4911 C.S. O'HEAD RECHARGE	(329,501)	(201,093)	(185,175)	15,918		15,918	108.6%	
4999 DEPRECIATION CHARGED	5,574	0	0	0		0	0.0%	
<b>CENTRAL SERVICES :- Indirect Expenditure</b>	<b>355</b>	<b>0</b>	<b>77,668</b>	<b>77,668</b>	<b>0</b>	<b>77,668</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(355)</b>	<b>0</b>	<b>(77,668)</b>	<b>(77,668)</b>				
<b>Finance &amp; General Purposes :- Income</b>	<b>1,202,382</b>	<b>1,339,780</b>	<b>1,327,611</b>	<b>(12,169)</b>			<b>100.9%</b>	
<b>Expenditure</b>	<b>642,450</b>	<b>422,967</b>	<b>549,948</b>	<b>126,981</b>	<b>0</b>	<b>126,981</b>	<b>76.9%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>559,932</b>	<b>916,812</b>						

Public Land & Open Spaces

<u>102 ALLOTMENTS</u>								
1087 INC-ALLOTMENTS	9,682	9,487	7,200	(2,287)			131.8%	
<b>ALLOTMENTS :- Income</b>	<b>9,682</b>	<b>9,487</b>	<b>7,200</b>	<b>(2,287)</b>			<b>131.8%</b>	<b>0</b>
4013 RENT	581	233	465	233		233	50.0%	
4037 GROUNDS MAINTENANCE	73	0	500	500		500	0.0%	
4067 PEST CONTROL	860	595	750	155		155	79.3%	
4104 REFUSE COLLECTION	0	162	0	(162)		(162)	0.0%	



	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4128 EQUIPMENT	0	51	0	(51)		(51)	0.0%	
4999 DEPRECIATION CHARGED	167	0	0	0		0	0.0%	
ALLOTMENTS :- Indirect Expenditure	1,681	1,040	1,715	675	0	675	60.6%	0
Net Income over Expenditure	8,001	8,447	5,485	(2,962)				
<b>104 BURIAL GROUNDS</b>								
1084 INC-BURIAL FEES	24,152	9,860	18,000	8,140			54.8%	
1097 INC-MEMORIALS	0	0	900	900			0.0%	
BURIAL GROUNDS :- Income	24,152	9,860	18,900	9,040			52.2%	0
4011 RATES	4,786	2,810	4,800	1,990		1,990	58.5%	
4012 WATER RATES	111	70	150	80		80	46.4%	
4014 ELECTRICITY	106	(427)	150	577		577	(285.0%)	
4036 PROPERTY MAINTENANCE	730	6,870	2,000	(4,870)		(4,870)	343.5%	
4104 REFUSE COLLECTION	303	0	0	0		0	0.0%	
4110 FIRE PRECAUTIONS	153	0	500	500		500	0.0%	
4178 PATHS MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
4901 C.S. SALARY RECHARGE	13,034	11,135	12,691	1,556		1,556	87.7%	
4902 W.S. SALARY RECHARGE	46,183	31,607	59,441	27,834		27,834	53.2%	
4911 C.S. O'HEAD RECHARGE	19,770	12,066	11,111	(955)		(955)	108.6%	
4912 W.S. O'HEAD RECHARGE	11,033	7,249	12,280	5,031		5,031	59.0%	
4999 DEPRECIATION CHARGED	2,250	0	0	0		0	0.0%	
BURIAL GROUNDS :- Indirect Expenditure	98,461	71,379	104,123	32,744	0	32,744	68.6%	0
Net Income over Expenditure	(74,309)	(61,519)	(85,223)	(23,704)				
<b>210 GENERAL</b>								
4064 ANNUAL HANGING BASKETS	3,876	2,467	3,000	533		533	82.2%	
GENERAL :- Indirect Expenditure	3,876	2,467	3,000	533	0	533	82.2%	0
Net Expenditure	(3,876)	(2,467)	(3,000)	(533)				
<b>212 RECREATION GROUNDS</b>								
1077 INC-S106 GRANTS	2,600	0	0	0			0.0%	
1081 INC-RENT	2,720	5,204	3,500	(1,704)			148.7%	
1083 INC-PITCH HIRE	261	(66)	2,000	2,066			(3.3%)	
1091 INC-MISCELLANEOUS	3,308	40	0	(40)			0.0%	
RECREATION GROUNDS :- Income	8,888	5,178	5,500	322			94.1%	0
4011 RATES	4,527	2,651	3,775	1,124		1,124	70.2%	
4012 WATER RATES	9,480	6,948	11,000	4,052		4,052	63.2%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4013 RENT	0	0	1	1		1	0.0%	
4014 ELECTRICITY	2,794	2,797	6,000	3,203		3,203	46.6%	
4037 GROUNDS MAINTENANCE	470	5,337	2,500	(2,837)		(2,837)	213.5%	
4038 MAINTENANCE CONTRACT	7,430	4,383	6,900	2,517		2,517	63.5%	
4039 PLAY. EQUIP. MAINT.	0	941	3,000	2,059		2,059	31.4%	
4043 FENCING & GATES	0	0	1,000	1,000		1,000	0.0%	
4044 TREES & PLANTS	1,110	494	2,500	2,006		2,006	19.8%	
4067 PEST CONTROL	400	200	900	700		700	22.2%	
4080 BAD DEBTS WRITTEN OFF	1,237	0	0	0		0	0.0%	
4100 FERT./SEEDS/WEEDKILL	41	33	200	168		168	16.3%	
4104 REFUSE COLLECTION	4,680	4,424	4,000	(424)		(424)	110.6%	
4110 FIRE PRECAUTIONS	476	350	750	400		400	46.7%	
4114 LITTER BINS	0	0	2,000	2,000		2,000	0.0%	
4128 EQUIPMENT	0	462	0	(462)		(462)	0.0%	
4134 SECURITY/CCTV	0	1,141	0	(1,141)		(1,141)	0.0%	
4790 DEFERRED GRANTS RELEASED	(11,187)	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	34,759	29,695	33,843	4,148		4,148	87.7%	
4902 W.S. SALARY RECHARGE	161,641	110,625	208,042	97,417		97,417	53.2%	
4911 C.S. O'HEAD RECHARGE	52,720	32,175	29,628	(2,547)		(2,547)	108.6%	
4912 W.S. O'HEAD RECHARGE	38,617	25,370	42,980	17,610		17,610	59.0%	
4999 DEPRECIATION CHARGED	40,215	0	0	0		0	0.0%	
<b>RECREATION GROUNDS :- Indirect Expenditure</b>	<b>349,409</b>	<b>228,026</b>	<b>359,019</b>	<b>130,993</b>	<b>0</b>	<b>130,993</b>	<b>63.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(340,520)</b>	<b>(222,848)</b>	<b>(353,519)</b>	<b>(130,671)</b>				
<b>902 PUBLIC REALM</b>								
4001 STAFF SALARIES	180,216	126,024	239,146	113,122		113,122	52.7%	
4002 EMPLOYERS N.I	15,345	10,145	21,006	10,861		10,861	48.3%	
4003 EMPLOYERS SUPERANN.	35,354	21,867	61,701	39,834		39,834	35.4%	
4007 HEALTH & SAFETY	822	548	500	(48)		(48)	109.6%	
4008 STAFF TRAINING	132	806	2,500	1,694		1,694	32.2%	
4009 STAFF TRAVEL	46	598	300	(298)		(298)	199.3%	
4011 RATES	0	0	16,000	16,000		16,000	0.0%	
4013 RENT	0	0	14,176	14,176		14,176	0.0%	
4014 ELECTRICITY	(3,543)	530	7,596	7,066		7,066	7.0%	
4023 STATIONERY	0	6	0	(6)		(6)	0.0%	
4025 INSURANCE	0	1,055	0	(1,055)		(1,055)	0.0%	
4026 COMPUTER	0	411	0	(411)		(411)	0.0%	
4030 ADVERTISING, RECRUITMENT	0	697	0	(697)		(697)	0.0%	
4036 PROPERTY MAINTENANCE	0	75	5,200	5,125		5,125	1.4%	
4041 EQUIPMENT HIRE	183	367	400	33		33	91.8%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4042 EQUIPT MAINT/REPAIR	5,435	796	4,500	3,704		3,704	17.7%	
4044 TREES & PLANTS	0	1,231	0	(1,231)		(1,231)	0.0%	
4046 VEHICLE LEASING	9,698	7,332	11,000	3,668		3,668	66.7%	
4047 MATERIALS/TOOLS	9,566	6,367	12,000	5,633		5,633	53.1%	
4048 VEHICLE MAINT/REPAIR	4,303	4,749	10,000	5,251		5,251	47.5%	
4049 VEHICLE FUEL	5,808	3,933	8,000	4,067		4,067	49.2%	
4050 VEHICLE TAX	675	448	675	228		228	66.3%	
4060 OFFICE EQUIPMENT	29	0	0	0		0	0.0%	
4068 NEW MACHINERY	0	112	0	(112)		(112)	0.0%	
4100 FERT./SEEDS/WEEDKILL	0	1,061	0	(1,061)		(1,061)	0.0%	
4103 PROTECTIVE CLOTHING	3,036	2,410	2,500	90		90	96.4%	
4110 FIRE PRECAUTIONS	0	353	0	(353)		(353)	0.0%	
4119 SKIP HIRE	2,048	314	3,000	2,686		2,686	10.5%	
4127 SIGNS	0	780	0	(780)		(780)	0.0%	
4128 EQUIPMENT	490	1,086	500	(586)		(586)	217.2%	
4134 SECURITY/CCTV	0	178	0	(178)		(178)	0.0%	
4790 DEFERRED GRANTS RELEASED	(2,536)	0	0	0		0	0.0%	
4902 W.S. SALARY RECHARGE	(230,916)	(158,036)	(297,203)	(139,167)		(139,167)	53.2%	
4912 W.S. O'HEAD RECHARGE	(55,166)	(36,243)	(61,400)	(25,157)		(25,157)	59.0%	
4999 DEPRECIATION CHARGED	18,975	0	0	0		0	0.0%	
<b>PUBLIC REALM :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>62,097</b>	<b>62,097</b>	<b>0</b>	<b>62,097</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(62,097)</b>	<b>(62,097)</b>				
<b>Public Land &amp; Open Spaces :- Income</b>	<b>42,723</b>	<b>24,525</b>	<b>31,600</b>	<b>7,075</b>			<b>77.6%</b>	
<b>Expenditure</b>	<b>453,426</b>	<b>302,912</b>	<b>529,954</b>	<b>227,042</b>	<b>0</b>	<b>227,042</b>	<b>57.2%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(410,703)</b>	<b>(278,387)</b>						
<b><u>Town Centre Management</u></b>								
<b><u>103 STREET LIGHTS</u></b>								
4014 ELECTRICITY	0	(12,757)	0	12,757		12,757	0.0%	
<b>STREET LIGHTS :- Indirect Expenditure</b>	<b>0</b>	<b>(12,757)</b>	<b>0</b>	<b>12,757</b>	<b>0</b>	<b>12,757</b>		<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>12,757</b>	<b>0</b>	<b>(12,757)</b>				
<b><u>105 CAR PARKS</u></b>								
1088 INC-CAR PARKING FEES	7,316	12,009	22,000	9,991			54.6%	
1089 INC - PARKING PERMITS WORK	2,475	3,651	11,500	7,849			31.7%	
1189 INC-PARKING PERMITS RES	3,280	3,524	6,300	2,776			55.9%	
<b>CAR PARKS :- Income</b>	<b>13,071</b>	<b>19,184</b>	<b>39,800</b>	<b>20,616</b>			<b>48.2%</b>	<b>0</b>

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4008 STAFF TRAINING	0	300	0	(300)		(300)	0.0%	
4011 RATES	26,318	15,238	26,600	11,362		11,362	57.3%	
4023 STATIONERY	0	215	0	(215)		(215)	0.0%	
4038 MAINTENANCE CONTRACT	7,583	4,191	7,500	3,309		3,309	55.9%	
4047 MATERIALS/TOOLS	810	904	2,000	1,096		1,096	45.2%	
4056 LEGAL EXPENSES	495	2,022	1,000	(1,022)		(1,022)	202.2%	
4058 PROFESSIONAL FEES	0	3,942	0	(3,942)		(3,942)	0.0%	
4067 PEST CONTROL	0	50	0	(50)		(50)	0.0%	
4092 Card Processing Fees	423	646	1,000	354		354	64.6%	
4108 SURFACE REPAIRS	0	0	3,000	3,000		3,000	0.0%	
4126 CAR PARK LEASE	32,345	17,000	32,001	15,001		15,001	53.1%	
4790 DEFERRED GRANTS RELEASED	(742)	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	3,259	2,784	3,173	389		389	87.7%	
4902 W.S. SALARY RECHARGE	11,546	7,902	14,860	6,958		6,958	53.2%	
4911 C.S. O'HEAD RECHARGE	4,943	3,016	2,778	(238)		(238)	108.6%	
4912 W.S. O'HEAD RECHARGE	2,758	1,812	3,070	1,258		1,258	59.0%	
4999 DEPRECIATION CHARGED	9,559	0	0	0		0	0.0%	
<b>CAR PARKS :- Indirect Expenditure</b>	<b>99,295</b>	<b>60,022</b>	<b>96,982</b>	<b>36,961</b>	<b>0</b>	<b>36,961</b>	<b>61.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(86,224)</b>	<b>(40,837)</b>	<b>(57,182)</b>	<b>(16,345)</b>				
<b>106 MARKET</b>								
1082 INC-LETTINGS	0	197	0	(197)			0.0%	
1085 INC-TUESDAY MARKET RENTS	697	1,700	1,500	(200)			113.3%	
1086 INC-SATURDAY MARKET RENTS	3,106	6,574	15,000	8,426			43.8%	
<b>MARKET :- Income</b>	<b>3,803</b>	<b>8,471</b>	<b>16,500</b>	<b>8,029</b>			<b>51.3%</b>	<b>0</b>
4001 STAFF SALARIES	388	0	0	0		0	0.0%	
4002 EMPLOYERS N.I	152	103	227	124		124	45.5%	
4003 EMPLOYERS SUPERANN.	741	1,524	2,691	1,167		1,167	56.6%	
4004 MARKET STAFF	6,407	5,063	10,430	5,367		5,367	48.5%	
4006 CLEANING WAGES	0	844	0	(844)		(844)	0.0%	
4007 HEALTH & SAFETY	0	104	0	(104)		(104)	0.0%	
4011 RATES	5,364	3,020	5,260	2,240		2,240	57.4%	
4012 WATER RATES	613	0	0	0		0	0.0%	
4014 ELECTRICITY	981	877	600	(277)		(277)	146.2%	
4023 STATIONERY	0	32	0	(32)		(32)	0.0%	
4032 PUBLICITY	608	0	1,500	1,500		1,500	0.0%	
4047 MATERIALS/TOOLS	0	918	250	(668)		(668)	367.2%	
4127 SIGNS	0	96	0	(96)		(96)	0.0%	
4901 C.S. SALARY RECHARGE	10,862	9,280	10,576	1,296		1,296	87.7%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4911 C.S. O'HEAD RECHARGE	16,475	10,055	9,259	(796)		(796)	108.6%	
4999 DEPRECIATION CHARGED	1,004	0	0	0		0	0.0%	
MARKET :- Indirect Expenditure	43,595	31,916	40,793	8,877	0	8,877	78.2%	0
Net Income over Expenditure	(39,792)	(23,445)	(24,293)	(848)				
<b>107 TOWN CENTRE GENERAL</b>								
1071 INC - A BOARDS	0	0	200	200			0.0%	
1072 INC - TEMP STREET FURNITURE	0	0	300	300			0.0%	
1145 INC-CHRISTMAS ACTIVITIES	345	346	0	(346)			0.0%	
TOWN CENTRE GENERAL :- Income	345	346	500	154			69.2%	0
4001 STAFF SALARIES	26,401	20,893	27,397	6,504		6,504	76.3%	
4002 EMPLOYERS N.I	2,431	2,171	2,568	397		397	84.6%	
4003 EMPLOYERS SUPERANN.	6,344	3,508	7,068	3,560		3,560	49.6%	
4009 STAFF TRAVEL	98	0	0	0		0	0.0%	
4036 PROPERTY MAINTENANCE	688	394	240	(154)		(154)	164.1%	
4037 GROUNDS MAINTENANCE	0	400	0	(400)		(400)	0.0%	
4044 TREES & PLANTS	200	0	0	0		0	0.0%	
4067 PEST CONTROL	0	25	0	(25)		(25)	0.0%	
4104 REFUSE COLLECTION	150	0	0	0		0	0.0%	
4116 WAR MEM & REM SERV	0	80	750	670		670	10.7%	
4117 CLOCK REPAIRS	0	0	350	350		350	0.0%	
4127 SIGNS	0	160	0	(160)		(160)	0.0%	
4138 MARKET SQUARE EVENTS	2,772	3,235	15,000	11,765		11,765	21.6%	
4139 GRASS CUTTING	0	4,236	0	(4,236)		(4,236)	0.0%	
4140 CHRISTMAS ACTIVITIES	13,640	0	7,000	7,000		7,000	0.0%	
4144 CCTV	15,378	2,285	18,000	15,715		15,715	12.7%	
4145 CHRISTMAS LIGHTS	18,914	10,000	18,000	8,000		8,000	55.6%	
4790 DEFERRED GRANTS RELEASED	(571)	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	3,259	2,784	3,173	389		389	87.7%	
4902 W.S. SALARY RECHARGE	11,546	7,902	14,860	6,958		6,958	53.2%	
4911 C.S. O'HEAD RECHARGE	4,943	3,016	2,778	(238)		(238)	108.6%	
4912 W.S. O'HEAD RECHARGE	2,758	1,812	3,070	1,258		1,258	59.0%	
4999 DEPRECIATION CHARGED	1,131	0	0	0		0	0.0%	
TOWN CENTRE GENERAL :- Indirect Expenditure	110,081	62,901	120,254	57,353	0	57,353	52.3%	0
Net Income over Expenditure	(109,736)	(62,555)	(119,754)	(57,199)				
<b>110 PUBLIC CONVENIENCES</b>								
1091 INC-MISCELLANEOUS	650	0	0	0			0.0%	
PUBLIC CONVENIENCES :- Income	650	0	0	0				0

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2021

Month No: 7

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4011 RATES	3,134	(3,144)	0	3,144		3,144	0.0%	
4012 WATER RATES	627	579	2,000	1,421		1,421	29.0%	
4014 ELECTRICITY	0	0	1,000	1,000		1,000	0.0%	
4016 CLEANING COSTS	0	9,720	600	(9,120)		(9,120)	1620.0%	
4036 PROPERTY MAINTENANCE	6,516	0	2,500	2,500		2,500	0.0%	
4038 MAINTENANCE CONTRACT	12,493	0	980	980		980	0.0%	
4042 EQUIPT MAINT/REPAIR	0	650	0	(650)		(650)	0.0%	
4047 MATERIALS/TOOLS	0	138	0	(138)		(138)	0.0%	
PUBLIC CONVENIENCES :- Indirect Expenditure	22,770	7,944	7,080	(864)	0	(864)	112.2%	0
Net Income over Expenditure	<u>(22,120)</u>	<u>(7,944)</u>	<u>(7,080)</u>	<u>864</u>				
Town Centre Management :- Income	17,869	28,001	56,800	28,799			49.3%	
Expenditure	275,741	150,025	265,109	115,084	0	115,084	56.6%	
Movement to/(from) Gen Reserve	<u>(257,873)</u>	<u>(122,024)</u>						
Grand Totals:- Income	1,262,974	1,392,306	1,416,011	23,705			98.3%	
Expenditure	1,371,617	875,905	1,345,011	469,106	0	469,106	65.1%	
Net Income over Expenditure	<u>(108,644)</u>	<u>516,401</u>	<u>71,000</u>	<u>(445,401)</u>				
Movement to/(from) Gen Reserve	<u>(108,644)</u>	<u>516,401</u>						

Date: 23/11/2021

Biggleswade Town Council

Item 9e iv Lloyds Bank Payment Listing

Time: 16:06

Lloyds Current A/C

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## List of Payments made between 01/10/2021 and 31/10/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2021	Opus Energy	DDR1	63.14		Purchase Ledger Payment
01/10/2021	Opus Energy	DDR2	540.93		Purchase Ledger Payment
01/10/2021	OPUS Energy (Corporate) Limite	DDR3	1,477.72		Purchase Ledger Payment
05/10/2021	CoolerAid Ltd	201944	37.20		2652-19L still bottle
05/10/2021	BHIB Limited	201946	107.96		2644-Addition -Kubota Apr21/22
05/10/2021	Essential Safety Wear Ltd	201947	32.40		2639-Navy combat trousers
05/10/2021	Flowbird Smart City UK Ltd	201948	264.96		2646-Customer training callout
05/10/2021	J R GOLDTHORPE & SON	201949	26.43		2651-Key cut, bolts&nuts, etc.
05/10/2021	Harrier Office Supplies Ltd	201950	314.80		2631-Copier paper, pouch, etc.
05/10/2021	JPI Media Publishing Ltd	201951	309.60		2650-Online display
05/10/2021	LGRC Associates Ltd	201952	8,711.28		2654-PT Locum Clerk-Sept 2021
05/10/2021	The Lion Press (Sandy) Ltd	201953	768.00		2641-A3 metal signs
05/10/2021	CENTRAL BEDFORDSHIRE	201954	116.25		2635-Kennel Farm allot Sep-Dec
05/10/2021	Professional Pest Management	201955	240.00		2638-Removal of rodents 24.09.
05/10/2021	Parallel HR Ltd	201956	1,500.00		2632-HR Services
05/10/2021	A L Duckett	201957	60.00		2655-Reset boiler system-Timer
05/10/2021	R & C Hyett	201958	2,140.00		2634-Market Sq. Toilets Sept
05/10/2021	Hire or Buy Group Ltd	201959	328.20		2653-Makita lithium battery
05/10/2021	SLCC Enterprises Ltd	201960	3,866.10		2645-LCC Associate fee
05/10/2021	Turfcare Leisure Services Ltd	201961	690.47		2649-Bowling green maint-Oct
05/10/2021	Urban Vision Enterprise CIC	201962	6,630.00		2643-Graphic design contract
05/10/2021	Arthur Ibbett Limited	201945	23.64		2648-Carlube multi purpose
05/10/2021	Arthur Ibbett Limited	201945	-23.64		2648-Carlube
05/10/2021	Petty Cash	000454	300.00		Petty Cash
05/10/2021	M Eynon	000455	82.12		M Eynon Plot 40A Dep refund
06/10/2021	Chevis S/Ledger Refund	456	35.00		Chevis S/Ledger Refund
06/10/2021	Central Bedfordshire Council	Std Ord	4,599.00		CBC - Rates 2021/21
08/10/2021	Lloyds Salary A/C	Tfr	5,408.46		
11/10/2021	Maple Tree Catering Ltd	458	72.10		Remembrance refreshments
11/10/2021	M Finch	457	50.00		M Finch plot 68 Dep Refund
11/10/2021	The Right Fuelcard Company Lim	DDR4	3.60		2749-Fuel A/C
11/10/2021	Node IT Solutions Ltd	DDR5	62.40		2695-Nvidia GeForce
11/10/2021	Node IT Solutions Ltd	DDR6	158.98		2600-Zoom subscription-Monthly
11/10/2021	Node IT Solutions Ltd	DDR7	211.20		2603-Protect managed networkin
11/10/2021	Node IT Solutions Ltd	DDR8	3,105.90		2602-IT services-Oct 2021
11/10/2021	BNP Leasing	DD	584.17		BNP Leasing
14/10/2021	Node IT Solutions Ltd	DDR9	71.99		2599-FTTC Broadband-Old courtH
15/10/2021	Integrating Solutions Limited	DDR10	231.57		2750-Copier charges
15/10/2021	Lex Autolease Ltd	DDR11	410.64		2709-Isuzu lease
18/10/2021	British Telecommunications PLC	DDR12	583.64		2748-Telephone
18/10/2021	Fuel Genie DDR	DDR13	886.21		2606-Fuel
18/10/2021	Bank charge payable	CHRG	177.78		Bank charge payable
19/10/2021	ADT Fire & Security plc	201963	2,410.57		2717-Bowls club alarm maint
19/10/2021	BATPC	201964	150.00		2718-WS Finance training
19/10/2021	L. Bennett & Son Ltd	201965	23.64		2648-Carlube
19/10/2021	Big Tyres Ltd	201966	441.60		2719-4 x tyres
19/10/2021	Chandlers (Farm Equipment) Ltd	201967	36.00		2699-Combi can orange

## List of Payments made between 01/10/2021 and 31/10/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/10/2021	Cranbrook Plants	201968	1,380.93		2720-Spring bedding plants
19/10/2021	Enterprise Personnel Ltd	201969	819.46		2721-DP Temp staff
19/10/2021	Fire Protection Online Ltd	201970	215.76		2702-Fire extinguishers
19/10/2021	Flowbird Smart City UK Ltd	201971	360.00		2724-Car park staff training
19/10/2021	Furniture @ Work Ltd	201972	2,930.40		2704-Desks/cabinets
19/10/2021	J R GOLDTHORPE & SON	201973	59.80		2726-Toilet roll holders
19/10/2021	Bedfordshire Growers Limited	201974	96.00		2697-Compost
19/10/2021	HERTFORDSHIRE COUNTY	201975	189.05		2706-Cleaning materials
19/10/2021	Harrier Office Supplies Ltd	201976	9.36		2727-Stationery
19/10/2021	Henlow Building Supplies	201977	89.74		2728-Decorating materials
19/10/2021	Evisa Solutions Ltd	201979	16,274.16		2723-JN Recruitment fees
19/10/2021	Mazars LLP	201980	2,400.00		2729-External Audit 20/21
19/10/2021	Nagels (UK) Ltd	201981	258.00		2731-Stelio Singles tickets
19/10/2021	Professional Pest Management	201982	90.00		2734-Pest Control Oct 21
19/10/2021	Peninsula Business Services Li	201983	34.67		2732-HR Services
19/10/2021	The Play Inspection Company Lt	201984	1,128.96		2733-Play area inspections
19/10/2021	DCK Accounting Solutions Ltd	201985	2,871.30		2701-DRK Accounting support
19/10/2021	Ricoh UK Ltd	201986	112.50		2735-Copier charges
19/10/2021	Safe I.S. Ltd	201987	588.00		2737-Fire risk assesment
19/10/2021	Tim's Digital	201988	825.60		2738-Website updates
19/10/2021	Unison	201989	11.50		2691-Unison Fees Sep 21
19/10/2021	Veolia UK Ltd	201990	136.73		2708-Trade refuse
19/10/2021	Lamps & Tubes Illuminations Lt	201978	12,000.00		2753-Christmas Lights
19/10/2021	Anglian Water Business Ltd. (N	DDR14	31.49		2746-Cemetery water charges
19/10/2021	Anglian Water Business Ltd. (N	DDR15	40.02		2741-Market water charges
19/10/2021	Anglian Water Business Ltd (Na	DDR16	3,883.93		2747-Kitelands water charges
19/10/2021	Lloyds Salary A/C	Tfr	73,468.00		
20/10/2021	AIB Merchant Services	DDR17	100.20		Purchase Ledger Payment
21/10/2021	Anglian Water Business Ltd. (N	DDR18	40.02		2739-Fiarfield Rd water charge
21/10/2021	Anglian Water Business Ltd. (N	DDR19	129.40		2744-OCH Water charges
21/10/2021	Anglian Water Business Ltd. (N	DDR20	421.35		2742-Toilets water charges
25/10/2021	Node IT Solutions Ltd	DDR21	187.32		2751-Colour laser printer
25/10/2021	EE - DDR	DDR22	375.86		2752-Mobile phones
25/10/2021	Node IT Solutions Ltd	DDR23	1,904.57		Purchase Ledger Payment
27/10/2021	Kubota Finance	Std Ord	536.40		Kubota Finance Leasing
29/10/2021	Totaljobs	DC	178.80		Totaljobs-Advertising
Total Payments			172,501.29		



## **BIGGLESWADE TOWN COUNCIL**

### **Report to Council 14<sup>th</sup> December 2021 CCLA Authorised Signatories**

#### **Implications of Recommendations**

**Corporate Strategy:** None

**Finance:** No effect on Budget

**Equality:** None

**Environment:** None

**Community Safety:** None

#### **Background**

Following through from the appointment of the Head of Finance and Planning to the Council Management Team, consideration needs to be given to approving the postholder as an authorised person that can transfer money between the CCLA Public Sector Deposit Fund account and the Lloyds Bank Current Account. At present any one of three named persons can request a transfer. These are:

Mr Philip Truppin  
Cllr Madeline Russell  
Cllr Hazel Ramsay

Operationally transfers are requested by an officer. While one person can request a withdrawal from the CCLA account, this can only be a transfer to the nominated Council bank account at Lloyds. Transfers to the CCLA account from Lloyds also require separate authorisation to Lloyds by two Councillors, who are signatories for the Lloyds Bank account, for security reasons and to comply with Financial Regulations.

On inquiring about the process for adding a CCLA signatory, the Head of Place Shaping & Town Centre Management was advised that, henceforth, two signatories will be required by CCLA to request a transfer of funds.

#### **Summary**

In order to comply with CCLA requirements in future, Council will need to resolve that two signatures from an agreed signatory list will be required to request transfers. There is no need to resolve that physical transfers from the Lloyds Bank account to CCLA need to be changed since this process is already covered in existing Financial Regulations.

#### **Recommendations:**

Councillors are requested to :

1. Resolve to appoint Wilhelmina Solomon as an authorised signatory for the CCLA Public Sector Deposit Fund account.
2. Resolve that two signatures will be required on all CCLA request forms.
3. Consider whether there should be any other persons added to the list of signatories on the CCLA account and resolve accordingly.

**Philip Truppin**  
**Head of Place Shaping & Town Centre Management**

**December 2021**



**NOTES OF THE COMMUNITY ENGAGEMENT GROUP MEETING**  
**HELD ON THURSDAY 15<sup>th</sup> SEPTEMBER 2021 AT 18.00 PM**  
**HELD AT COUNCIL OFFICE'S**

**PRESENT:**

Peter Tarrant	Town Clerk and Chief Executive, BTC - Co Chairman
Cliff Andrews	BRCC - Co Chairman
Nick Gurney	Biggleswade Scout Group
John Ingrey	Biggleswade Allotment Holder and Resident
Shirley Legate	Central Bedfordshire Older Persons Network
John Robertson	Chair Good Neighbours
Cllr Duncan Strachan	BTC Councillor
Leigh Wood	Node IT

Invited Guest  
Hazel Clarke                      Carnival Events

Jonathan Woolley              BTC Public Realm Manager  
Karim Hosseini                BTC -Head of Governance and Strategic Planning

Karen Saunders                BTC - Administrator

**1. Apologies**

Tracey James, Helen Calvert, Cllr. Michael North, Jon Baldwin, Philip Sheldon, Bill Simmons, Barbara Hazell, Jonathan Medlock, Kath Lewis

**2. Review of last Minutes and Actions from 10<sup>th</sup> MAY 2021**

There were no issues raised.

All actions have been completed.

**3. Introduction of Karim Hosseini – Head of Governance and Strategic Planning**

Karim Hosseini introduced himself to the Group and gave a brief outline of his previous roles. Karim also gave an update of what he will be doing going forward and how his role will help in the development of place shaping and partnering strategic stakeholders.

Peter Tarrant explained to the Group that we are appointing another two staff members, they will be joining us in October. One of the positions is Head of Finance and Planning and the other is Finance Manager. We are also appointing a Place Shaping Manager.

It was noted that we would like to continue to assist in the exhibition of the Saxon Gate artifacts which were found nearby.

**4. Neighbourhood Plan Update – Cliff Andrews**

Cliff Andrews gave an update to the group of the critical stage we are now at for delivering a plan that sits alongside the Local Authorities local plan.

There are policies which are incorporated into the plan along with Regulation 14, which looks at any changes that are needed to push this along. This has a 14 week consultation period of which the plan has to go through 41 steps in total. We are currently sitting within the late 20's early 30's.

The Town Council will be setting up drop-in services throughout September and November where members of the public can ask questions, there will also be a leaflet drop encouraging residents to have their say.

## **5. Queen's Jubilee/Carnival**

Hazel Clarke gave an outline of what has been happening since she took over the running of the Carnival and what her expectations are for the forthcoming Queen's Jubilee in 2022.

Hazel is very keen to listen to what the Community would like to see, and we will offer support and collaboration where possible.

The Carnival is not going to happen in the same month/time as previous years due to a family birthday, however Hazel is keen to be involved with the Queen's Jubilee and has some ideas which she has shared with us.

Peter Tarrant confirmed that we will offer any help we can to support this event, and Hazel can call upon Karim Hosseini and Karen Saunders for any assistance.

## **6. Christmas Offer**

Karim Hosseini gave an update of where we are in terms of the Christmas offer. The light switch on will be on Friday 26<sup>th</sup> November 2021.

Karim and Karen Saunders are making plans with the stage and lighting organisation, walking through the set up for the day.

We are looking at various food/drinks vendors, as well as the Christmas market stalls, and the marketing side of the event.

The Christmas trees have been ordered which will be of a better quality.

## **7. Update on the Public Realm**

Jonathan Woolley gave a brief update informing the Members that we have now closed our old Depot in Drove Road and they are now fully operational in the new depot at Eldon Way.

We have taken on new members of staff. This has enhanced our workforce and the services we provide.

Jonathan spoke about the new planting going forward and how this will look in the spring.

Hedge trimming and the Allotment areas will be started shortly.

Play areas are being looked at. An inventory has been completed and new equipment will be provided where appropriate.

All areas of sport/leisure facilities are also being looked at and improvements will be made where needed but this is not a quick fix.

## **8. AOB**

### **Actions**

- Peter Tarrant to continue to work with John Ingrey in securing a venue to display artifacts from the archeological dig.

### **Date of next meeting**

TBC



**AGENDA OF THE COMMUNITY ENGAGEMENT GROUP  
MONDAY 6TH DECEMBER 2021 AT 6.00 PM**

To be held at The Town Council Offices

**AGENDA**

<b>Peter Tarrant</b>	<b>Town Clerk and Chief Executive - Co Chair</b>
<b>Cliff Andrews</b>	<b>BRCC - Co Chair</b>
<b>Nick Gurney</b>	<b>Biggleswade Scout Group</b>
<b>Barbara Hazell</b>	<b>Rotary Club</b>
<b>John Ingrey</b>	<b>Biggleswade Allotment holder &amp; resident</b>
<b>Tracey James</b>	<b>Biggleswade United Football Club</b>
<b>Shirley Legate</b>	<b>Central Bedfordshire Older Persons Network</b>
<b>Jonathan Medlock</b>	<b>The Surfin Café Local Business</b>
<b>Cllr Michael North</b>	<b>BTC Councillor</b>
<b>John Robertson</b>	<b>Chair Good Neighbours</b>
<b>Philip Sheldon</b>	<b>Chamber of Trade Local Business</b>
<b>Cllr Duncan Strachan</b>	<b>BTC Councillor</b>
<b>Leigh Wood</b>	<b>Node IT</b>
<b>Jonathan Woolley</b>	<b>BTC – Public Realm Manager</b>
<b>Karim Hosseini</b>	<b>BTC – Head of Governance and Strategic Partnerships</b>
<b>Philip Truppin</b>	<b>BTC – Acting Head of Place Shaping &amp; Town Centre</b>
<b>Helen Calvert</b>	<b>BTC – Administration and HR Manager</b>
<b>Karen Saunders</b>	<b>BTC - Administrator</b>

- 1. Apologies for Absence**  
**Bill Simmons**
- 2. Minutes and Actions from previous meeting**
- 3. Christmas Light Switch on – Karim Hosseini**
- 4. Remembrance Sunday – Karim Hosseini**
- 5. GP's and Health – Karim Hosseini/Peter Tarrant**
- 6. Council Committees & Resident Contribution – Peter Tarrant**
- 7. Neighbourhood Plan – Karim Hosseini/Peter Tarrant**
- 8. Electric car points in car parks – Karim Hosseini**
- 9. Better use of our Open Spaces for Fairs, Fetes etc – Shirley Legate**
- 10. AOB**

Because this is a working group rather than a formal meeting, we can discuss any other items which members wish to bring forward.