



Ref: Agenda/Council-24/08/2021

19th August 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 24th August 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'.

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:

- Disclosable Pecuniary interests in any agenda item.
- 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_Im651BVhRLmIEyMRZxRnMw

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

5. **INVITED SPEAKER** – None

6. **MEMBERS' QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

a. For Members to receive the minutes of the Council Meeting held on **Tuesday 27th July 2021** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

b. For Members to consider the recommendations under exempt items from the Town Centre Management meeting of Tuesday 17th August 2021.

8. **MATTERS ARISING**

a. Minutes of the Council Meeting held on **Tuesday 27th July 2021**.

9. **PLANNING APPLICATIONS**

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

Also to consider any planning applications received after the publication of the agenda.

a. **CB/21/03284/FULL - 5 Holme Court Avenue, Biggleswade, SG18 8PF**

False pitched roof to porch and garage, render and new windows.

b. **CB/21/03394/FULL - 17 St Margarets Gardens, Biggleswade, SG18 8NU**

Demolition of existing garage and conservatory and erection of two storey side extension.

c. **CB/21/03220/FULL - 18 Maskin Drive, Biggleswade, SG18 8JQ**

Part conversion of garage to habitable space.

d. **CB/21/03428/FULL - 33 Maunder Avenue, Biggleswade, SG18 8GL**

Single-storey rear extension.

e. **CB/21/03452/FULL - 132 Mead End, Biggleswade, SG18 8JX**

Loft conversion with rear flat roof dormer and front rooflights.

f. **CB/21/03376/FULL - Elmside, Potton Road, Biggleswade, SG18 0EJ**

Two storey side and single storey rear extensions.

g. **CB/21/03364/FULL - Little Acre One, Langford Road, Biggleswade, SG18 9JU**

Change of use of land to extend area for siting of additional static and mobile caravans with new separate cross over/vehicular access.

Previously on Council agenda

CB/20/02172/FULL - Sitting of 4 static and 4 mobile caravans with new separate cross

over/vehicular access and change of use of land. Council agenda 14/07/2020. Outcome as No Objection. Withdrawn 27/08/2020.

CB/20/02172/FULL – Change of use of land adjacent to an existing traveller site to expand the existing facility. Proposal to also include the siting of 4 static and 4 mobile caravans to facilitate accommodation for Gypsies and Travellers with new separate cross over/vehicular access. Council agenda 11/08/2020. Outcome as No Objection. Withdrawn 27/08/2020.

h. **CB/21/03536/FULL - 70 Rowan Crescent, Biggleswade, SG18 0PG**

Single storey rear and side extension.

i. **CB/21/03372/FULL - 15 Nursery Close, Biggleswade, SG18 0HR**

Removal of existing conservatory and replace with new single-storey rear extension.

10. **PLANNING APPLICATION OUTCOMES**

A report of the Planning Application Outcomes as of 24/08/2021.

11. **ACCOUNTS**

a. **Financial Administration**

- i. Detailed Balance Sheet to 30/06/2021.
- ii. Summary Income and Expenditure by Committee 30/06/2021.
- iii. Detailed Income and Expenditure by Committee 30/06/2021.
- iv. Lloyds Bank Payment listing June 2021.

12. **ITEMS FOR CONSIDERATION**

a. **Electric Vehicle Charge Points**

For Members to consider the written report from the Place Shaping Manager.

b. **Market Strategy**

For Members to further consider the Market Strategy, adopted for a four month trial basis as resolved at the Town Council Meeting held on 6th April 2021.

c. **CB/TCA/21/00380 - 8 Barn Field Close, Biggleswade, SG18 8FN**

Works to trees within a Conservation Area: Remove to ground level. Sycamore Trees T1, T2, T3, T4 and T5.

Extension has been granted by Central Bedfordshire for comments by 25th August 2021.

d. **CB/TRE/21/00374 - Second Meadow, Fairfield Road, Biggleswade, SG18 0BS**

Works to trees protected by a Tree Preservation Order : The lower hanging branches of Group 1 English Oak trees x5 and Group 2 Lime trees x5, Ash Tree x1 and Hornbeam x1 need to be trimmed back away from the fence. Mid height branches need to be cut back to allow the light to shine directly on to the pitch.

Extension has been granted by Central Bedfordshire for comments by 25th August 2021.

13. **ITEMS FOR INFORMATION** - None

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.

Please register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_Im651BVhRLmIEyMRZxRnMw

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**.

15. **EXEMPT ITEMS**

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

(16a. Recommendation of Meeting of the Town Centre Management Committee)

(16b. Queen's Award for Voluntary Service)

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 27th JULY 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 I. Bond
Cllr K. Brown
Cllr F. Foster
Cllr H. Ramsay
Cllr L. Fage
Cllr M. Foster
Cllr M. Knight
Cllr M. North
Cllr R. Pullinger
Cllr D. Strachan
Cllr C. Thomas
Cllr J. Woodhead

Mr P Tarrant – Town Clerk & Chief Executive, Biggleswade Town Council
Mr P Truppin – Assistant Town Clerk, Biggleswade Town Council
Ms H Calvert – Deputy Administration & HR Manager (Meetings Administrator)

Members of Public – 4

Meeting Formalities:

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

1. **APOLOGIES FOR ABSENCE**

None

ABSENT WITHOUT APOLOGIES

None.

2. **DECLARATIONS OF INTEREST**

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

None.

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

- Cllr Strachan - Item 12b & 12c.
- Cllr Brown - Item 9a.
- Cllr Albone - Item 9d and 9e.
- Cllr M Foster - Item 9m.

3. **TOWN MAYOR'S ANNOUNCEMENTS**

The Mayor, Cllr Russell, and the Deputy Mayor, Cllr G. Fage, were recently invited to visit the Children's Home in Drove Road which has been open now for one year and provides up to four places for children with specialist needs. The children live at the Home for up to two years, attending appropriate schools and, through the Home, learning key life skills to enable them to either return to their families or to be fostered. The Mayor and Deputy Mayor were very impressed with what has been achieved. The Children's Home staff hope that the children can integrate even more into the community with the lifting of the pandemic restrictions.

The Deputy Mayor and CBC Cllr S. Watkins attended the switch-on of the Biggleswade United Football Club floodlights. The Biggleswade United Football Club leadership team was very pleased with the support received from the Town Council, both in grant funding, as well as the support in applying for additional funding, and the continued offer of land at a reasonable rate that allows for the arrangement of football matches.

Cllr Russell informed Councillors of the passing of a former colleague, Martin Thomas. Martin had been a Town Councillor and also served as Chairman of the Chamber of Trade for many years. In that capacity, he was involved in the creation of the Biggleswade Town Centre Masterplan. He enjoyed motor racing and was a successful saloon car driver, preparing the cars at his own garage in Biggleswade. Members sent their condolences to Martin's family and held a minute's silence in his memory.

4. **PUBLIC OPEN SESSION**

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

None.

5. **INVITED SPEAKER**

a. Members received an update from the Police and Crime Commissioner, Festus Akinbusoye.

Festus began by sending his condolences to the family of the late Martin Thomas.

Festus updated Members as follows:

- Bedfordshire Police are working on early intervention schemes.
- There are plans to work closely with the Local Authorities and schools to prevent the exploitation of young people.
- 'A Summer of Fun and Focus' has been arranged for the school summer holidays. It is fully funded by the OPCC and aims to give young people between the ages of 4 and 16 the opportunity to learn skills in focus, confidence and health by attending boxing and martial arts classes. The OPCC have commissioned boxing and martial arts instructors across Bedfordshire to offer free sessions across Bedfordshire including: Bedford, Biggleswade, Eaton Bray, Kempston, Leighton Buzzard, Linslade, Luton and Toddington, with more dates and locations to be added soon.

- There will be a paid internship scheme in the Bedfordshire Police office for September 2021. The internship will be for one month and a further internship will be available for November 2021 and January 2022.
- There are concerns over the level of funding offered to Bedfordshire Police. Festus has been informed by the Home Office that there are plans to increase the level of funding available, especially for the area of Biggleswade. Members assured Festus that Biggleswade Town Council will support Bedfordshire Police in securing additional funding. Additionally, this item will be discussed at the next meeting of Biggleswade Town Council's Crime Working Group.
- Bedfordshire Police aim to make police services more accessible by appropriate use of IT. There will be trials conducted next year.
- Bedfordshire is ranked the fourth most exposed county in the UK to the drugs trade known as county lines. Furthermore, 10% of all illegal firearms recovered nationwide are from Bedfordshire.

Festus thanked Members for their role in supporting and representing their community.

Members recognised the challenges faced in Biggleswade and asked what action is being taken to combat anti-social behaviour outside Biggleswade's pubs. Festus told Members that Bedfordshire Police are in the process of recruiting Community Specials - Special Constables who will be dedicated to working in the areas in which they live. Festus reassured Members that he will pass on these concerns to Chief Inspector Lee Haines.

Members thanked Festus for his work so far and for the detailed and informative update.

6. MEMBERS' QUESTIONS

Cllr Knight requested that the Council Chamber be returned to its original format for future meetings. It was confirmed that the Council Chamber will return to its original format for the next Council meeting.

Cllr G. Fage informed Members that the Public Consultation for Land North of Biggleswade is currently open for comments. The consultation closes on 16th August 2021.

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. Members received and **APPROVED** the Minutes of the Town Council Meeting held on the 29th June 2021 at the offices of Biggleswade Town Council, The Old Court House, 4 Saffron Road, Biggleswade.

It was agreed to amend Item 7a, paragraph 2.12, so that it reads 'They must also notify the Town Clerk and Chief Executive as soon as possible and in any event within 2 days.'

8. MATTERS ARISING

- a. From the Minutes of the Town Council Meeting held on Tuesday 29th June 2021.

Minute 8a – From the Minutes of the Town Council Meeting held on Tuesday 1st June 2021 - Pigeon Update. Cllr Knight asked for an update on the Town Centre pigeon control. There is currently no further update but it is a priority for the Public Realm Manager.

Minute 11e – Remote Meetings. It was noted that NALC's latest submission to the Government is urging for remote Town Council meetings to be made a permanent option.

9. **PLANNING APPLICATIONS**

a. **CB/21/02741/FULL - 14 Mulberry Close, Biggleswade, SG18 0HU**

Proposed joint application for a first floor front extension to 16 Mulberry Close and an adjoining first floor front extension and single story front extension to 14 Mulberry Close.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided 1) that the neighbours are consulted, this point is stressed that the neighbours must be consulted and that any comments they may make are considered by CBC in their deliberations. 2) provision is made for adequate off-road parking.

b. **CB/21/02443/FULL - 36 Beech Avenue, Biggleswade, SG18 0EG**

Extend dropped kerb to allow for existing drive and garden to be block paved.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application 1) provided the neighbours are consulted, this point is stressed that the neighbours must be consulted and that any comments they may make are considered by CBC in their deliberations and 2) subject to Highways comments being taken into account.

c. **CB/21/02052/FULL - 106 Tavener Drive, Biggleswade, SG18 8XY**

Erection of an inglenook to side of house.

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

d. **CB/21/01919/FULL - 19 Drove Road, Biggleswade, SG18 8HD**

Single-storey rear/side extension.

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

Extension granted to 28th July 2021 by Central Bedfordshire Council.

e. **CB/21/02927/FULL - 17 Banks Road, Biggleswade, SG18 0DY**

Two storey side extension, single storey rear extension, conversion of garage with front bay window and widening of front vehicular access.

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

f. **CB/20/02285/FULL - Planning appeal for 41 Shortmead Street, Biggleswade**

Conversion and extension to existing workshop with partial demolition to create two dwellings and erection of a detached part single, part two storey dwelling house.

It was **RESOLVED** that the Town Council **OBJECTS** to this planning application on the grounds of overdevelopment of the site, as well as access, privacy and parking issues.

g. **CB/20/03784/FULL - Planning appeal for 33 Shortmead Street, Biggleswade**

Re-submission of planning permission CB/20/02285/FULL Partial demolition of workshop, convert remaining workshop into two dwellings and erection of single storey bungalow.

It was **RESOLVED** that the Town Council **OBJECTS** to this planning application on the grounds of 1) Overdevelopment of the site 2) The access to Shortmead Street will be compromised. 3) The privacy of the neighbours will be compromised. 4) There is inadequate parking. Outcome as Objection 1) Overdevelopment of the site 2) The access to Shortmead Street will be compromised. 3) The privacy of the neighbours will be compromised. 4) There is inadequate parking.

h. **CB/21/03195/FULL – Land behind 33 Shortmead Street Biggleswade SG18 0AT**

Conversion and part demolition of existing workshop to create two new dwellings.

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

i. **CB/21/02861/FULL - 19A High Street, Biggleswade, SG18 0JE - 19A High Street, Biggleswade, SG18 0JE**

Change of use from E Class to A5 (takeaway) and associated works.

It was **RESOLVED** that the Town Council **OBJECTS** to this planning application and will support the comments of the Highways Officer, relating to safety. There is also a concern of noise and possible odours from the premises.

j. **CB/21/02930/FULL - Holme Lodge, London Road, Biggleswade, SG18 9SS**

Single storey rear extension with roof terrace, two storey side extension with roof lights, conversion of garage to habitable living space and addition of front porch Canopy Installation of 5 PV roof solar panels to the rear.

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

k. **CB/21/03147/FULL - 10 Lawrence Road, Biggleswade, SG18 0LS**

Erection of single storey rear/side extension.

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

i. **CB/21/02168/FULL - Land to North of Lindsell's level crossing, Biggleswade, SG18 0AD**

Construction of new ramped and stepped bridleway bridge to facilitate the closure of Lindsell's level crossing; formation of new bridleway to western side of railway and associated works.

Separate correspondence has been sent via email with comments that Biggleswade Town Council supports the Revised Landscape Plan and the comments made by the Landscape Officer. The Committee should pay particular attention to the plans for irrigation and also consider the need for larger trees. The previous comments made by this council at its meeting held on 1st June 2021 are repeated, namely that there is a strong recommendation for planning conditions around landscaping to minimise the visual impact and the Town Council would like to be consulted proactively on the discharge of the conditions.

m. **CB/21/02514/FULL - 4 Thirlmere Close, Biggleswade, SG18 8LU**

Retrospective: Erection of single storey outbuilding to rear garden.

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

n. **CB/21/02478/FULL - 22 Ripon Court, Biggleswade, SG18 8JE**

Re-submission - First floor and single storey rear extension. Single storey side extension to garage.

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

o. **CB/21/03027/FULL - 1 Exeter Close, Biggleswade, SG18 8HY**

Single storey front side extension and conversion of garage.

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

p. **CB/21/03287/FULL - 67 Stratton Way, Biggleswade, SG18 0NS**

Part two storey and part single storey rear extension.

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

q. **CB/21/02630/FULL - 8 Avon Rise, Biggleswade, SG18 8NP**

Single storey side and rear extension.

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

r. **CB/21/03084/FULL - 46 Tavener Drive, Biggleswade, SG18 8GZ**

Single storey rear extension.

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

s. **CB/21/03244/FULL - 16 Boddington Gardens, Biggleswade, SG18 0PJ**

Single storey front and rear extensions.

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

10. **ACCOUNTS**

a. **Financial Administration:**

Members received and **ADOPTED** the following Accounts:

- i. Detailed Balance Sheet to 31/05/2021.
- ii. Summary Income and Expenditure by Committee 31/05/2021.
- iii. Detailed Income and Expenditure by Committee 31/05/2021.
- iv. Lloyds Bank Payment listing May 2021.

11. **ITEMS FOR CONSIDERATION**

a. **Street Trading Application – Market Square Biggleswade**

For Members to consider the Street Trading Application for The Jerk Hub.
It was **RESOLVED** to defer the application to the 24th August Council meeting.

There is a need to establish whether Biggleswade Town Council has the powers to approve the application or whether it is Central Bedfordshire Council.

b. **Grants 2021/2022**

For Members to consider the grant application from Biggleswade Sports Meeting.

It was **RESOLVED** to refer the application to the Finance & General Purposes Meeting on the 7th September 2021.

c. **Grants 2021/2022**

For Members to consider the grant application from Trinity Methodist Church Defibrillator Project.

It was **RESOLVED** to refer the application to the Finance & General Purposes Meeting on the 7th September 2021.

d. **Grants 2021/2022**

For Members to consider the grant application from the Bedfordshire Police Partnership Trust.

It was **RESOLVED** to refer the application to the Finance & General Purposes Meeting on the 7th September 2021.

e. **River path under A1**

Members noted the frequent flooding of the A1 underpass, part of the riverside walk to Jordan's Mill.

It was **RESOLVED** that a letter be written to the Highways Agency to request that the drainage for the A1 underpass be improved.

12. **ITEMS FOR INFORMATION**

a. **Planning Application Outcomes**

This report was **NOTED**.

b. **Public Notice - Central Bedfordshire Council Proposes To Introduce No Waiting At Any Time On Brigham Gardens, Biggleswade**

The Public Notice was **NOTED**. It was also noted that the Ward Councillors, Bond and Watkins, are assisting residents.

c. **Public Notice - Central Bedfordshire Council Proposes To Introduce A Disabled Parking Bay On Brigham Gardens, Biggleswade**

The Public Notice was **NOTED**.

d. **OPCC Newsletter**

The OPCC Newsletter was **NOTED**.

It was requested that future OPCC Newsletters be circulated to all Councillors and uploaded to the website. It should only be added to a Council agenda if a Member wishes to discuss a particular item.

e. **Table & Bench Sets**

The Town Clerk & Chief Executive updated Members on the purchase of Table & Bench sets.

The original quotation for the Table & Bench sets was £1,170.90, however, the sets have since been purchased at a discounted rate of £1,070.90.

13. PUBLIC OPEN SESSION

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

None.

14. EXEMPT

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.

(15a. Queen's Award for Voluntary Service)
(15b. Utilities Contract)

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.

15. EXEMPT

a. **Queen's Award for Voluntary Service**

It was **AGREED** for Cllr Brown to look at the eligibility criteria and the process for submitting a nomination and to present any recommendations to Council on 24th August 2021. Members suggested that Biggleswade Good Neighbours and the Biggleswade Community Agent are considered for nominations.

It was agreed that, in future, the Queen's Award for Voluntary Service should be considered in April to allow sufficient time to submit a nomination.

b. **Utilities Contract**

The Council's utilities contracts for the Orchard Community Centre and the Town Council Offices are both due for renewal. It was recommended that Osso Energy be considered as they offer good value for money and have favourable reviews online.

It was **RESOLVED** that the Council takes out a 36-month contract with Osso Energy for both the Orchard Community Centre and the Town Council Offices, unless the cost of what is agreed has, between 27th July 2021 and when the contracts are signed, increased by 10% or greater.

The Chairman closed the Meeting at 9.00pm.

OUTCOME OF CBC DETERMINED PLANNING

Council 24/08/2021
Item 10. Planning Application Outcomes

Address	Application No.	Committee date	BTC Decision	Description	Comments	Central Beds Outcome/Date	"Called In"
2018							
Ullswater Close, 2	18/04253/FULL	27/11/2018	No Objection	Single & two storey rear extension.		Awaiting Decision	
2019							
Dunton Lane, Stratton Park Drive	19/02839/VOC	08/10/2019	No Objection	Variation of Condition no.1 on Planning Permission MB/83/456 "Renewal of Planning Permission for caravan park on a permanent basis" to state that the total number of caravans shall not exceed twenty-two at any time.		Awaiting Decision	
Land North of Biggleswade	19/04301/OUT	14/01/2020	Strongly Object - does not comply with NPPF and various other comments made against the Applicant	Outline Application: planning permission with all matters reserved except for access for the development of the land situated north of Biggleswade, east of the ECML railway to provide for up to 406 dwellings including affordable housing:green infrastructure accommodatng landscaping, allotments, community orchard, public open space, children's playspace;new roads, car parking, cycleways and footways; associated infrastructure; including a sustainable drainage system; vehicular access to be secured from Furzenhall Road.		Consultation Period	
Land North of Biggleswade	19/02827/PAPC	08/09/2020	Strongly Object - For reasons set out in previous correspondences. Council also agreed that Cllr G Fage would be appointed to represent BTC and to speak at the Development Management Committee Meeting. It was Resolved that the draft letter be approved, and that letter and the previous letter of objection be sent to the named planning officer and to the general planning address. Further, that a shorter version be circulated to Members of the CBC Development Management Committee for information.	Development Brief relating to residential scheme of around 400 dwellings at land north of Biggleswade, with access taken from Furzenhall Road.		No Information as at 16/08/2021	
Lincoln Crescent, 48	19/03482/FULL	12/11/2019	No Objection	Proposed single storey rear extension.		16/08/2021	Awaiting Decision
2020							
Biggleswade Road, Land East of	20/00959/OUT	28/04/2020	No Objection - provided the following points are considered: 1) Dunton Lane is upgraded. 2) The speed limit from Saxon Drive be reduced from the current 60 mile per hour to 40 miles per hour. 3) The necessary facilities be provided for pedestrian footpath and cyclist pathway. 4) Adequate access for Motorists to the A1.	Outline application: seeking Planning Permission for up to 1,500 dwellings (use Class C3) and up to a 2ha of commercial development dwellings (use Class C3) and up to a 2ha of commercial development (use Class A1, A2, A3, A4, A5, B1a,bc,B2, B8) up to 5ha of primary school development (class D1) and up to 4ha of other leisure and community development (Use Classes D1 and D2) up to 61 ha of open space including play space, allotments and a country park, infrastructure including site access, internal roads, car parking, footpaths, cycle ways, drainage and utilities. Subject to Environmental statement.		See Below	
Biggleswade Road, Land East of	20/00959/OUT	11/08/2020	As above.	Outline application: seeking Planning Permission for up to 1,500 dwellings (use Class C3) and up to a 2ha of commercial development dwellings (use Class C3) and up to a 2ha of commercial development (use Class A1, A2, A3, A4, A5, B1a,bc,B2, B8) up to 5ha of primary school development (class D1) and up to 4ha of other leisure and community development (Use Classes D1 and D2) up to 61 ha of open space including play space, allotments and a country park, infrastructure including site access, internal roads, car parking, footpaths, cycle ways, drainage and utilities.		See Below	

2020 (Cont.)							
Biggleswade Road, Land East of	20/00959/OUT	13/10/2020	As above.	Outline Application: seeking Planning Permission for up to 1,500 dwellings (use Class C3) and up to a 2ha of commercial development (use Class A1, A2, A3, A4, A5, B1a,b,c, B2, B8) up to 5ha of primary school development (Class D1) and up to 4ha of other leisure and community development (Use Classes D1 and D2) up to 61ha of open space including play space, allotments and a country park, infrastructure including site access, internal roads, car parking, footpaths, cycle ways, drainage and utilities. Subject to Environmental statement.	Virtual Council Meeting 28/04/2020 and again on 11/08/2020. Same objection applies to the second meeting as to the first.	See Below	
Biggleswade Road, Land East of	20/00959/OUT	12/01/2021	It was Resolved that the Town Council will submit further correspondence to Central Bedfordshire Council to include the previous comments of objections due to: 1) Dunton Lane is upgraded. 2) The speed limit from Saxon Drive reduced from the current 60 mile per hour to 40 miles per hour. 3) The necessary facilities provided for pedestrian footpath and cyclist pathway. 4) Adequate access for Motorists to A1. Additional comment: 5) There are to be improvements to Chambers Road/London Road junction.	Outline Application: seeking Planning Permission for up to 1,500 dwellings (use Class C3) and up to a 2ha of commercial development (use Class A1, A2, A3, A4, A5, B1a,b,c, B2, B8) up to 5ha of primary school development (Class D1) and up to 4ha of other leisure and community development (Use Classes D1 and D2) up to 61ha of open space including play space, allotments and a country park, infrastructure including site access, internal roads, car parking, footpaths, cycle ways, drainage and utilities. Subject to Environmental statement.		Awaiting Decision	
Church Street, Asda Store	20/03923/VOC	10/11/2020	No Objection - provided that all lorry delivery hours not changed.	Variation of condition 3 of appeal decision APP/P0240/A/12/2185842 (Redevelopment for construction of retail store with catering facilities, bakery, pharmacy, dry cleaners, crèche and associated level parking for 363 cars, store serving and access arrangements (all matters reserve		Awaiting Decision	
Saxon Drive, Orchard Chase, Land off	20/04792/ADV	06/04/2021	Objection - due to the appearance of the signs being detrimental to the green wheel and concerns that they will not be removed when the development is completed.	Advertisement: 2 entrance signage boards supported on steel.	http://plantech.centralbedfordshire.gov.uk/PLANTECH/DCWebPages/acolnetcgi.gov?ACTION=UNWRAP&RIPNAME=Root.PqeConditions&TheSystemkey=621463	Granted 26/04/2021	
2021							
Avon Rise, 8	21/02630/FULL	29/06/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Single storey side and rear extension.		See Below	
Avon Rise, 8	21/02630/FULL	27/07/2021	No Objection - provided the neighbours are consulted; this point is stressed that the neighbours must be consulted and that any comments they may make are considered by CBC in their deliberations.	Single storey side and rear extension.		Awaiting Decision	
Banks Road, 17	21/02927/FULL	27/07/2021	No Objection - provided the neighbours are consulted; this point is stressed that the neighbours must be consulted and that any comments they may make are considered by CBC in their deliberations.	Two storey side extension, single storey rear extension, conversion of garage with front bay window and widening of front vehicular access.		Awaiting Decision	
The Baulk, 52	21/02441/FULL	29/06/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Replace lean-to extension and outbuildings with a single storey rear extension.		Granted 20/07/2021	
Beech Avenue, 36	21/02443/FULL	27/07/2021	No Objection - provided: 1) the neighbours are consulted; this point is stressed that the neighbours must be consulted and that any comments they may make are considered by CBC in their deliberations. 2) subject to Highways comments being taken into account.	Extend dropped kerb to allow for existing drive and garden to be block paved.		Granted 10/08/2021	

2021 (Cont.)								
Bluebell Close, 31	21/02159/FULL	29/06/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Single storey extension to front of dwelling to form porch and enlarge garage.	http://plantech.centralbedfordshire.gov.uk/PLANTECH/DCWebPages/acolnetcgi.gov?ACTION=UNWRAP&RIPNAME=Root.PgeConditions&TheSystemkey=623640	Refused 30/07/2021		
Boddington Gardens, 16	21/03244/FULL	27/07/2021	No Objection - provided the neighbours are consulted; this point is stressed that the neighbours must be consulted and that any comments they may make are considered by CBC in their deliberations.	Single storey front and rear extensions.		Consultation Period		
Chestnut Avenue, The Library	21/02802/REG3	29/06/2021 (Supplementary)	No Objection.	Change of Use from ancillary garage to a children's centre working space (Class E). Building works to windows and doors.		Awaiting Decision		
Compton Mead, 14	21/01943/FULL	01/06/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Proposed two storey extension to the rear.		See Below		
Compton Mead, 14	21/01943/FULL	29/06/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Proposed two storey rear/side extension.		Granted 26/07/2021		
Courtlands Drive, 20	21/02573/VOC	29/06/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Change garage door to a window.		Granted 26/07/2021		
Derwent Avenue, 14	21/02607/FULL	29/06/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Conservatory to rear of property.		Granted 29/07/2021		
Drove Road, 19	21/01919/FULL	01/06/2021	No Objection - provided the neighbours are consulted; this point is stressed that the neighbours must be consulted and that any comments they may make are considered by CBC in their deliberations.	Single storey rear extension.		See below		
Drove Road, 19	21/01919/FULL	27/07/2021 (Re-submitted)	No Objection - provided: 1) the neighbours are consulted; this point is stressed that the neighbours must be consulted and that any comments they may make are considered by CBC in their deliberations. Extension granted to 28th July 2021 by Central Bedfordshire Council.	Single storey rear/side extension.		Granted 10/08/2021		
Drove Road, 128	21/02510/FULL	29/06/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Single storey rear extension and fenestration alterations.		Granted 28/07/2021		
Drove Road, 152	21/02482/FULL	29/06/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Single and two storey rear extension.		Awaiting Decision		
Eagle Farm Road, 3	21/01631/FULL	04/05/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. It is to be noted that the Council has a concern that work has already started before the planning application was submitted.	Proposed single storey rear/side extension, front porch extension, replacement front dormers, new rear dormer, replacement doors and windows throughout, Rendering externally to whole property.		Granted 30/07/2021		
Eagle Farm Road, 8	21/02337/FULL	29/06/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Single storey rear extension.		Granted 27/07/2021		

2021 (Cont.)							
Exeter Close, 1	21/03027/FULL	27/07/2021	No Objection - provided the neighbours are consulted; this point is stressed that the neighbours must be consulted and that any comments they may make are considered by CBC in their deliberations.	Single storey front side extension and conversion of garage.		Consultation Period	
High Street, 19A	21/02861/FULL	27/07/2021	Objection - Council will support the comments of the Highways Officer, relating to safety. There is also concern of noise and possible odours from the premises.	Change of Use from E Class to A5 (takeaway) and associated works.		Withdrawn 06/08/2021	
High Street, 26A	EN/20/0509	01/06/2021	Town Council agrees with CBC's decision to enforce the alleged breach.	Alleged breach: Installation of uPVC replacement windows, changes to dormer cheeks and removal of chimney.		No Information as at 16/08/2021	
High Street, 36	21/02657/LB	29/06/2021	No Objection.	Listed Building: Old management office proposal to remove an existing partition wall (circa 2003), lower the existing floor by 700mm, drop and widen the existing door frame and remove the existing raised platform and treads. Proposal to reinstall a partition wall and install a Doc M compliant toilet facility along with a storage cupboard. In the front lower area of the building. Proposal to block up the existing glass partitions, remove the glass and wood partition and realign the front doors with the front of the building all circa 2003 works. Proposal to remove the boxing in of the old clock mechanism in the front corner. Proposal to install a front and back servery bar. Proposal to remodel the existing treads leading up into the main area of the building so that they are tighter to the existing wall. In the old kitchen area we propose to remove the existing partition walling and reinstate partitioning to create a smaller servery and a separate enclosed room with a door from behind the servery area and another door through into the main area. Above the kitchen on the 1st floor we propose to remodel the layout of the three toilets to run along the east wall and create a further separate room. In the main area of the building we propose to remove the existing bar counter, shelving to the curved wall and the middle row of banquet seating. The existing raised section will be retained with a continuous run of banquet seating to the front. Banquet seating will be installed on the raised section. The existing curved banquette seating will be moved to the south-west corner. We propose to repaint the entire interior - colours to be decided also to repaint the entire exterior - colours to be decided. We propose to hang exterior signage - design currently being worked on.		Consultation Period	
High Street, 63	21/02772/LB	29/06/2021 (Supplementary)	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations and observation of the Conservation Officer.	Listed Building: Installation of a roof window forming smoke ventilation to existing stairwell to facilitate conversion of existing building.		Granted 04/08/2021	
Hitchin Street, 11	21/01204/FULL	04/05/2021	Objection - due to: 1) the effect on the residents in the street from the waste caused. 2) nuisance from extractor fans and, 3) the very poor presentation of the planning application	Change of use from A1 to A5 takeaway.	http://plantech.centralbedfordshire.gov.uk/PLANTECH/DCWebPages/acolnetcgi.gov?ACTION=UNWRAP&RIPNAME=Root.PqeConditions&TheSystemkey=622685	Granted 02/08/2021	
High Street, 50	21/02573/VOC	29/06/2021	No Objection.	Variation (or removal) of condition number(s) 2 of planning permission CB/19/03310/FULL (External alterations including air-conditioning units, kitchen extraction flue system and acoustic enclosures.) replace 50HS-203 to increase height 50HS-205.		Granted 26/07/2021	

2021 (Cont.)							
Lawrence Road, 10	21/03147/FULL	27/07/2021	No Objection - provided the neighbours are consulted; this point is stressed that the neighbours must be consulted and that any comments they may make are considered by CBC in their deliberations.	Erection of single storey rear/side extension		Awaiting Decision	
Lindsell's level crossing, Land to North of	21/02168/FULL	27/07/2021	Separate correspondence sent via email with comments that BTC supports the Revised Landscape Plan and the comments made by the Landscape Officer. The Committee should pay particular attention to the plans for irrigations and also consider the need for larger trees. Previous comments made by Council at the meeting held on 1st June 2021 are repeated, namely there is a strong recommendation for planning conditions around landscaping to minimise the visual impact and the Town Council would like to be consulted proactively on the	Construction of new ramped and stepped bridleway bridge to facilitate the closure of Lindsell's level crossing; formation of new bridleway to western side of railway and associated works.		Granted 02/08/2021	
London Road, Holme Lodge	21/02930/FULL	27/07/2021	No Objection - provided the neighbours are consulted; this point is stressed that the neighbours must be consulted and that any comments they may make are considered by CBC in their deliberations.	Single storey rear extension with roof terrace, two storey side extension with roof lights, conversion of garage to habitable living space and addition of front porch Canopy Installation of 5 PV roof solar panels to the rear.		Consultation Period	
Maunder Ave, 39	21/02740/FULL	29/06/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Single storey side extension.		Granted 03/08/2021	
Mullberry Close, 14 & 16	21/02741/FULL	27/07/2021	No objection - provided: 1) that the neighbours are consulted; this point is stressed that the neighbours must be consulted and that any comments they make are considered by CBC in their deliberations. 2) provision is made for adequate off-street parking.	Proposed joint application for a first floor front extension to 16 Mulberry Close and an adjoining first floor front extension and single story front extension to 14 Mulberry Close.		Awaiting Decision	
Pegasus Drive, Vacant Plot Road South off, adjacent to the rear NE of Unit 6 Montgomery Way	21/02121/VOC	01/06/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Variation of condition number 9 of planning permission CB/18/01561/FULL (Erection of Industrial Warehouse Building) To incorporate a triangular parcel of land to the southeast into the development.		Granted 10/08/2021	
Planets Way, 55	21/01599/FULL	29/06/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Erection of a summer house outbuilding in rear garden.		Granted 22/07/2021	
Potton Road, 3, Quince Stoneworks	21/01744/FULL	01/06/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. However, there is a concern that there will be noise complaints from neighbours.	Workshop extension.		Awaiting Decision	
Ripon Court, 22	21/00649/FULL	09/03/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Two storey and first floor rear extension. Single storey side extension to garage.		Withdrawn 07/04/2021	
Ripon Court, 22	21/02478/FULL	29/06/2021 27/07/2021 (Re-submission)	No Objection - provided the neighbours are consulted; this point is stressed that the neighbours must be consulted and that any comments they may make are considered by CBC in their deliberations.	First floor and single storey rear extension. Single storey side extension to garage.		Granted 12/08/2021	

2021 (Cont.)							
Shortmead Street, 33, Land behind	21/03195/FULL	27/07/2021	No Objection - provided the neighbours are consulted; this point is stressed that the neighbours must be consulted and that any comments they may make are considered by CBC in their deliberations.	Conversion and part demolition of existing workshop to create two new dwellings.		Consultation Period	
Stratton Way, 67	21/03287/FULL	27/07/2021	No Objection - provided the neighbours are consulted; this point is stressed that the neighbours must be consulted and that any comments they may make are considered by CBC in their deliberations.	Part two storey and part single storey rear extension.		Consultation Period	
Tavener Drive, 46	21/03084/FULL	27/07/2021	No Objection - provided the neighbours are consulted; this point is stressed that the neighbours must be consulted and that any comments they may make are considered by CBC in their deliberations.	Single storey rear extension.		Consultation Period	
Tavener Drive, 106	21/02052/FULL	27/07/2021	No Objection - provided the neighbours are consulted; this point is stressed that the neighbours must be consulted and that any comments they may make are considered by CBC in their deliberations.	Erection of an inglenook to side of house.		Awaiting Decision	
Thirlmere Close, 4	21/02514/FULL	29/06/2021 27/07/2021 Restrospective	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Erection of single storey outbuilding to rear garden.		Consultation Period	

22/07/2021

Biggleswade Town Council

Item 11ai Detailed Balance Sheet

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Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 30/06/2021

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<u>A/c</u>	<u>Description</u>	<u>Actual</u>		
	<u>Fixed Assets</u>	Asset Value	Depreciation	Net Value
1	OP'L F/H LAND & BUILDINGS	1,813,044	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
	Total Fixed Assets	2,948,014	1,226,640	1,721,374
	<u>Current Assets</u>			
91	CAPITAL WORK IN PROGRESS	7,325		
100	DEBTORS - TOWN COUNCIL	18,000		
101	DEBTORS - ALLOTMENTS	350		
102	DEBTORS - PITCH HIRE	1,064		
103	DEBTORS - ORCHARD CENTRE	5,432		
105	VAT REFUNDS	40,166		
109	DEBTORS - TBA	2,572		
114	CBC STREETLIGHTS	11,293		
202	LLOYDS CURRENT BANK A/C	274,445		
204	LLOYDS SALARY A/C	650		
210	PETTY CASH	204		
224	PUBLIC SECTOR DEPOSIT	495,000		
	Total Current Assets		856,501	
	<u>Current Liabilities</u>			
501	TRADE CREDITORS	24,484		
510	ACCRUALS	2,445		
517	SUPERANNUATION DUE	9,300		
525	ALLOTMENT DEPOSITS	3,100		
530	INC IN ADVANCE - COMMUTED	23,000		
537	SUNDRY CREDITORS	(2,044)		
	Total Current Liabilities		60,286	
	Net Current Assets			796,216
	Total Assets less Current Liabilities			2,517,590
	<u>Long Term Liabilities</u>			
401	PWLB LOANS	111,224		
430	LEASE CREDITOR (GROSS)	3,129		
435	LEASE CREDITOR (DEF'D INT)	(234)		
	Total Long Term Liabilities		114,119	
	Total Assets less Total Liabilities			2,403,471
	<u>Represented by :-</u>			
301	CURRENT YEAR FUND	284,457		
310	GENERAL RESERVE	97,682		
327	EMR TWINNING	1,500		
329	EMR DEPOT	1,500		
343	EMR ELECTION FUND	4,000		
349	ROLLING CAPITAL FUND	399,752		

Detailed Balance Sheet - Excluding Stock Movement**Month 3 Date 30/06/2021**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
350	CAPITAL FINANCING RESERVE	1,312,399	
451	DEF'D GRANTS APPLIED	608,674	
452	DEF'D GRANTS W/BACK	(306,492)	
	Total Equity		2,403,471

22/07/2021

Biggleswade Town Council

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Summary Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Committee Report

Page 1

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Finance & General Purposes								
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	8,826	32,767	23,941	23,941	26.9%
109	CAPITAL EXPENDITURE	Income	2,687	2,040	0	(2,040)		0.0%
		Expenditure	92,720	2,487	13,435	10,948	10,948	18.5%
	Movement to/(from) Gen Reserve		<u>(90,034)</u>	<u>(447)</u>				
111	CORPORATE MANAGEMENT	Income	1,167,097	644,899	1,292,191	647,292		49.9%
		Expenditure	171,390	49,285	122,729	73,444	73,444	40.2%
	Movement to/(from) Gen Reserve		<u>995,707</u>	<u>595,615</u>				
112	DEMOCRATIC REP'N & MGMT	Income	7,800	3,826	0	(3,826)		0.0%
		Expenditure	257,342	87,528	188,576	101,048	101,048	46.4%
	Movement to/(from) Gen Reserve		<u>(249,542)</u>	<u>(83,702)</u>				
113	CIVIC ACTIVITIES & EXPENSES	Income	577	0	500	500		0.0%
		Expenditure	1,000	2,865	3,100	235	235	92.4%
	Movement to/(from) Gen Reserve		<u>(423)</u>	<u>(2,865)</u>				
115	ORCHARD COMMUNITY CENTRE	Income	23,422	4,868	33,120	28,252		14.7%
		Expenditure	87,393	25,307	109,873	84,566	84,566	23.0%
	Movement to/(from) Gen Reserve		<u>(63,971)</u>	<u>(20,439)</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>655,633</u>	<u>1,327,611</u>	<u>671,978</u>		<u>49.4%</u>
	Expenditure		<u>642,450</u>	<u>176,298</u>	<u>549,948</u>	<u>373,650</u>	<u>0</u>	<u>32.1%</u>
	Movement to/(from) Gen Reserve		<u>559,932</u>	<u>479,335</u>				
Public Land & Open Spaces								
102	ALLOTMENTS	Income	9,682	513	7,200	6,687		7.1%
		Expenditure	1,681	458	1,715	1,258	1,258	26.7%
	Movement to/(from) Gen Reserve		<u>8,001</u>	<u>56</u>				
104	BURIAL GROUNDS	Income	24,152	4,805	18,900	14,095		25.4%
		Expenditure	98,461	34,275	104,123	69,848	69,848	32.9%
	Movement to/(from) Gen Reserve		<u>(74,309)</u>	<u>(29,470)</u>				
210	GENERAL	Expenditure	3,876	2,467	3,000	533	533	82.2%
212	RECREATION GROUNDS	Income	8,888	1,333	5,500	4,167		24.2%
		Expenditure	349,409	107,517	359,019	251,502	251,502	29.9%
	Movement to/(from) Gen Reserve		<u>(340,520)</u>	<u>(106,184)</u>				
902	WORKS SERVICES	Expenditure	0	0	62,097	62,097	62,097	0.0%

Continued over page

Summary Income & Expenditure by Budget Heading 30/06/2021

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	6,652	31,600	24,948			21.0%
Expenditure	453,426	144,717	529,954	385,237	0	385,237	27.3%
Movement to/(from) Gen Reserve	<u>(410,703)</u>	<u>(138,065)</u>					
Town Centre Management							
103 STREET LIGHTS	Expenditure	0	765	0	(765)	(765)	0.0%
105 CAR PARKS	Income	13,071	5,366	39,800	34,434		13.5%
	Expenditure	99,295	24,198	96,982	72,784	72,784	25.0%
Movement to/(from) Gen Reserve	<u>(86,224)</u>	<u>(18,832)</u>					
106 MARKET	Income	3,803	2,609	16,500	13,891		15.8%
	Expenditure	43,595	13,287	40,793	27,506	27,506	32.6%
Movement to/(from) Gen Reserve	<u>(39,792)</u>	<u>(10,678)</u>					
107 TOWN CENTRE GENERAL	Income	345	0	500	500		0.0%
	Expenditure	110,081	21,839	120,254	98,415	98,415	18.2%
Movement to/(from) Gen Reserve	<u>(109,736)</u>	<u>(21,839)</u>					
110 PUBLIC CONVENIENCES	Income	650	0	0	0		0.0%
	Expenditure	22,770	4,700	7,080	2,380	2,380	66.4%
Movement to/(from) Gen Reserve	<u>(22,120)</u>	<u>(4,700)</u>					
Town Centre Management Income	17,869	7,975	56,800	48,825			14.0%
Expenditure	275,741	64,788	265,109	200,321	0	200,321	24.4%
Movement to/(from) Gen Reserve	<u>(257,873)</u>	<u>(56,813)</u>					
Grand Totals:- Income	1,262,974	670,260	1,416,011	745,751			47.3%
Expenditure	1,371,617	385,803	1,345,011	959,208	0	959,208	28.7%
Net Income over Expenditure	<u>(108,644)</u>	<u>284,457</u>	<u>71,000</u>	<u>(213,457)</u>			
Movement to/(from) Gen Reserve	<u>(108,644)</u>	<u>284,457</u>					

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Biggleswade Town Council

Item 11aiii Detailed Inc & Exp

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Detailed Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Committee Report

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance & General Purposes								
101 B'SWADE MAGISTRATES COURT								
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		0.0%	
4008 STAFF TRAINING	270	0	0	0	0		0.0%	
4011 RATES	14,220	3,647	12,740	9,093	9,093		28.6%	
4012 WATER RATES	425	79	500	421	421		15.7%	
4013 RENT	(46,090)	(6,520)	(24,700)	(18,180)	(18,180)		26.4%	
4014 ELECTRICITY	2,384	688	3,000	2,312	2,312		22.9%	
4015 GAS	3,992	580	2,000	1,420	1,420		29.0%	
4016 CLEANING COSTS	11,766	922	360	(562)	(562)		256.0%	
4021 TELEPHONE & FAX	122	0	0	0	0		0.0%	
4023 STATIONERY	180	0	0	0	0		0.0%	
4026 COMPUTER	59	0	0	0	0		0.0%	
4029 OFFICE REFURBISHMENT	154	0	0	0	0		0.0%	
4036 PROPERTY MAINTENANCE	678	252	4,000	3,749	3,749		6.3%	
4042 EQUIPT MAINT/REPAIR	649	0	500	500	500		0.0%	
4104 REFUSE COLLECTION	1,187	242	1,000	758	758		24.2%	
4110 FIRE PRECAUTIONS	704	0	600	600	600		0.0%	
4128 EQUIPMENT	403	0	0	0	0		0.0%	
4134 SECURITY/CCTV	7,789	111	1,500	1,389	1,389		7.4%	
4790 DEFERRED GRANTS RELEASED	(2,593)	0	0	0	0		0.0%	
4999 DEPRECIATION CHARGED	4,206	0	0	0	0		0.0%	
B'SWADE MAGISTRATES COURT :- Indirect Expenditure	800	0	1,800	1,800	0	1,800	0.0%	0
Net Income over Expenditure	0	0	0	0				
108 GRANTS (INCL S137)								
4261 GRANTS UNDER OTHER POWERS	19,950	8,826	20,767	11,941		11,941	42.5%	
4264 Community Agent Grant	11,500	0	12,000	12,000		12,000	0.0%	
GRANTS (INCL S137) :- Indirect Expenditure	31,450	8,826	32,767	23,941	0	23,941	26.9%	0
Net Expenditure	(31,450)	(8,826)	(32,767)	(23,941)				
109 CAPITAL EXPENDITURE								
1074 INC-DONATIONS	1,020	0	0	0			0.0%	
1175 INC-SALES OF FIXED ASSETS	1,667	2,040	0	(2,040)			0.0%	
CAPITAL EXPENDITURE :- Income	2,687	2,040	0	(2,040)				0

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4053 LOAN INTEREST	5,383	0	4,752	4,752		4,752	0.0%	
4115 SEATING	0	19,942	0	(19,942)		(19,942)	0.0%	
4253 LEASE INTEREST REPAID	401	33	268	235		235	12.5%	
4801 CP - New Vehicles\Equipment	0	20,630	3,000	(17,630)		(17,630)	687.7%	
4802 CP - New Computer Installation	(1)	1,142	0	(1,142)		(1,142)	0.0%	
4803 CP - Boiler Magistrates Court	0	0	15,335	15,335		15,335	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	4,831	0	(4,831)		(4,831)	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	0	5,107	5,107		5,107	0.0%	
4981 TFR TO CFR NEW ASSETS	15,830	0	0	0		0	0.0%	
4982 LEASE CAPITAL REPAID	4,963	414	3,308	2,894		2,894	12.5%	
4990 ASSET FUNDING FROM RCP	(14,810)	(57,136)	(94,335)	(37,199)		(37,199)	60.6%	
4993 TFR TO CAP REC RSV	0	2,040	0	(2,040)		(2,040)	0.0%	
4994 TRANSFER FROM CAP REC RSV	0	(2,040)	0	2,040		2,040	0.0%	
CAPITAL EXPENDITURE :- Indirect Expenditure	92,720	2,487	13,435	10,948	0	10,948	18.5%	0
Net Income over Expenditure	(90,034)	(447)	(13,435)	(12,988)				
111 CORPORATE MANAGEMENT								
1076 PRECEPT RECEIVED	1,166,677	644,846	1,289,691	644,845			50.0%	
1096 INTEREST RECEIVED	420	53	2,500	2,447			2.1%	
CORPORATE MANAGEMENT :- Income	1,167,097	644,899	1,292,191	647,292			49.9%	0
4057 AUDIT FEES	3,375	445	3,720	3,275		3,275	12.0%	
4080 BAD DEBTS WRITTEN OFF	3,992	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	65,173	20,736	63,456	42,720		42,720	32.7%	
4911 C.S. O'HEAD RECHARGE	98,850	28,104	55,553	27,449		27,449	50.6%	
CORPORATE MANAGEMENT :- Indirect Expenditure	171,390	49,285	122,729	73,444	0	73,444	40.2%	0
Net Income over Expenditure	995,707	595,615	1,169,462	573,847				
112 DEMOCRATIC REP'N & MGM'T								
1078 INC-MISC GRANTS	7,800	3,250	0	(3,250)			0.0%	
1082 INC-LETTINGS	0	576	0	(576)			0.0%	
DEMOCRATIC REP'N & MGM'T :- Income	7,800	3,826	0	(3,826)				0
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	19,844	20,000	156		156	99.2%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4085 COUNCIL WEBSITE	0	0	1,200	1,200		1,200	0.0%	
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	27,648	84,608	56,960		56,960	32.7%	
4911 C.S. O'HEAD RECHARGE	131,800	37,472	74,068	36,596		36,596	50.6%	
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%	
DEMOCRATIC REP'N & MGM'T :- Indirect Expenditure	257,342	87,528	188,576	101,048	0	101,048	46.4%	0
Net Income over Expenditure	(249,542)	(83,702)	(188,576)	(104,874)				
113 CIVIC ACTIVITIES & EXPENSES								
1091 INC-MISCELLANEOUS	577	0	500	500			0.0%	
CIVIC ACTIVITIES & EXPENSES :- Income	577	0	500	500			0.0%	0
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%	
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%	
4991 TRANSFER TO E/MARKED RESERVE	1,000	0	0	0		0	0.0%	
CIVIC ACTIVITIES & EXPENSES :- Indirect Expenditure	1,000	2,865	3,100	235	0	235	92.4%	0
Net Income over Expenditure	(423)	(2,865)	(2,600)	265				
115 ORCHARD COMMUNITY CENTRE								
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	4,868	15,000	10,132			32.5%	
1109 INC-COFFEE MACHINE	0	0	120	120			0.0%	
ORCHARD COMMUNITY CENTRE :- Income	23,422	4,868	33,120	28,252			14.7%	0
4001 STAFF SALARIES	54,292	14,918	65,137	50,219		50,219	22.9%	
4002 EMPLOYERS N.I	4,962	1,140	5,351	4,211		4,211	21.3%	
4003 EMPLOYERS SUPERANN.	13,099	3,843	16,805	12,962		12,962	22.9%	
4007 HEALTH & SAFETY	966	51	500	449		449	10.2%	
4009 STAFF TRAVEL	129	71	300	229		229	23.6%	
4011 RATES	0	0	5,500	5,500		5,500	0.0%	
4012 WATER RATES	341	0	900	900		900	0.0%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4014 ELECTRICITY	4,623	1,245	4,800	3,555		3,555	25.9%	
4015 GAS	1,062	112	2,000	1,888		1,888	5.6%	
4016 CLEANING COSTS	1,440	689	240	(449)		(449)	286.9%	
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	69	0	(69)		(69)	0.0%	
4026 COMPUTER	1,516	150	2,940	2,790		2,790	5.1%	
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	374	1,500	1,126		1,126	24.9%	
4042 EQUIPT MAINT/REPAIR	505	1,592	200	(1,392)		(1,392)	795.8%	
4060 OFFICE EQUIPMENT	0	123	0	(123)		(123)	0.0%	
4080 BAD DEBTS WRITTEN OFF	2,327	0	0	0		0	0.0%	
4081 Licences	315	73	300	227		227	24.3%	
4110 FIRE PRECAUTIONS	41	0	0	0		0	0.0%	
4128 EQUIPMENT	1,200	0	200	200		200	0.0%	
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	25,307	109,873	84,566	0	84,566	23.0%	0
Net Income over Expenditure	(63,971)	(20,439)	(76,753)	(56,314)				
901 CENTRAL SERVICES								
4001 STAFF SALARIES	174,241	55,192	260,444	205,252		205,252	21.2%	
4002 EMPLOYERS N.I	15,552	5,481	25,027	19,546		19,546	21.9%	
4003 EMPLOYERS SUPERANN.	27,449	8,446	48,884	40,438		40,438	17.3%	
4005 AGENCY STAFF	135,350	20,085	11,708	(8,377)		(8,377)	171.5%	
4007 HEALTH & SAFETY	638	92	2,500	2,408		2,408	3.7%	
4008 STAFF TRAINING	1,607	714	2,000	1,286		1,286	35.7%	
4009 STAFF TRAVEL	1,134	294	3,000	2,706		2,706	9.8%	
4010 MISC. STAFF COSTS	834	0	1,000	1,000		1,000	0.0%	
4013 RENT	46,090	6,520	24,700	18,180		18,180	26.4%	
4020 MISC. ESTABLISH.COST	0	187	250	63		63	74.8%	
4021 TELEPHONE & FAX	9,108	1,945	7,600	5,655		5,655	25.6%	
4022 POSTAGE	1,044	534	800	266		266	66.7%	
4023 STATIONERY	2,051	938	1,800	862		862	52.1%	
4025 INSURANCE	19,545	18,843	21,000	2,157		2,157	89.7%	
4026 COMPUTER	48,743	15,806	36,000	20,194		20,194	43.9%	
4027 PHOTOCOPIER	2,505	203	3,000	2,797		2,797	6.8%	
4030 ADVERTISING, RECRUITMENT	8,668	5,100	0	(5,100)		(5,100)	0.0%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4031 ADVERTISING	0	1,326	400	(926)		(926)	331.5%	
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	440	1,200	761		761	36.6%	
4056 LEGAL EXPENSES	7,102	3,861	1,000	(2,861)		(2,861)	386.1%	
4058 PROFESSIONAL FEES	17,067	4,793	2,000	(2,793)		(2,793)	239.6%	
4059 CONSULTANCY	0	6,930	0	(6,930)		(6,930)	0.0%	
4060 OFFICE EQUIPMENT	737	508	500	(8)		(8)	101.6%	
4073 PAYROLL BUREAU FEES	2,911	(220)	2,000	2,220		2,220	(11.0%)	
4074 ACCOUNTANCY FEES	15,193	4,781	15,000	10,219		10,219	31.9%	
4125 Misc Costs	52	0	50	50		50	0.0%	
4901 C.S. SALARY RECHARGE	(217,242)	(69,119)	(211,520)	(142,401)		(142,401)	32.7%	
4911 C.S. O'HEAD RECHARGE	(329,501)	(93,680)	(185,175)	(91,495)		(91,495)	50.6%	
4999 DEPRECIATION CHARGED	5,574	0	0	0		0	0.0%	
CENTRAL SERVICES :- Indirect Expenditure	355	0	77,668	77,668	0	77,668	0.0%	0
Net Expenditure	(355)	0	(77,668)	(77,668)				
Finance & General Purposes :- Income	1,202,382	655,633	1,327,611	671,978			49.4%	
Expenditure	642,450	176,298	549,948	373,650	0	373,650	32.1%	
Movement to/(from) Gen Reserve	559,932	479,335						

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Public Land & Open Spaces								
102 ALLOTMENTS								
1087 INC-ALLOTMENTS	9,682	513	7,200	6,687			7.1%	
ALLOTMENTS :- Income	9,682	513	7,200	6,687			7.1%	0
4013 RENT	581	233	465	233		233	50.0%	
4037 GROUNDS MAINTENANCE	73	0	500	500		500	0.0%	
4067 PEST CONTROL	860	225	750	525		525	30.0%	
4999 DEPRECIATION CHARGED	167	0	0	0		0	0.0%	
ALLOTMENTS :- Indirect Expenditure	1,681	458	1,715	1,258	0	1,258	26.7%	0
Net Income over Expenditure	8,001	56	5,485	5,429				
104 BURIAL GROUNDS								
1084 INC-BURIAL FEES	24,152	4,805	18,000	13,195			26.7%	
1097 INC-MEMORIALS	0	0	900	900			0.0%	
BURIAL GROUNDS :- Income	24,152	4,805	18,900	14,095			25.4%	0
4011 RATES	4,786	1,206	4,800	3,594		3,594	25.1%	
4012 WATER RATES	111	19	150	131		131	12.5%	
4014 ELECTRICITY	106	9	150	141		141	5.9%	
4036 PROPERTY MAINTENANCE	730	4,470	2,000	(2,470)		(2,470)	223.5%	
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	4,147	12,691	8,544		8,544	32.7%	
4902 W.S. SALARY RECHARGE	46,183	15,768	59,441	43,673		43,673	26.5%	
4911 C.S. O'HEAD RECHARGE	19,770	5,621	11,111	5,490		5,490	50.6%	
4912 W.S. O'HEAD RECHARGE	11,033	3,035	12,280	9,245		9,245	24.7%	
4999 DEPRECIATION CHARGED	2,250	0	0	0		0	0.0%	
BURIAL GROUNDS :- Indirect Expenditure	98,461	34,275	104,123	69,848	0	69,848	32.9%	0
Net Income over Expenditure	(74,309)	(29,470)	(85,223)	(55,753)				
210 GENERAL								
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)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>212 RECREATION GROUNDS</u>								
1077 INC-S106 GRANTS	2,600	0	0	0			0.0%	
1081 INC-RENT	2,720	1,322	3,500	2,178			37.8%	
1083 INC-PITCH HIRE	261	0	2,000	2,000			0.0%	
1091 INC-MISCELLANEOUS	3,308	12	0	(12)			0.0%	
RECREATION GROUNDS :- Income	<u>8,888</u>	<u>1,333</u>	<u>5,500</u>	<u>4,167</u>			<u>24.2%</u>	<u>0</u>
4011 RATES	4,527	1,139	3,775	2,636	2,636		30.2%	
4012 WATER RATES	9,480	3,715	11,000	7,285	7,285		33.8%	
4013 RENT	0	0	1	1	1		0.0%	
4014 ELECTRICITY	2,794	1,294	6,000	4,706	4,706		21.6%	
4037 GROUNDS MAINTENANCE	470	40	2,500	2,460	2,460		1.6%	
4038 MAINTENANCE CONTRACT	7,430	2,081	6,900	4,819	4,819		30.2%	
4039 PLAY. EQUIP. MAINT.	0	0	3,000	3,000	3,000		0.0%	
4043 FENCING & GATES	0	0	1,000	1,000	1,000		0.0%	
4044 TREES & PLANTS	1,110	374	2,500	2,126	2,126		15.0%	
4067 PEST CONTROL	400	150	900	750	750		16.7%	
4080 BAD DEBTS WRITTEN OFF	1,237	0	0	0	0		0.0%	
4100 FERT./SEEDS/WEEDKILL	41	0	200	200	200		0.0%	
4104 REFUSE COLLECTION	4,680	2,536	4,000	1,464	1,464		63.4%	
4110 FIRE PRECAUTIONS	476	0	750	750	750		0.0%	
4114 LITTER BINS	0	0	2,000	2,000	2,000		0.0%	
4128 EQUIPMENT	0	93	0	(93)	(93)		0.0%	
4139 GRASS CUTTING	0	4,236	0	(4,236)	(4,236)		0.0%	
4790 DEFERRED GRANTS RELEASED	(11,187)	0	0	0	0		0.0%	
4901 C.S. SALARY RECHARGE	34,759	11,059	33,843	22,784	22,784		32.7%	
4902 W.S. SALARY RECHARGE	161,641	55,188	208,042	152,854	152,854		26.5%	
4911 C.S. O'HEAD RECHARGE	52,720	14,989	29,628	14,639	14,639		50.6%	
4912 W.S. O'HEAD RECHARGE	38,617	10,624	42,980	32,356	32,356		24.7%	
4999 DEPRECIATION CHARGED	40,215	0	0	0	0		0.0%	
RECREATION GROUNDS :- Indirect Expenditure	<u>349,409</u>	<u>107,517</u>	<u>359,019</u>	<u>251,502</u>	<u>0</u>	<u>251,502</u>	<u>29.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(340,520)</u>	<u>(106,184)</u>	<u>(353,519)</u>	<u>(247,335)</u>				
<u>902 WORKS SERVICES</u>								
4001 STAFF SALARIES	180,216	64,057	239,146	175,089	175,089		26.8%	
4002 EMPLOYERS N.I	15,345	4,766	21,006	16,240	16,240		22.7%	
4003 EMPLOYERS SUPERANN.	35,354	10,017	61,701	51,684	51,684		16.2%	
4007 HEALTH & SAFETY	822	376	500	124	124		75.2%	
4008 STAFF TRAINING	132	0	2,500	2,500	2,500		0.0%	
4009 STAFF TRAVEL	46	201	300	99	99		66.9%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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)	251	7,596	7,345		7,345	3.3%	
4023 STATIONERY	0	6	0	(6)		(6)	0.0%	
4036 PROPERTY MAINTENANCE	0	0	5,200	5,200		5,200	0.0%	
4037 GROUNDS MAINTENANCE	0	83	0	(83)		(83)	0.0%	
4041 EQUIPMENT HIRE	183	96	400	304		304	24.0%	
4042 EQUIPT MAINT/REPAIR	5,435	724	4,500	3,776		3,776	16.1%	
4044 TREES & PLANTS	0	120	0	(120)		(120)	0.0%	
4046 VEHICLE LEASING	9,698	3,491	11,000	7,509		7,509	31.7%	
4047 MATERIALS/TOOLS	9,566	2,395	12,000	9,605		9,605	20.0%	
4048 VEHICLE MAINT/REPAIR	4,303	3,639	10,000	6,361		6,361	36.4%	
4049 VEHICLE FUEL	5,808	1,166	8,000	6,834		6,834	14.6%	
4050 VEHICLE TAX	675	151	675	524		524	22.4%	
4060 OFFICE EQUIPMENT	29	0	0	0		0	0.0%	
4100 FERT./SEEDS/WEEDKILL	0	479	0	(479)		(479)	0.0%	
4101 MOWER REPAIRS	0	145	0	(145)		(145)	0.0%	
4103 PROTECTIVE CLOTHING	3,036	633	2,500	1,867		1,867	25.3%	
4119 SKIP HIRE	2,048	314	3,000	2,686		2,686	10.5%	
4128 EQUIPMENT	490	907	500	(407)		(407)	181.4%	
4790 DEFERRED GRANTS RELEASED	(2,536)	0	0	0		0	0.0%	
4902 W.S. SALARY RECHARGE	(230,916)	(78,840)	(297,203)	(218,363)		(218,363)	26.5%	
4912 W.S. O'HEAD RECHARGE	(55,166)	(15,177)	(61,400)	(46,223)		(46,223)	24.7%	
4999 DEPRECIATION CHARGED	18,975	0	0	0		0	0.0%	
WORKS SERVICES :- Indirect Expenditure	0	0	62,097	62,097	0	62,097	0.0%	0
Net Expenditure	0	0	(62,097)	(62,097)				
Public Land & Open Spaces :- Income	42,723	6,652	31,600	24,948			21.0%	
Expenditure	453,426	144,717	529,954	385,237	0	385,237	27.3%	
Movement to/(from) Gen Reserve	(410,703)	(138,065)						

Town Centre Management103 STREET LIGHTS

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4014 ELECTRICITY	0	765	0	(765)		(765)	0.0%	
STREET LIGHTS :- Indirect Expenditure	0	765	0	(765)	0	(765)		0
Net Expenditure	0	(765)	0	765				

105 CAR PARKS

1088 INC-CAR PARKING FEES	7,316	3,905	22,000	18,095			17.7%	
1089 INC - PARKING PERMITS WORK	2,475	485	11,500	11,015			4.2%	
1189 INC-PARKING PERMITS RES	3,280	976	6,300	5,324			15.5%	
CAR PARKS :- Income	13,071	5,366	39,800	34,434			13.5%	0
4011 RATES	26,318	6,530	26,600	20,070		20,070	24.5%	
4038 MAINTENANCE CONTRACT	7,583	692	7,500	6,808		6,808	9.2%	
4047 MATERIALS/TOOLS	810	904	2,000	1,096		1,096	45.2%	
4056 LEGAL EXPENSES	495	694	1,000	306		306	69.4%	
4092 Card Processing Fees	423	235	1,000	765		765	23.5%	
4108 SURFACE REPAIRS	0	0	3,000	3,000		3,000	0.0%	
4126 CAR PARK LEASE	32,345	8,000	32,001	24,001		24,001	25.0%	
4790 DEFERRED GRANTS RELEASED	(742)	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	3,259	1,037	3,173	2,136		2,136	32.7%	
4902 W.S. SALARY RECHARGE	11,546	3,942	14,860	10,918		10,918	26.5%	
4911 C.S. O'HEAD RECHARGE	4,943	1,405	2,778	1,373		1,373	50.6%	
4912 W.S. O'HEAD RECHARGE	2,758	759	3,070	2,311		2,311	24.7%	
4999 DEPRECIATION CHARGED	9,559	0	0	0		0	0.0%	
CAR PARKS :- Indirect Expenditure	99,295	24,198	96,982	72,784	0	72,784	25.0%	0
Net Income over Expenditure	(86,224)	(18,832)	(57,182)	(38,350)				

106 MARKET

1085 INC-TUESDAY MARKET RENTS	697	465	1,500	1,035			31.0%	
1086 INC-SATURDAY MARKET RENTS	3,106	2,144	15,000	12,856			14.3%	
MARKET :- Income	3,803	2,609	16,500	13,891			15.8%	0
4001 STAFF SALARIES	388	0	0	0		0	0.0%	
4002 EMPLOYERS N.I	152	44	227	183		183	19.5%	
4003 EMPLOYERS SUPERANN.	741	653	2,691	2,038		2,038	24.3%	
4004 MARKET STAFF	6,407	2,532	10,430	7,898		7,898	24.3%	
4011 RATES	5,364	1,292	5,260	3,968		3,968	24.6%	
4012 WATER RATES	613	0	0	0		0	0.0%	

15:11

Detailed Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4014 ELECTRICITY	981	316	600	284		284	52.7%	
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	278	250	(28)		(28)	111.2%	
4901 C.S. SALARY RECHARGE	10,862	3,456	10,576	7,120		7,120	32.7%	
4911 C.S. O'HEAD RECHARGE	16,475	4,684	9,259	4,575		4,575	50.6%	
4999 DEPRECIATION CHARGED	1,004	0	0	0		0	0.0%	
MARKET :- Indirect Expenditure	43,595	13,287	40,793	27,506	0	27,506	32.6%	0
Net Income over Expenditure	(39,792)	(10,678)	(24,293)	(13,615)				
107 TOWN CENTRE GENERAL								
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	0	0	0			0.0%	
TOWN CENTRE GENERAL :- Income	345	0	500	500			0.0%	0
4001 STAFF SALARIES	26,401	6,798	27,397	20,599		20,599	24.8%	
4002 EMPLOYERS N.I	2,431	633	2,568	1,935		1,935	24.6%	
4003 EMPLOYERS SUPERANN.	6,344	1,754	7,068	5,314		5,314	24.8%	
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%	
4104 REFUSE COLLECTION	150	0	0	0		0	0.0%	
4116 WAR MEM & REM SERV	0	50	750	700		700	6.7%	
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	2,408	15,000	12,592		12,592	16.1%	
4140 CHRISTMAS ACTIVITIES	13,640	0	7,000	7,000		7,000	0.0%	
4144 CCTV	15,378	2,100	18,000	15,900		15,900	11.7%	
4145 CHRISTMAS LIGHTS	18,914	0	18,000	18,000		18,000	0.0%	
4790 DEFERRED GRANTS RELEASED	(571)	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	3,259	1,037	3,173	2,136		2,136	32.7%	
4902 W.S. SALARY RECHARGE	11,546	3,942	14,860	10,918		10,918	26.5%	
4911 C.S. O'HEAD RECHARGE	4,943	1,405	2,778	1,373		1,373	50.6%	
4912 W.S. O'HEAD RECHARGE	2,758	759	3,070	2,311		2,311	24.7%	
4999 DEPRECIATION CHARGED	1,131	0	0	0		0	0.0%	
TOWN CENTRE GENERAL :- Indirect Expenditure	110,081	21,839	120,254	98,415	0	98,415	18.2%	0
Net Income over Expenditure	(109,736)	(21,839)	(119,754)	(97,915)				

Continued over page

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 PUBLIC CONVENIENCES								
1091 INC-MISCELLANEOUS	650	0	0	0			0.0%	
	<u>650</u>	<u>0</u>	<u>0</u>	<u>0</u>				<u>0</u>
PUBLIC CONVENIENCES :- Income	650	0	0	0				
4011 RATES	3,134	786	0	(786)		(786)	0.0%	
4012 WATER RATES	627	0	2,000	2,000		2,000	0.0%	
4014 ELECTRICITY	0	0	1,000	1,000		1,000	0.0%	
4016 CLEANING COSTS	0	1,578	600	(978)		(978)	263.0%	
4036 PROPERTY MAINTENANCE	6,516	0	2,500	2,500		2,500	0.0%	
4038 MAINTENANCE CONTRACT	12,493	1,686	980	(706)		(706)	172.0%	
4042 EQUIPT MAINT/REPAIR	0	650	0	(650)		(650)	0.0%	
	<u>22,770</u>	<u>4,700</u>	<u>7,080</u>	<u>2,380</u>	<u>0</u>	<u>2,380</u>	<u>66.4%</u>	<u>0</u>
PUBLIC CONVENIENCES :- Indirect Expenditure	22,770	4,700	7,080	2,380	0	2,380	66.4%	0
	<u>(22,120)</u>	<u>(4,700)</u>	<u>(7,080)</u>	<u>(2,380)</u>				
Net Income over Expenditure	(22,120)	(4,700)	(7,080)	(2,380)				
Town Centre Management :- Income	17,869	7,975	56,800	48,825			14.0%	
Expenditure	275,741	64,788	265,109	200,321	0	200,321	24.4%	
Movement to/(from) Gen Reserve	<u>(257,873)</u>	<u>(56,813)</u>						
Grand Totals:- Income	1,262,974	670,260	1,416,011	745,751			47.3%	
Expenditure	1,371,617	385,803	1,345,011	959,208	0	959,208	28.7%	
Net Income over Expenditure	<u>(108,644)</u>	<u>284,457</u>	<u>71,000</u>	<u>(213,457)</u>				
Movement to/(from) Gen Reserve	<u>(108,644)</u>	<u>284,457</u>						

List of Payments made between 01/06/2021 and 30/06/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2021	Lloyds Bank	DDR	109.18		Bank charges
01/06/2021	F & R Cawley Ltd	DDR1	1,621.33		1832-Waste collection April
02/06/2021	CoolerAid Ltd	201770	46.50		1940-19L Still bottle
02/06/2021	AMF Services (Bedford) Ltd	201771	323.49		1945-Insp. height adjuster
02/06/2021	Branson Leisure Limited	201772	23,930.40		1941-Refurb 34 benches
02/06/2021	Rosetta Publishing Ltd	201773	290.40		1946-Beds Bulletin June
02/06/2021	Colin Ross Workwear & Safety	201774	65.98		1952-Chino trousers
02/06/2021	Thomas Fattorini Ltd	201775	3,438.24		1942-Link chain of office
02/06/2021	GH Online Accounting Limited	201776	460.80		1955-Payroll qtr ended 31Mar
02/06/2021	Hawkins Historic Ltd	201777	834.00		1953-Tender repair Drove Rd.
02/06/2021	Huxley Electrical Services	201778	50.00		1954-Hating control@bowls club
02/06/2021	John O'Conner (Grounds Mainten	201779	2,730.00		1948-Arboricultural attendance
02/06/2021	Evisa Solutions Ltd	201780	6,120.00		1949-1st stage recruitment fee
02/06/2021	Professional Pest Management	201781	90.00		1950-Routine perst control May
02/06/2021	Allan Peacock (Street Lighting	201782	360.00		1951-Cherry picker+fit h.baske
02/06/2021	R & C Hyett	201783	1,686.00		1971-Market Sq Cleaning June
02/06/2021	Rialtas Business Solutions Ltd	201784	206.40		1972-Allotment Software-Annual
02/06/2021	Savin Nurseries	201785	2,600.00		1947-Hanging baskets
02/06/2021	Vision ICT Ltd	201786	78.00		1973-Domain renew Aug21-Jul23
03/06/2021	SLCC Enterprises Ltd	DC	84.00		P/Ledger Electronic Payment
06/06/2021	Central Bedfordshire Council	Std Ord	4,861.00		CBC - Rates 2021/21
07/06/2021	AMF Services (Bedford) Ltd	201787	180.04		2000-Hond Izy blade
07/06/2021	Colin Ross Workwear & Safety	201788	668.43		2010-Staff uniform
07/06/2021	Cranbrook Plants	201789	449.21		2013-Bedding plants supplied
07/06/2021	Meg Green	201790	1,155.00		2008-Market Ser. 20Apr-06Jun
07/06/2021	HERTFORDSHIRE COUNTY	201791	266.45		1997-Discout on order
07/06/2021	Henlow Building Supplies	201792	312.26		2006-Climaflex pipe insulation
07/06/2021	HM Revenue & Customs	201793	3,861.00		2020-Land Transaction Return
07/06/2021	LGRC Associates Ltd	201794	7,689.60		2011-Locum Clerk-PT May 2021
07/06/2021	Turfcare Leisure Services Ltd	201795	1,116.47		2002-Re-start irrigaiton syste
07/06/2021	Veolia UK Ltd	201796	98.50		2003-Euro lift rental
07/06/2021	Meg Green	CNXL201790	-1,155.00		P/Ledger Electronic Payment
07/06/2021	Meg Green	201798	750.00		P/Ledger Electronic Payment
07/06/2021	Hannah Abel	201797	405.00		2041-Market Serv. 20Apr-06Jun
07/06/2021	Facebook	DC	17.00		Facebook
07/06/2021	The Right Fuelcard Company Lim	DDR2	72.97		Purchase Ledger Payment
07/06/2021	Node IT Solutions Ltd	DDR3	1,614.68		1937-Cabling installation+cabi
08/06/2021	Petty Cash	000433	350.00		Petty Cash
09/06/2021	Post Office Ltd	000431	255.00		Postage Stamps
09/06/2021	British Telecommunications PLC	000432	668.52		Purchase Ledger Payment
09/06/2021	Facebook	DC	2.00		Facebook
11/06/2021	Node IT Solutions Ltd	DDR4	119.98		1975-Zoom subscription-June
11/06/2021	BNP Paribas	DDR5	132.00		1825-Vehicle lease June 21/22
11/06/2021	Node IT Solutions Ltd	DDR6	211.20		1976-Fortiswitch monthly
11/06/2021	Node IT Solutions Ltd	DDR7	3,016.14		1974-Monthly IT Serv. June
11/06/2021	BNP Paribas	DDR	584.17		LN69 XVL Lease
14/06/2021	Lloyds Salary A/C	Tfr	23,000.00		

List of Payments made between 01/06/2021 and 30/06/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/06/2021	The Right Fuelcard Company Lim	DDR8	3.60		3699024/2095/The Right Fuelcar
14/06/2021	HMRC	FP	11,639.31		PAYE/NI June 21
15/06/2021	Lex Autolease Ltd	DDR	410.64		Purchase Ledger Payment
16/06/2021	Typeform	DDR	25.00		Typeform
16/06/2021	Fuel Genie DDR	DDR9	644.41		5817363/2096/Fuel Genie DDR
17/06/2021	Node IT Solutions Ltd	DDR10	27.68		6063/2097/Node IT Solutions Lt
21/06/2021	AIB Merchant Services	DDR11	85.56		1998-AIB car park card charge
23/06/2021	Ampower-41039 Unmetered	201799	47.32		INV-2106002795/2091/Ampower-41
23/06/2021	Ampower - 41260 Unmetered	201800	863.60		INV-2106002794/2090/Ampower -
23/06/2021	Anglian Water Business Ltd. (N	201801	7.41		9081980/2093/Anglian Water Bus
23/06/2021	Arthur Ibbett Limited	201802	2,649.10		108918/2078/Arthur Ibbett Limi
23/06/2021	Bedford & River Ivel I D B	201803	25.11		B1-0006-9/2061/Bedford & River
23/06/2021	Colin Ross Workwear & Safety	201804	257.93		8996/2068/Colin Ross Workwear
23/06/2021	Chandlers (Farm Equipment) Ltd	201805	936.00		3-001202/2066/Chandlers (Farm
23/06/2021	Deeping Direct Limited	201806	57.60		17668/2069/Deeping Direct Limi
23/06/2021	Enterprise Personnel Ltd	201807	1,780.94		E-3129/2070/Enterprise Personn
23/06/2021	Flowbird Smart City UK Ltd	201808	511.73		UK139333/2071/Flowbird Smart C
23/06/2021	J R GOLDTHORPE & SON	201809	139.50		009033/2092/J R GOLDTHORPE & S
23/06/2021	Harrier Office Supplies Ltd	201810	686.07		449304/2073/Harrier Office Sup
23/06/2021	ICCM Inc	201811	95.00		4794/2021/22/2088/ICCM Inc
23/06/2021	Infotone Imaging Supplies Ltd	201812	415.14		286658/2080/Infotone Imaging S
23/06/2021	The Lion Press (Sandy) Ltd	201813	192.00		6323/2081/The Lion Press (Sand
23/06/2021	F D O'Dell & Sons Ltd	201814	377.00		OUT-36199/2082/F D O'Dell & So
23/06/2021	Peninsula Business Services Li	201815	1,570.18		U002224336/2089/Peninsula Busi
23/06/2021	G & A Plumbing and Heating Eng	201816	942.00		14701/2056/G & A Plumbing and
23/06/2021	PSP Electrical Services Ltd	201817	10,524.53		PSP5745/2094/PSP Electrical Se
23/06/2021	DCK Accounting Solutions Ltd	201818	1,150.26		TPC9696/2052/DCK Accounting So
23/06/2021	Rialtas Business Solutions Ltd	201819	240.00		29016/2085/Rialtas Business So
23/06/2021	Hire or Buy Group Ltd	201820	189.00		1056099/2075/Hire or Buy Group
23/06/2021	SLCC Enterprises Ltd	201821	8,216.00		133596/2086/SLCC Enterprises L
23/06/2021	Stapleton's (Tyre Services) Lt	201822	78.00		BK216782/2051/Stapleton's (Tyr
23/06/2021	TRAVIS PERKINS TRADING CO	201823	20.57		9102ANM854/2058/TRAVIS PERKINS
23/06/2021	Tim's Digital	201824	116.40		INV-19062/2087/Tim's Digital
23/06/2021	Urban Vision Enterprise CIC	201825	5,040.00		819-21/2059/Urban Vision Enter
23/06/2021	Peninsula Business Services Li	201815	-1,570.18		ADJ/Peninsula Business Service
23/06/2021	Peninsula Business Services Li	201826	1,570.48		U002253471./2084/Peninsula Bus
23/06/2021	SLCC Enterprises Ltd	201821	-8,216.00		133596C/2086/SLCC Enterprises
23/06/2021	SLCC Enterprises Ltd	201827	8,316.00		133596./2086/SLCC Enterprises
23/06/2021	Dustbag Ltd	FP	22.98		Vacuum bags
23/06/2021	EE - DDR	DDR12	223.33		Purchase Ledger Payment
25/06/2021	ManoMano	FP	118.99		Folding beer table
28/06/2021	Node IT Solutions Ltd	DDR13	87.49		6071/2098/Node IT Solutions Lt
28/06/2021	OPUS Energy (Corporate) Limite	DDR14	2,331.60		Purchase Ledger Payment
28/06/2021	BNP Paribas	DDR	536.40		Kubota lease
29/06/2021	Lloyds Bank	DDR	148.79		Bank charges
30/06/2021	F & R Cawley Ltd	DDR15	693.02		402708/2050/F & R Cawley Ltd

List of Payments made between 01/06/2021 and 30/06/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
		Total Payments	<u>150,053.83</u>		

BIGGLESWADE TOWN COUNCIL
Report to Full Council 24th August 2021
Electric Vehicle Charge Points

Implications of Recommendations

Corporate Strategy: In accordance with Corporate and Place-Shaping Strategy

Finance: Undisclosed at the time of this report being submitted

Equality: None

Environment: Key part of HM Government's roadmap to zero carbon by 2050

Community Safety: None

Background

This report has been written to inform Members of Central Bedfordshire Council's intention to put electric vehicle charging points throughout Central Bedfordshire.

Biggleswade Town Council first started looking into this a number of years ago. However the funding available at the time did not include infrastructure in car parks and concentrated mainly upon on-street availability.

On the 8th June 2021, Central Bedfordshire Council adopted its EV Chargepoint Plan. This sets out the approach that the Council will take to support the delivery of the necessary infrastructure to encourage the increased uptake of Ultra Low Emission Vehicles (ULEVs).

This is a key part of the government's roadmap to zero carbon by 2050 which will see the phase-out date for the sale of new petrol and diesel cars and vans brought forward to 2030, with all new cars and vans being fully "zero tailpipe emissions" from 2035.

Introduction

The approach set out in the Central Bedfordshire's EV Chargepoint Plan will primarily focus on procuring one or more private sector charge point providers to install and manage both the public charge point network (in the council's car parks and public buildings for example) and to also provide access to on-street chargepoints where there is demand. Given the differing chargepoint technology that could be deployed it is likely that more than one commercial chargepoint provider will be needed.

Central Bedfordshire Council is keen to work with and support both Town and Parish Councils to ensure all residents benefit from the rollout of this infrastructure. Central Bedfordshire Council are, therefore, looking to identify sites to be included within the scope of areas put forward through the procurement process. The aim is to formulate a rolling installation programme for EV chargepoints in line with demand.

Biggleswade Town Council anticipates that all installation costs will be sourced from the Office for Zero Emission Vehicle (OZEV) funding and by the providers themselves. Electricity costs for chargepoint use will be recouped via a rebate from the provider.

There are two ways in which Town and Parish Councils can be involved:

1) Public Charge Point Network.

This will focus on car parks and public buildings that are accessible to the public, ideally for stays of an hour or more. This can include local churches and church halls.

2) On-street Residential Car Parking.

Central Bedfordshire Council anticipate challenges in providing on-street residential charging in all areas where residents have expressed an interest. Therefore, they are keen to explore the scope to allow residents access to chargepoints at other nearby locations, predominantly overnight and at the weekends.

This could include the types of areas detailed under point 1 above and could also include parking spaces at other buildings such as Community Centres or Parish Halls. This is one way of providing a network that meets the requirements in more rural areas.

Summary

A number of Biggleswade Town Council owned areas have already been identified:

- All Biggleswade Town Council Owned Car Parks (including those held by way of lease, namely Dan Albone & Rose Lane – permission to be sought from landlords)
- Town Hall
- Orchard Community Centre (permission to be sought from land developer)
- Public realm Depot - Unit 11, Eldon Way (permission to be sought from landlord)
- Bowls Club & Tennis Courts on Drove Road.

At this point, Central Bedfordshire Council are requesting Town and Parish Councils to show an expression of interest in partnering with them in providing a sustainable EV charge point infrastructure.

This expression of interest is to be with Central Bedfordshire Council by close of business Tuesday 14th September 2021. Scoping work to determine actual numbers of EV chargepoints will be determined in consultation with Biggleswade Town Council.

Recommendations:

- For Members to approve officers forwarding the proposed Council's expression of interest in the installation of electric vehicle chargepoints within Biggleswade.
- For Members to contact the Place Shaping Manager with possible locations for EV chargepoints that meet the criteria by Tuesday 31st August 2021.
- The Place Shaping Manager to respond to Central Bedfordshire Council by Friday 10th September 2021.

Simon Newton
Place Shaping Manager



Biggleswade Market Strategy - Introduction

Purpose of this Document

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

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

Status Quo

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

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

Timeline

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

Next Steps

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

To check in with delivery at TCM in May.

Transforming Biggleswade Market – A Strategy For Growth



Draw

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

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

Deliver

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

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

Drive

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

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

Contents



This strategy document includes the following:

1

Market Layout

2

Pitch Fees

3

Growing the Market

4

Publicity

5

Measuring Market Performance



Market Layout (Part 1)

Implementing the Layout

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

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

Fee Structure

Discussed in detail on a future slide.

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

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

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

Policy Updates

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

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

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

New Signage

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

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

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

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

Culture Change

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

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

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

Market Layout (Part 2)

Relaunch Layout for April 2021

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

The blue boxes show the planned pitches.

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

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

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

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

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



Market Layout (Part 3)

Potential Future Layout

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

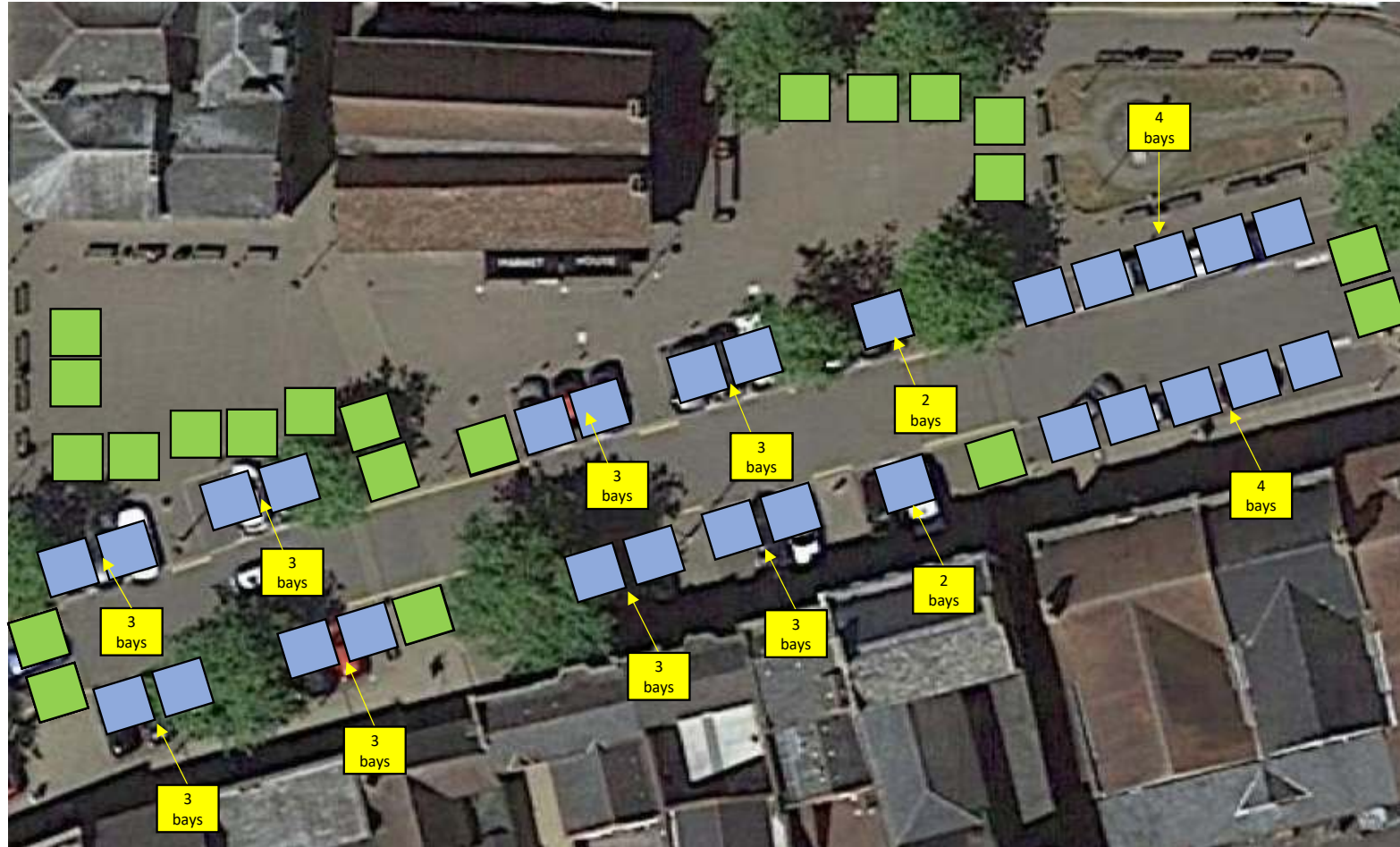
May not need this layout all year round – if that is the case define exactly how many stalls can fit on the paved area and north-side bays.

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

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

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

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





Pitch Fees (Part 1)

Current Pitch Fee Structure and Collection

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

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

Proposed Changes to Fee Structure and Collection

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

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

Actions and Next Steps

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

Table 1

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

Table 2

Stall Type	Fees 2021/22
One Pitch 10ft x 10ft	£15
Two Pitches	£25
Tuesday Market	£15

Pitch Fees (Part 2)

Other Councils' Pitch Fees

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



Conclusion On Pitch Fees

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



Growing the Market

Enticing New Traders

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

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

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

Attractive Market Stalls

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

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

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

Themed Markets

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

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

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

Entertainment

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

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

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

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

Publicity (Part 1)

Create a Brand

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

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

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

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

Actions and Next Steps

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

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



Publicity (Part 2)



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

Advertising on Social Media

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

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

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

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

Other Advertising

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

Actions and Next Steps

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



Measuring Market Performance



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

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

Key Performance Indicators for the Market

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

Measuring Footfall in the Town Centre

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

Development Management

Central Bedfordshire Council

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



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

Contact Joanna Baker
Direct Dial 0300 300 6990
Email planning@centralbedfordshire.gov.uk
Your Ref
Date 02 August 2021

Dear Mr Tarrant,

Application No: CB/TCA/21/00380
Proposal: Works to trees within a Conservation Area: Remove to ground level
Sycamore Trees T1, T2, T3, T4 and T5
Location: 8 Barn Field Close, Biggleswade, SG18 8FN

I have received an application to carry out work to tree(s) at the above property which is within the **Biggleswade Conservation Area**. You can view the application details and documents on our website by visiting:

<http://www.centralbedfordshire.gov.uk/tree-works-register>.

If you wish to comment on the application, please do so in writing by **23 August 2021** quoting the above application number.

All letters received are open to public view and therefore cannot be treated in confidence. Normally, your letter will not be acknowledged.

How coronavirus is affecting planning

We were already well prepared for agile working, operating a paper light planning application process. Most of our staff are now working from home, but can be contacted as normal via email or phone during working hours. A number of staff are working flexibly around childcare - please leave a message and they will get back to you as quickly as they can. We will of course be keeping staffing levels and workloads under constant review in light of any cases of self-isolation and childcare needs.

A small number of our planning admin team are in the office to register post, scan documents and print. However, as most applications can be registered remotely, please help us by making electronic submissions. Hard copy applications and postal comments are still being received, but there could be a delay in getting these logged as they have to be scanned in at the office. Please also be advised that we are unable to offer case history copies or other printing requests at this time.

We are continuing to consult on planning applications and consider any comments made. We will not be sending hard copy plans to parish and town councils in addition to electronic consultations. If you are unable to view plans then please contact the case officer to discuss.

Site visits by officers will only be carried out once the applicant / agent has first been contacted to discuss the suitability of a visit and whether arrangements can be made to accord with up to date advice on social distancing. Case officers will then make a judgement as to whether a site visit can be made in a safe way – if this is not possible we will discuss the potential for alternative ways of assessing the site or in appropriate cases request your agreement that consideration of the application be paused.

In accordance with the latest advice on social distancing, we are unable to have face to face meetings, so we are asking customers not to come into our offices. Your case officer will contact you to discuss alternative arrangements which could be via phone call or video conferencing.

Read about our Development Management Committee for updates and information about meetings:

https://www.centralbedfordshire.gov.uk/info/31/meetings/219/development_management_committee_-_meetings_and_agendas.

All of these arrangements will be kept under review and we would like to thank you for your co-operation during these challenging times.

Yours sincerely,

Joanna Baker
Trainee Natural Environment Officer

Development Management

Central Bedfordshire Council

Priory House, Monks Walk
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Mr Peter Tarrant
Clerk to Biggleswade Town Council
The Old Court House
4 Saffron Road
Biggleswade
Beds
SG18 8DL

Contact Joanna Baker
Direct Dial 0300 300 6990
Email planning@centralbedfordshire.gov.uk
Your Ref
Date 02 August 2021

Dear Mr Tarrant,

Application No: CB/TRE/21/00374

Proposal: Works to trees protected by a Tree Preservation Order : The lower hanging branches of Group 1 English Oak trees x5 and Group 2 Lime trees x5, Ash Tree x1 and Hornbeam x1 need to be trimmed back away from the fence. Mid height branches need to be cut back to allow the light to shine directly on to the pitch

Location: Second Meadow, Fairfield Road, Biggleswade, SG18 0BS

I have received an application to carry out work to preserved tree(s) at the above property. You can view the application details and documents on our website by visiting: <http://www.centralbedfordshire.gov.uk/tree-works-register>.

If you wish to comment on the application, please do so in writing by **23 August 2021** quoting the above application number.

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Yours sincerely,

Joanna Baker
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