



Ref: Agenda/Council-12/04/2022

7th April 2022

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the Council Meeting of Biggleswade Town Council that will take place on **Tuesday 12th April 2022** at the **Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing at **7:00pm**, for the purpose of considering and recommending the business to be transacted as specified below.

Yours faithfully

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

Peter Tarrant
Town Clerk & Chief Executive

Distribution: All Town Councillors
Notice Boards
The Press

AGENDA

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

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

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

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

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

Please register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_wv2aSeLTQSOwYLH5hMcp-g

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

5. INVITED SPEAKERS

- a. For Members to receive an oral update from the Bedfordshire Rural Communities Charity Community Agent, Lisa King.

6. MEMBERS QUESTIONS

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. The minutes of the Town Council Meeting held on **Tuesday 22nd March 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. The minutes of the Finance & General Purpose Committee Meeting held on **Tuesday 15th March 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. MATTERS ARISING

- a. From the minutes of the Town Council Meeting held on **Tuesday 22nd March 2022**.

9. ITEMS FOR CONSIDERATION

a. **Queen's Jubilee Events**

For Members to receive a written report from the Head of Governance & Strategic Partnerships and the Place Shaping Manager relating to planned events for the Queen's Jubilee weekend.

b. **Sustainable Transport Corridor**

For Members to provide final comments on this consultation. At the meeting held on Tuesday, 22nd March 2022 it was resolved that the Town Council write to Central Bedfordshire Council to present the following considerations:

The weakness of using The Baulk for East/West connectivity is that it can only be in a westerly direction, but this isn't mentioned on the website;

Hitch Mead is not a wide road and a more sensible solution would be to use some of the grass verges on Stratton School field by potentially acquiring some land;

On Option 1 - Maunder Avenue has no footpaths and pedestrians use the road to walk along the route;

On Option 3 – the junction of Eagle Farm Road/Drove Road/London Road is probably the most dangerous junction in Biggleswade and if this option were chosen it would need considerable changes to make it safer for every manner of transport or pedestrian use to make it a sustainable transport corridor;

On Option 3 – the vegetation along south side of what was Stratton School Farm needs to be severely cut back in order to make the bridleway wide enough for the type of vehicles indicated to travel down this route;

The London Road/Chambers Way option – there is a dangerous junction for vehicles exiting right from Chambers Way into London Road.

For Members to consider Tibbalds correspondence attached.

c. **Public Notice - BT004 Palace Street, Biggleswade - Banned Turn**

Central Bedfordshire Council are consulting on one more scheme relating to the Biggleswade Station Interchange: BT004 Banned Turn, Palace Street, Biggleswade.

Central Bedfordshire Council proposes to introduce prohibition of left turns on the exit of Palace Street, Biggleswade reason for proposal: the prohibition of left turns on the exit of Palace street is required due to safety reasons. There will be a section of road where only right turns will be allowed as now turning left would mean turning into oncoming traffic. (Notice attached).

10. **ACCOUNTS**

a. **Financial Administration**

- i. Detailed Balance Sheet to 28/02/2022.
- ii. Summary Income and Expenditure by Committee 28/02/2022.
- iii. Detailed Income and Expenditure by Committee 28/02/2022.
- iv. Lloyds Bank Payment listing February 2022.

11. **PLANNING APPLICATIONS**

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

a. **CB/21/05233/FULL - 19A High Street, Biggleswade, SG18 0JE**

Proposed kitchen extract system.

Amendments to this application in respect of the above property. Other documents received Environmental Noise Assessment v.1 dated 25.10.21.

Previously on Council Agenda

CB/21/02861/FULL Change of Use from E Class to A5 (takeaway) and associated works. on Council agenda 27/07/2021. Outcome as 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.

CB/21/05233/FULL Proposed kitchen extract system on Council agenda 08/02/2022. Outcome as objection 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. Members have also queried why there does not appear to be a planning application for a change to the Use from E Class to A5 (takeaway).

b. **CB/22/00957/FULL - 12 Collings Crescent, Biggleswade, SG18 0PZ**

Single storey rear extension.

c. **CB/22/00857/FULL - The Red Lion, 1 London Road, Biggleswade, SG18 8ED**

Conversion of former public house to one dwelling and demolition of a single storey rear extension with conversion of the outbuilding into garage and storage building.

d. **CB/22/01357/LB - The Red Lion, 1 London Road, Biggleswade, SG18 8ED**

Listed Building: Conversion of former public house to one (1x) dwelling-house, demolition of single storey rear extensions, and conversion of outbuilding into garaging and storage building.

e. **CB/22/00727/FULL - JRL Plant & Logistics, Site of Unit N, Stratton Business Park, Montgomery Way, Biggleswade, SG18 8UB**

Erection of a workshop.

f. **CB/22/01170/FULL - 1 Delius Road, Biggleswade, SG18 8UA**

Loft conversion with rear facing dormer, and front facing rooflights.

g. **CB/22/01176/FULL - 23 Mead End, Biggleswade, SG18 8JN**

Front extension, and alterations to covered walkway.

h. **CB/22/00257/FULL - Brook Cottage, Langford Road, Biggleswade, SG18 9RA**

Timber carport.

i. **CB/22/01001/FULL - 191 Mead End, Biggleswade, SG18 8JX**

Replace front porch, garage conversion, single storey side extension and loft conversion with rear dormer.

j. **CB/22/01100/VOC - 78 Hitchin Street, Biggleswade, SG18 8BE**

Variation of condition number 3 of planning permission CB/20/01989/FULL (Single storey rear extension, two storey front extension, removal of chimney, alterations to existing garage roof and additional alterations to existing dwelling) - Increase pitch of new garage roof.

Previously on Council agenda

CB/20/01989/FULL Single storey rear extension, Two storey front extension, removal of chimney, alterations to existing garage roof and additional alterations to existing dwelling. Outcome as no objection.

k. **CB/TCA/22/00170 - Hitchin Street, Biggleswade, SG18 8AS**

Works to a tree within a Conservation Area: Tree to be pruned back.

l. **CB/TRE/22/00155 - Beaumont Park Nursing Home, Shortmead Street, Biggleswade, SG18 0AT**

Works to trees protected by a Preservation Order: T1 — Sycamore—remove deadwood T2 and T3 Limes — repollard at previous points to allow clearance at access T4 — London Plane an overall crown reduction T5 Cherry on edge of car park — dead remove. T6 in Rear garden area reduce to give 2 m clearance T7 Oak reduce crown by 2.5 to give clearance to building. T9 and T10 Yews — Deadwood and raise crowns to 3m. G1 Leylandii Hedge— cut back to boundary.

An extension has been granted to the 13th April 2022 for comments to CBC.

12. **PLANNING APPEALS**

a. **CB/MWE/21/0510 - Warren Villas Quarry, New Road, Sandy**

Planning appeal - Non-compliance with planning permission no. CB/11/01376/MW (condition 17 - restoration).

13. **PLANNING APPLICATION OUTCOME**

- a. A report of the Planning Application Outcomes as of 4th April 2022.

14. **ITEMS FOR INFORMATION**

a. **Civic Service 2022**

Thank you letters from invited guests (attached).

b. **Biggleswade Neighbourhood Plan Regulation 16 Consultation**

For Members information the Biggleswade Neighbourhood Plan Regulation 16 Consultation closed on 28th March 2022. An independent examiner, David Kaiserman from Penny O'Shea Consulting has been appointed to examine the Plan and commenced on 4th April 2022.

c. **Great Big Spring cleaning week**

For Members to receive an oral update from the Place Shaping Manager.

d. **Grants 2022-2023**

For Members information thank you letters for grants received.

15. **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_wv2aSeLTQSOwYlH5hMcp-q

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**.

16. **EXEMPT ITEMS**

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

(17a Capital Asset Register)
(17b Car Parking)
(17c CCTV)
(17d Staff Update)

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



MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING
HELD ON TUESDAY 22nd MARCH 2022
AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES,
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE SG18 8DL



PRESENT:

Cllr M Russell (Chair)
Cllr G Fage
Cllr K Brown
Cllr I Bond (via Zoom)
Cllr F Foster
Cllr M Foster
Cllr M Knight
Cllr M North
Cllr R Pullinger
Cllr H Ramsay (via Zoom)
Cllr D Strachan
Cllr C Thomas
Cllr J Woodhead (via Zoom)

Mr K Hosseini – Head of Governance & Strategic Partnerships
Mrs W. Solomon – Head of Finance & Planning
Mrs S van der Merwe – Deputy Administration & HR Manager

Members of the Public - 3

Meeting Formalities:

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

1. APOLOGIES FOR ABSENCE

Cllr L Fage and Cllr Albone.

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 Thomas – Item 10j: Planning Application

3. TOWN MAYOR'S ANNOUNCEMENTS

a. Ukraine

Cllr Russell continued to remember the people of both Ukrainian and Russian origin in the Biggleswade community and said that the situation in Ukraine remains in our thoughts and prayers.

b. Biggleswade Civic Service

The Civic Service was held at St. Andrew's Church on Sunday 20th March 2022 in glorious spring weather and it was a lovely occasion. Cllr Russell extended her sincere thanks to St. Andrew's Church, Deputy-Lieutenant of Bedfordshire Mrs Ruth Bell, the British Legion Standard Bearers, the Biggleswade & District Choral Society and organist Justin Waters. There was special thanks for the members of Council staff who supported the event so well. Many plaudits have been received from those who attended.

Cllr Russell was pleased to announce that the collection during the service raised £408 for Sue Ryder St. John's Hospice in Moggerhanger.

c. Biggleswade Neighbourhood Plan – Update

From a choice of three offered by Central Bedfordshire Council, a planning inspector has been identified to take forward the examination of our Neighbourhood Plan. The Regulation 16 Consultation ends on 28th March 2022 and CBC expect to have the responses and all other documents ready for the inspector shortly afterwards.

If all goes smoothly, the inspector's findings should be known by mid-May 2022 and, if the inspector so recommends, CBC will then identify a suitable date for a referendum.

4. PUBLIC OPEN SESSION

a. Ms. Selina Bailey

Ms. Bailey referenced social media posts describing an amount budgeted for sound equipment for the Council Chamber.

Cllr Russell advised that discussion in this first open session should be limited to items on the agenda and invited Ms. Bailey to raise her concerns in the second Public Open Session.

5. INVITED SPEAKERS

None.

6. MEMBERS' QUESTIONS

None.

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

a. Members received the Minutes of the **Town Council Meeting held on **Tuesday 8th March 2022** at the Offices of Biggleswade Town Council, The Old Court House, 4 Saffron Road, Biggleswade.**

The Minutes were **ACCEPTED** as a true and accurate record of Town Council Meeting.

- b. Members received the Minutes of the **Biggleswade Joint Committee Meeting** held on **Thursday 20th January 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

Cllr G Fage said that the suggested Market Square Workshop to enable discussion on place-shaping plans for Biggleswade between Central Bedfordshire and Town Councils is commendable and hoped that the meeting can be re-scheduled soon.

The Minutes were **NOTED**.

8. MATTERS ARISING

- a. From the Minutes of the **Town Council Meeting** held on **Tuesday 8th March 2022**.

Item 8a: Adopt-A-Street Litter Picking Initiative: Cllr G Fage asked for momentum to be maintained on this initiative. Mr. Hosseini advised Members that Officers have met with the Adopt-A-Street representative and discussions are continuing relating to financing the equipment that the Adopt-A-Street initiative needs.

9. ITEMS FOR CONSIDERATION

- a. **CB/21/05161 – FULL – Land to the north of Dunton Lane, Dunton Lane, Biggleswade and CB/21/05590/eb – Land to the North of Dunton Lane, Biggleswade**

Members were asked to consider the communication from Nick Vose, Director, Marengo Communications on behalf of the developer for the sub-station.

Cllr Russell said that Council needs to note that S106 funds are not applicable to this type of infrastructure project.

The planning application was discussed by CBC Development Management Committee on 16th March 2022 and the decision was to approve the application as per the officer recommendation. DMC ignored the Town Council's request for two conditions to be put on the application: for the footpath to become a bridleway; and that overhead cables should not be used to distribute power from the substation.

- b. **Queen's Jubilee Events**

Members received an oral update from Mr. Hosseini on the events planned for the Thursday and Sunday of the Queen's Jubilee weekend in June. Members had been provided with an early draft schedule of these events and Mr. Hosseini thanked Officers, staff and Councillors for their input into the planning of these events to date.

Officers are still working to encourage community-led events on other days of that weekend.

Meetings have been organised with contractors for the logistics, equipment and various entertainment acts. Cllr Knight said that he and Cllr G Fage are meeting with Officers once a week to progress and facilitate arrangements.

Members recommended starting to promote the planned events on social media platforms and on the Town Council website over the next few weeks.

c. **Biggleswade Library Consultation**

Cllr G Fage proposed that the Town Council formally respond to the consultation in support of the changes which ensure both the longevity of the library and its ability to meet modern demand. Cllr Pullinger said considerable thought has gone into how best to use the library space with planned growth to the children's section and a reduction in the amount of space for non-fiction because people use online resources in a digital age.

Cllr Pullinger requested Officers proactively engage with Central Bedfordshire Council about the possible use of the previous Registry Office building on London Road.

It was **RESOLVED** that the Town Council write to Central Bedfordshire Council in support of the proposed changes as set out in the consultation documents.

d. **Ukraine Briefing and Community Voluntary Service Funding Fair**

Members were provided with two briefings from BATPC, the first from the National Association of Local Councils on the situation in Ukraine and the second on a Community Voluntary Service Funding Fair.

The briefings were **NOTED**.

e. **Biggleswade Station Interchange Consultation**

Members were asked to consider the consultations on the Traffic Regulation Orders for the planned transport interchange.

Cllr G Fage said that concerns have been raised on previous occasions over the planned location of the zebra crossing because it is not on the desire line and it is unlikely that people will use it in the way CBC has set out. The location also results in a loss of parking.

It was **RESOLVED** that the Town Council **OBJECT** to the zebra crossing in the planned location as it is not on the desire line and would result in a loss of parking on Station Road.

If there is to be a zebra crossing, this should be on the south side of Saffron Road rather than the north side.

10. **PLANNING APPLICATIONS**

a. **CB/22/00816/FULL - 10 Foxglove Drive, Biggleswade, SG18 8SP**

Proposed conservatory to the north elevation (existing conservatory to be removed).

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

b. **CB/22/00871/FULL - 31 Maunder Avenue, Biggleswade, SG18 8GL**

Single storey rear extension.

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

c. **CB/20/03784/FULL - 33 Shortmead Street, Biggleswade, SG18 0AT**

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.

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

The appeal outcome was **NOTED**.

d. **CB/20/02285/FULL - 41 Shortmead Street, Biggleswade, SG18 0AT**

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

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

The appeal outcome was **NOTED**.

e. **CB/21/00899/FULL - 48- 52 Lawrence Road, Biggleswade, SG18 0LS**

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

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

The appeal outcome was **NOTED**.

f. **CB/22/00523/FULL - Unit F1, Stratton Business Park, London Road, Biggleswade, SG18 8QB**

Install six rapid electric vehicle charging stations and associated equipment within six existing parking spaces at McDonald's.

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

g. **CB/22/00966/FULL - 6 Jemmett Grove, Biggleswade, SG18 0QE**

Single storey rear side extension.

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

h. **CB/21/04624/FULL - 29 Osprey Road, Biggleswade, SG18 8DZ**

Retrospective erection of 1 metre and 1.7 metre high fencing.

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

i. **CB/22/01033/FULL - 14 Mersey Road, Biggleswade, SG18 8NQ**

Single storey link extension and garage conversion.

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

- j. **CB/22/00575/FULL – Land off Drove Road adjacent to 1A Drove Road, Biggleswade**
Erection of 5 dwellings with associated car parking, access road and amenity space.

This item was resolved at the Town Council Meeting of 8th March 2022.

11. ITEMS FOR INFORMATION

a. Sustainable Transport Corridor Engagement Festival

A Sustainable Transport Corridor consultation is being conducted by Central Bedfordshire Council on 25th and 26th March 2022 at the Orchard Community Centre.

Cllr G Fage said that there is information on CBC's website relating to the strengths or weaknesses of each of the four routes included in the consultation but other weaknesses needed to be added.

It was **RESOLVED** that the Town Council write immediately to Central Bedfordshire Council to highlight the following additional weaknesses:

- Use of The Baulk for East/West connectivity is problematic in that it is one-way;
- Hitch Mead Road is not wide and a more sensible solution would be to use the grass verge alongside Stratton School playing field;
- Option 1 - Maunder Avenue has no footpaths and pedestrians use the road;
- Option 3 – the junction of Eagle Farm Road/Drove Road/London Road is very dangerous and if this option were chosen, considerable changes would be needed to make it safer for all types of users;
- Option 3 – the vegetation along the south side of Stratton School Farm needs to be severely cut back to make the bridleway wide enough for the types of vehicles indicated to travel down this route;
- The London Road/Chambers Way option – this is a dangerous junction for vehicles turning right from Chambers Way into London Road.

Cllr Russell requested that the consultation come to the next meeting to enable a formal response from the Town Council.

12. PUBLIC OPEN SESSION

- a. 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.

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

Ms. Selina Bailey

Ms. Bailey referenced a social media post regarding funds earmarked for upgrades to the Council Chamber sound system. Cllr Russell pointed out that the Council is being transparent by livestreaming all Council and Committee meetings to YouTube. Much of the equipment currently in the Chamber was inherited from Mid-Beds Council twenty years' ago and is not

really adequate. Also, the acoustics in the Chamber are very poor. The Council has budgeted the funds should the current equipment fail.

Ms Bailey also asked why the Council's budget increase of 7.5% was passed at a time when many people are struggling financially. Cllr Russell said the Council's costs have also increased, citing the National Insurance increase imposed by the Government as an example. Mrs. Solomon confirmed that the 7.5% increase to a Band D property equates to £12.64 per annum, or £0.24 per week. The total precept for the Council is £1.4 million. Cllr G Fage added there is also a cost reduction and efficiency drive to save £25,000 and the Town Council is closely scrutinising all expenditure.

Cllr Dr Hayley Whitaker

Cllr Whitaker said that CBC Ward Councillors have awarded up to £2,000 to the Adopt-A-Street initiative. CBC was originally advised that the Town Council would be administering those funds but she had now received information to the contrary. Cllr Whitaker asked the Town Council to reconsider.

Mrs. Solomon responded that the Town Council is happy to support the Adopt-A-Street initiative but as the funding is coming from Central Bedfordshire Council into the Town Council's bank account, the Town Council will have to manage the expenditure in line with its Financial Regulations.

Mr. Hosseini said he will be contacting the Adopt-A-Street representative to clarify the process of managing the funds in line with the Town Council's Financial Regulations.

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.

13. EXEMPT

a. Capital Asset Register Project

Mr. Hosseini updated Members on the progress of the review of all Council Capital Assets.

It was **RESOLVED** to defer any decision until further information was available.

The Chairman closed the Meeting at 7.44pm



MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
MEETING TUESDAY 15th MARCH 2022 AT THE OFFICES OF
BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE,
4 SAFFRON ROAD, BIGGLESWADE COMMENCING AT 7:00PM

PRESENT:

Cllr R. Pullinger (Chair)
Cllr G. Fage
Cllr M. Knight
Cllr M. Russell
Cllr D. Strachan (virtually)

Mr P. Tarrant – Town Clerk & Chief Executive, Biggleswade Town Council (virtually)
Mr K. Hosseini – Head of Governance & Strategic Partnerships, Biggleswade Town Council
Mrs S. Solomon – Head of Finance & Planning, Biggleswade Town Council
Mr J. Nyamfukudza – Finance Manager, Biggleswade Town Council
Ms. H. Calvert – Administration & HR Manager (virtually)
Mr I. Lord – Place Shaping Manager, Biggleswade Town Council
Mrs S. van der Merwe – Professional Assistant, Biggleswade Town Council
Miss S. Jolly – Senior Administrator, Biggleswade Town Council

Members of the Public – 1

Meeting Formalities:

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

1. APOLOGIES FOR ABSENCE

Cllr M. North
Cllr D. Albone
Cllr I. Bond
Cllr H. Ramsey

ABSENT WITHOUT APOLOGIES

None.

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item

None.

b. **Disclosable Non-pecuniary interests in any agenda item**

None.

3. **CHAIRMAN'S ANNOUNCEMENTS**

None.

4. **PUBLIC OPEN SESSION**

No member of the public wished to speak.

5. **INVITED SPEAKER**

None.

6. **MEMBERS' QUESTIONS**

None.

7. **MINUTES OF MEETINGS**

Members received the minutes of the Finance & General Purposes meeting held on **Tuesday 18th January 2021**.

Item 6.c. – The Orchard Centre. The item which reads 'It was **RESOLVED** that Officers draft a clear policy relating to the “Standard” and “Community Activity” definitions' to be amended to read 'It was **RESOLVED** that Officers draft a clear policy for the Orchard Centre including definitions of the “Standard” and “Community Activity.”

Subject to the above correction, the Minutes were **APPROVED** as a true and accurate reflection of discussions.

8. **MATTERS ARISING**

None.

9. **ITEMS FOR CONSIDERATION**

a. **Cost Reduction & Efficiency Review**

Members received the report from the Head of Finance & Planning.

It was **RESOLVED** to consider the report under the Exempt section of this meeting.

b. **Review of Financial Regulations**

Members received and considered a report from the Head of Place Shaping & Town Centre Management, presented in his absence by Mr J. Nyamfukudza, Finance Manager.

Members requested that ambiguity be removed from the text by amending:

'Only the Town Clerk & Chief Executive will be permitted to be issued with a Debit Card'

to read: 'Only the Town Clerk will be permitted to be issued with a Debit Card'.

Members asked that the text:

'6.18 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance & General Purposes Committee. Transactions and purchases made will be reported to the Council. and authority for topping-up shall be at the discretion of the Council or relevant committee.'

be amended to read:

'6.18 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance & General Purposes Committee. Transactions and purchases made will be reported to the Council.'

Subject to the above corrections, it was **RESOLVED** to adopt the procedures as outlined in this report.

c. **Risk Assessment – 2021/22**

Members received and considered a report from the Head of Place Shaping & Town Centre Management, presented in his absence by Mrs S. Solomon, Head of Finance & Planning.

Members raised the following points:

The importance of the risk management scheme was stressed when assessing projects taking place in the Town.

A request was made that a compare and contrast exercise be included at any future review to highlight changes.

A Member requested the inclusion of risk management in case of war.

It was **RESOLVED** to adopt the risk management scheme as outlined in this report.

10. **ITEMS FOR INFORMATION**

a. **Capital Income Optimisation**

The report was noted.

b. **Finance Review Update**

The Head of Finance & Planning delivered an oral update on progress connected to the implementation of the Finance Review.

In summary:

The adopted recommendations had been broken down into six quarterly deliverables timelines. Work has commenced on those with a deadline of 31st March 2022.

Finance staffing had increased to enable efficient structures and reporting and to enable the implementation of revised financial processes.

Negotiations are in progress with the current finance software provider to adopt additional software modules to manage and report income received from bookings and other income streams. Costs to be presented and reviewed by the Town Council with the aim of implementation by 1st April 2022.

A review of payroll structure and reporting processes had been undertaken. The Administration & HR Manager had documented the reporting process and the staff payroll system had been reviewed to ensure efficient recording. A new HR system will be implemented from 1st April 2022 to encompass improvements.

The process for the collection of fees was under review, including the possibility of cashless payments. Communications with the public and marketing would make any changes smoother. Contributions by Members towards communications and marketing were welcomed. A detailed report would be presented to the Committee at the next meeting.

Members asked that timelines be circulated for visibility.

Members and Officers requested a detailed report to include the sequencing of recommendations, timelines, risk, cost, and implementation of recommendations.

Members recalled a Town Council decision not to rule out cash transactions because of their significance. A cash option needed to be available.

The report was **NOTED**.

c. **Asset Register**

Members received an oral update from Mr K Hosseini regarding work on the Town Council's Asset Register project.

Initial scoping of the regional market had taken place prior to engaging chartered surveying services.

Historical records had been shared by a local firm and engagement was underway to link this information with the Asset Register.

Documentation had been requested from H M Land Registry, payment had been made, and a full response was awaited.

Research into the local market had identified six RICS chartered surveyors who had been approached with an expression of interest. Two responses had been received from interested firms.

A meeting had been arranged with a potential supplier to discuss available services, costs, etc.

Members discussed the delivery to the Town Council of a full report, identifying all work, timelines, priorities, and manpower involved.

It was **RESOLVED** that a full report would be delivered to this committee on 21st June 2022.

d. **BTC Website**

Members received and considered a written report from the Administration & HR Manager providing an update on the completion of work on the Biggleswade Town Council website.

The report detailed work completed to date and scheduled.

Members expressed their thanks for work completed to date. Members suggested that analytics would identify traffic and popular pages, enabling a focus on areas attracting the most attention. Analytics might affect types of information published, elements of structure, and search engine optimisation and should be considered prior to further investment.

In response to a Member's enquiry, the Administration & HR Manager confirmed that the cost of remaining work would be included in the current contract, with an ongoing monthly charge thereafter for support.

Members stressed the importance of accuracy of data on the website.

The report stated that a new layout was required for the top of each page. Members hoped this would be small in size and would not detract from page content.

A calendar for rooms at the Orchard Centre should not show details of commercial bookings.

Members asked that the development of online booking for market stalls be paused whilst the long-term process for market stall bookings is established.

It was thought that the website content needed to be simplified and made more attractive, and that some content needed to be brought up to date.

It was **RESOLVED** that the Administration & HR Manager would liaise with the provider to produce a further report addressing the above items.

The report was **NOTED**.

11. PUBLIC OPEN SESSION

No members of the public wished to speak.

12. EXEMPT ITEMS

13.a. Car Parking Tender

13.b. Cost Reduction & Efficiency Review

13. EXEMPT ITEMS

a. Members discussed the car parking tender.

b. Members discussed the Cost Reduction & Efficiency Review. The outcome of the Asset Register Review and Contracts review will be considered at the next committee meeting on 21st June 2022.

It was **RESOLVED** that:

1. the £4,000 saving associated with a critique of non-payroll related vote headings be cashed.
2. the £3,054 saving associated with a review of VOIP be earmarked as a potential saving.
3. the old depot be rented out in the short term pending further development.
4. the Council actively draw down S106 monies where relevant and continue negotiations with Central Bedfordshire Council connected to broader place shaping opportunities.
5. the Council actively conclude negotiations around Linear Wood and Pocket Park prior to bringing a report to Council for consideration.
6. the Council actively conclude negotiations around Apollo Gardens and other playgrounds prior to bringing a report to Council for consideration.

The meeting was closed at 21:05 pm.

BIGGLESWADE TOWN COUNCIL
Full Council Meeting 12th April 2022
Her Majesty The Queen's Platinum Jubilee Celebrations Update

Implications of Recommendations

Corporate Strategy: This flagship weekend fits into the wider annual planned events schedule.

Finance: The event will be subject to sufficient budget allocation.

Equality: The Town Council is fully inclusive and all activities will serve all communities.

Environment: The Town Council has a sustainability policy.

Community Safety: The CBC Safety Awareness Group risk assessments will be fully resourced.

Background

This report has been created to inform Members on the current planning activity which Officers have been working on. Planned events will be delivered in keeping with similar large-scale events such as Remembrance 2021 and the Christmas Offer 2021.

Introduction

Officers have researched Platinum Jubilee (PJ) national guidance to ensure that planning is delivered to the highest standards. Marketing for the event consists of the following: posters to be distributed to local businesses to put up in their windows; an A5 flyer to be posted through 9000 residents' doors; digital poster to be advertised on Facebook and a poster to be published in the Biggleswade Bulletin. The Town Council will provide bunting in the Market Square; please refer to Annex A for a rough diagram of where the bunting will be hung up. The costs for this one-off milestone event are likely to be significant and will be absorbed into the existing budget allocation for the year.

Fire Beacon

This has been purchased and includes two gas bottles for the opening night. There will be the need to procure additional gas bottles for the Sunday closure. This will be placed where the Christmas Tree historically sits and will be monitored at all times when lit.

Market Square

Officers are putting together an opening ceremony on Thursday 2nd June and a closing ceremony on Sunday 5th June. The Beacon will be lit at 9:45pm – 11:00pm on Thursday with a speech from the Mayor. Preliminary events are being worked on and include: a stall hosted by Biggleswade History Society with footage on a loop of the Monarch through the ages and supporting background music, a selection of food and drink traders, an acoustic act, and the performance of three songs included in official guidance. Please refer to Annex B for details of the evening. Pubs have been encouraged to book in live music for Thursday night, which will be signposted via posters on the Square, and at 9:35pm, customers from pubs have been encouraged to come onto the Square. On Sunday 5th June, the event will commence at 12:00pm and conclude at 6:00pm. Officers are in the process of encouraging local businesses to participate, looking to fill the Square as much as possible. A stage including lighting and a PA system has been procured at no cost.

Street Parties

Penrose Court Care Home (Kings Reach estate) have organised an open community gathering on Friday 3rd June in their garden with performance from a DJ. Officers have had interest by residents in closing Railway View and Sanger Avenue (Kings Reach) – both private residential roads. Officers are supporting town residents and community groups with their road closure applications and suggest that up to four suitable streets for the town apply for street closure licenses along with risk assessments. The street parties would further foster a community celebration and help build a national sense of pride in the PJ following the 2-year pandemic by promoting wellbeing.

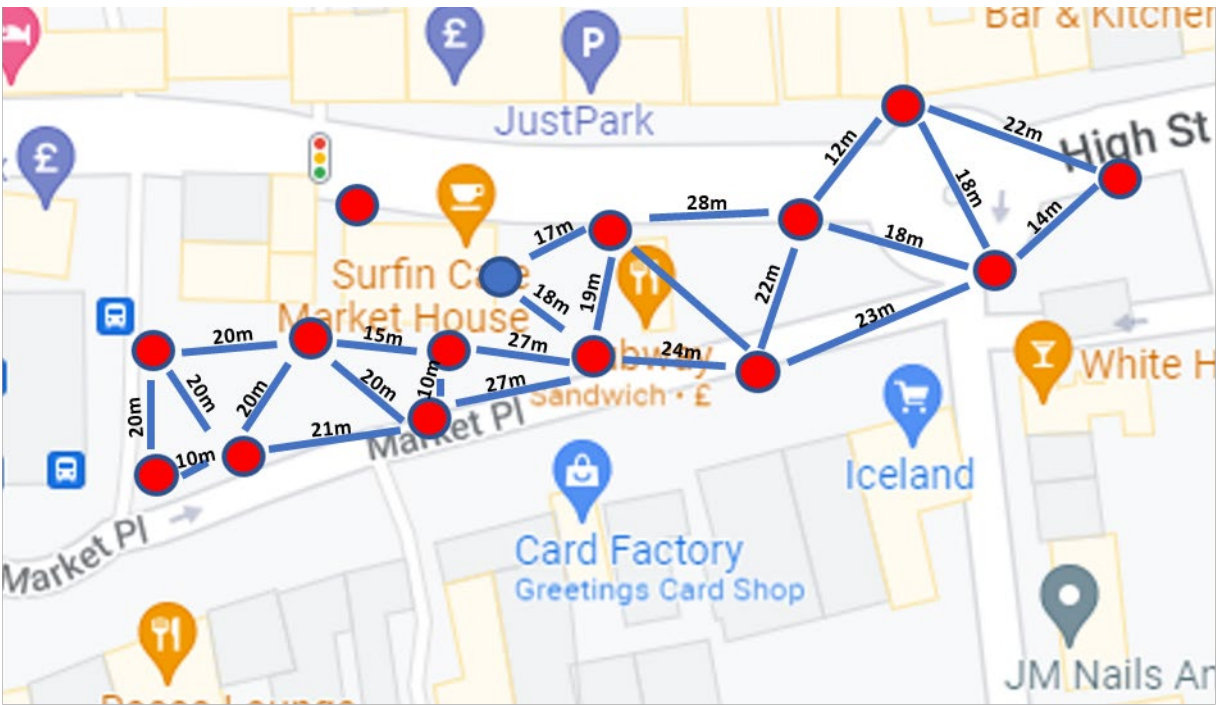
Karim Hosseini

Head of Governance & Strategic Partnerships

Isaac Lord

Place Shaping Manager

Annex A
Diagram of bunting placement with distances



- Wall fixing
 - Lamppost
- No slack – 445m
A1 trophies quote – 804m (£1,300)

Annex B

Schedule of order for Jubilee events

Thursday 2nd June Opening Ceremony:

- 19:45 – Formal start with presenter introducing the live acoustic act
 - Drink stalls – Stratton House and Drink
 - Food stalls – Stratton House, Indian Monsoon (TBC)
 - Biggleswade History Society in a gazebo presenting Jubilee images projection
 - Stage, PA and lighting being quoted
- 20:30 – Break to be filled by background music
- 20:45 – Acoustic act's (TBC) second set
- 21:30 – 'Diu Regnare' (pipers TBC)
- 21:35 – Speech from the Mayor
- 21:40 – 'Majesty' (buglers and cornet players TBC)
- 21:45 – Lighting of the beacon (simultaneous with Choir song)
 - Market Square pubs to have live music all evening but stopped for the beacon with all 'shutting shop' temporarily to attend
- 21:45 – Song TBC (by Choir TBC)
- 21:50 – National Anthem (sung by TBC)
- 21:55 – Close market traders etc pack up
- 23.00 – Extinguish beacon.

Sunday 5th June Closing Ceremony

- 12:00 – Start
 - Local traders & businesses cream teas TBC
 - Drink stalls – Stratton House, Drink (TBC)
 - Food stalls – Stratton House, Dee Dees, Rosso Lounge
 - Other stalls – Sweet Alley
 - Stage, PA and lighting procured for free from London Road Studios
 - Six sets of acoustic acts TBC
 - Biggleswade History Society in a gazebo presenting Jubilee images projection
- 17:55 – National Anthem
- 18:00 – Extinguish beacon

To: Augusta Grey
Subject: RE: Biggleswade STC engagement update

Following Katja's email, I'm pleased to give you the following update on the Biggleswade Sustainable Transport Corridor engagement.

Online engagement

So far we've had approximately 170 responses online, including 143 answers to the survey and 35 comments.

To give you a snapshot, I include the responses so far to a few questions from the survey.

To what extent do you agree that active and sustainable modes of transport should be pr Biggleswade?

All posts

Strongly disagree	11% (15 posts)
Disagree	4% (6 posts)
Not sure	10% (14 posts)
Agree	28% (39 posts)
Strongly agree	48% (67 posts)

What improvements, if any, do you think Biggleswade needs in order to promote active a

All posts

Less cars	21% (29 posts)
Improved lighting	38% (52 posts)
Improved signage	13% (18 posts)
More cycle parking	30% (42 posts)
Cycle routes	50% (69 posts)
Safer, more direct and attractive walking routes	65% (90 posts)
Safer, more direct and attractive cycle routes/lanes	64% (88 posts)
More and better bus routes	30% (42 posts)
More frequent and reliable bus services	43% (59 posts)
More attractive green and public spaces to travel through	44% (61 posts)
More access to electric modes of travel such as bikes, scooters and buses	14% (19 posts)
Other (please specify)	15% (21 posts)

Respondents so far have indicated a preference for Corridor Option 1:

Which corridor option do you think would be most helpful for you when travelling to and f

All posts

Option 1	40% (52 posts)
Option 2	19% (25 posts)
Option 3	18% (23 posts)
Option 4	22% (29 posts)

The age range of respondents who chose to disclose their age bracket is as follows, so a fairly even spread from 25 to 65+:

Age range

All posts

18-24	0% (0 posts)
25-34	15% (20 posts)
35-44	24% (32 posts)
45-54	21% (29 posts)
55-64	20% (27 posts)
65 and over	20% (27 posts)

The survey and interactive mapping feature will be live until the end of this week so results will be updated at the close of the survey but this reflects the responses as of today. They will also include responses from people who attended the in-person engagement last weekend as people who chatted to members of the team were encouraged to also submit responses online.

In-person workshops and drop-in session

Friday:

Summary of attendees: Mix of attendees with different priorities including: community safety, green wheel and sustainability, schools and cycling. Most were residents of Biggleswade and many had been living there from many years, with ex-members of the council, local community figures and keen walkers and cyclists present.

Summary of some key points:

- School traffic is a key source of local congestion and traffic in Biggleswade
- STC concept:
 - The concept is agreeable but there is work needed to change people's mindsets on travel and need to see detailed design as the routes are constrained by issues such as widths and school sites;
 - Option 4 seems indirect, for walking and cycling needs to be 'shortest and quickest' direct routes are key;
 - STC needs to be future proof;
 - Want to see landscaping, places to sit, organise and ensure maintenance of landscape, sustainable public art;
 - **Priority to provide safe routes, well-lit and overlooked;**
 - **Segregated walking and cycling routes a priority;**
- Local roads:
 - London Road has serious issues with speeding and no infrastructure for safe cycling with children;
 - Hitchmead Road - the existing verge is a wildlife corridor with hedgehogs and other wildlife;
 - Kings reach = poor pedestrian infrastructure;
- Buses:
 - Decent and reliable bus service needed (every 15mins);
 - Bus destinations needs to form triangle between: Biggleswade East, Retail Park and High Street;

Saturday:

Summary: Members of the team were located in the Orchard Centre, in the public square and open space in Kings Reach and on the High Street throughout the afternoon. The Orchard Centre had information boards and survey questions, in the High Street there was a pop-up banner and a consistent flow of people talking to the 2-3 members of the team, and in Kings Reach local residents and passers-by talked to other members of the team.

Some of the common points raised:

- Most are supportive of the idea and would use a STC if there was one;
- Many already walk but distances are considerable from east of Biggleswade and challenging for some - they need reliable and frequent public transport that runs later into the evening and on Sundays if they're not going to travel by car;
- Would want to know more about movement to other areas in the town;
- Want to extend it to surrounding villages;
- Biggleswade needs better bus service - people in Kings Reach repeatedly said they couldn't rely on buses to get them to the town centre;
- People do want to walk/cycle into Town Centre but don't currently find it easy so usually take easiest/most convenient mode = car;
- Concern about driverless buses (this is also confirmed in the online survey)

There were of course many more comments noted down by the team but hopefully this provides a short summary as per your requirements for now, and there is clearly strong support in the community for the promoting sustainable transport. Please let me know if you have any questions or would like further information.

Kind regards,

Augusta

Augusta Grey

Urban Designer

For Tibbalds Planning and Urban Design Ltd

Direct dial: 020 7089 2127

Tel: 020 7089 2121

Address: 19 Maltings Place, 169 Tower Bridge Road, London, SE1 3JB

Web: <https://link.edgепilot.com/s/5571e8f2/6rNCxtZqQk21QCtKj1bk5g?u=http://www.tibbalds.co.uk/>

Twitter: @Tibbalds

Instagram: Tibbalds

Appointed to the Homes England Multidisciplinary Panel tibbaldscampbellreithjv.com

If you would like to keep up to date with our work and current news please sign up here

New London Awards 2019, Winner - Housing category - Marklake Court, Southwark

RIBA National Award and London Award 2019, Winner - Brentford Lock West, Keelson Gardens, Hounslow

Urban Design Awards 2019, Finalist - Land at Manydown, Basingstoke

RTPI Awards for Planning Excellence 2018, Commended – Excellence in Planning for Homes – Bourne

Estate Regeneration, Camden

Urban Design Awards 2018, Finalist - Northstowe Design Code

IMCL Honor Award 2018, Winner - VeloCity, strategic approach to growth and placemaking along the Oxford to Cambridge corridor

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PUBLIC NOTICE

CENTRAL BEDFORDSHIRE COUNCIL PROPOSES TO INTRODUCE PROHIBITION OF LEFT TURNS ON THE EXIT OF PALACE STREET, BIGGLESWADE

Reason for proposal: The prohibition of left turns on the exit of Palace Street is required due to safety reasons. There will be a section of road where only right turns will be allowed as now turning left would mean turning into oncoming traffic.

Effect of the Order:

To a prohibit vehicles on the following lengths of road in Biggleswade from turning left onto Saffron Road at the following junction:-

1. Palace Street.

Please see attached plan highlighting exactly where this junction is.

Details may also be viewed online at www.centralbedfordshire.gov.uk/publicstatutorynotices

Comments should be sent by e-mail to highways.consultation@centralbedfordshire.gov.uk by 20th April 2022. Any objections must state the grounds on which they are made **and must quote unique reference number BT004**. If you want to send in your comments in writing please send them to the address shown below FAO Nick Shaw.

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

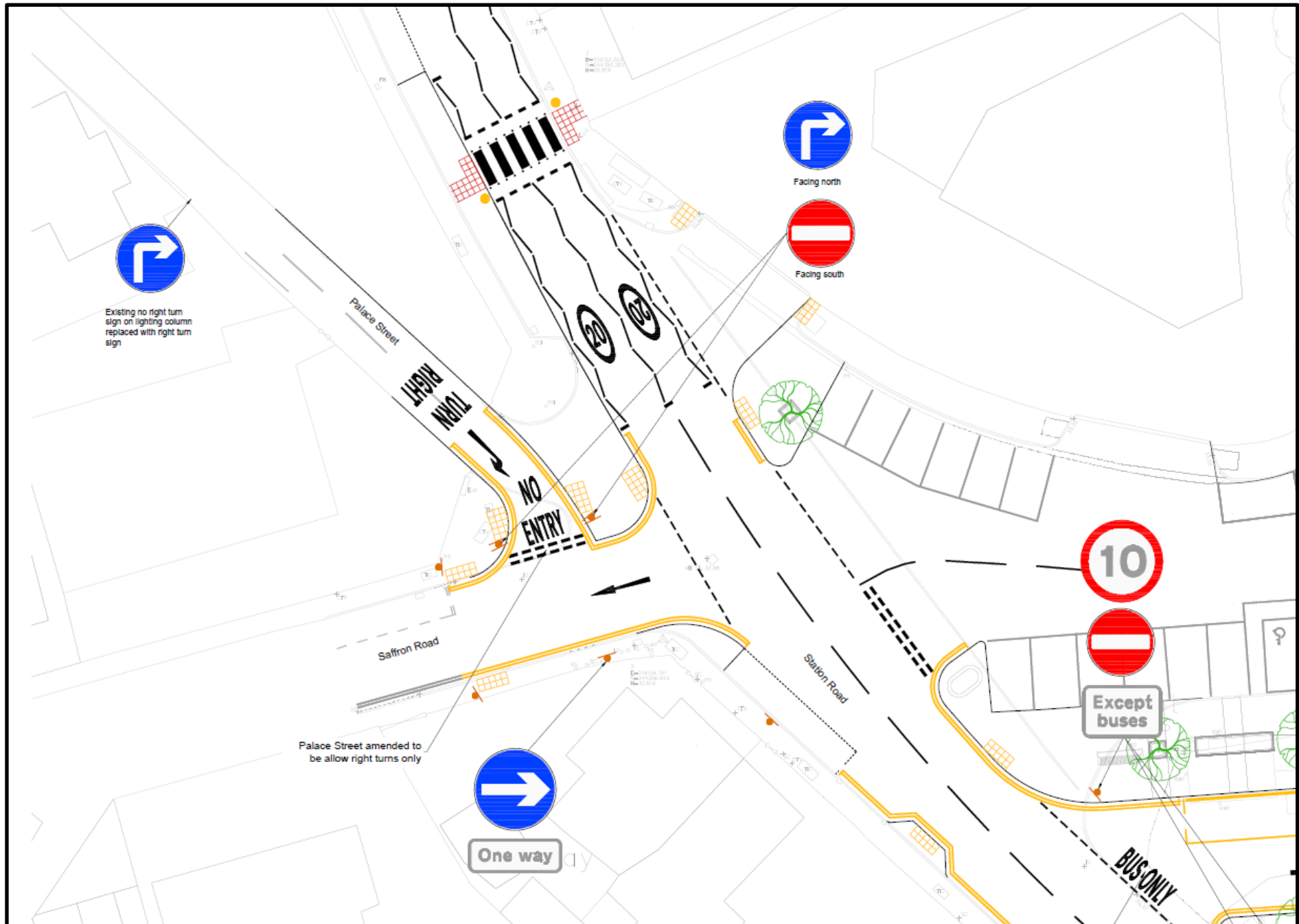
Order Title If made will be "Central Bedfordshire Council (Palace Street, Biggleswade) (Prohibition of Left Turn) Order 202*"

Central Bedfordshire Council
Priory House
Chicksands
Shefford SG17 5TQ

Lorna Carver
Director of Place and
Communities

08 April 2021

Palace Street, Biggleswade – No Left Turn



22/03/2022

Biggleswade Town Council

13:18

Detailed Balance Sheet - Excluding Stock Movement**Month 11 Date 28/02/2022**

Page 1

<u>A/c</u>	<u>Description</u>	<u>Actual</u>		
	<u>Fixed Assets</u>	Asset Value	Depreciation	Net Value
1	OP'L F/H LAND & BUILDINGS	1,813,044	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	188		
102	DEBTORS - PITCH HIRE	723		
103	DEBTORS - ORCHARD CENTRE	4,385		
105	VAT REFUNDS	10,726		
110	PREPAYMENTS	369		
202	LLOYDS CURRENT BANK A/C	226,164		
204	LLOYDS SALARY A/C	1,726		
210	PETTY CASH	226		
224	PUBLIC SECTOR DEPOSIT	395,000		
	Total Current Assets		646,831	
	<u>Current Liabilities</u>			
501	TRADE CREDITORS	7,797		
505	HALL DEPOSIT	200		
515	PAYE & NI DUE	16,829		
525	ALLOTMENT DEPOSITS	3,830		
530	INC IN ADVANCE - COMMUTED	23,000		
	Total Current Liabilities		51,656	
	Net Current Assets			595,175
	Total Assets less Current Liabilities			2,316,549
	<u>Long Term Liabilities</u>			
401	PWLB LOANS	106,365		
	Total Long Term Liabilities		106,365	
	Total Assets less Total Liabilities			2,210,184
	<u>Represented by :-</u>			
301	CURRENT YEAR FUND	418,205		
310	GENERAL RESERVE	97,682		
349	ROLLING CAPITAL FUND	71,964		
350	CAPITAL FINANCING RESERVE	1,320,152		
451	DEF'D GRANTS APPLIED	608,674		
452	DEF'D GRANTS W/BACK	(306,492)		
	Total Equity			2,210,184

22/03/2022

Biggleswade Town Council

13:17

Summary Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

February 2022

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	27,658	32,767	5,109		5,109	84.4%
109	CAPITAL EXPENDITURE	Income	2,687	28,386	0	(28,386)			0.0%
		Expenditure	92,720	(281,847)	13,435	295,282		295,282	(2097.9%)
	Movement to/(from) Gen Reserve		<u>(90,034)</u>	<u>310,233</u>					
111	CORPORATE MANAGEMENT	Income	1,167,097	1,290,203	1,292,191	1,988			99.8%
		Expenditure	171,390	181,566	122,729	(58,837)		(58,837)	147.9%
	Movement to/(from) Gen Reserve		<u>995,707</u>	<u>1,108,637</u>					
112	DEMOCRATIC REP'N & MGM'T	Income	7,800	3,250	0	(3,250)			0.0%
		Expenditure	257,342	290,658	188,576	(102,082)		(102,082)	154.1%
	Movement to/(from) Gen Reserve		<u>(249,542)</u>	<u>(287,408)</u>					
113	CIVIC ACTIVITIES & EXPENSES	Income	577	157	500	343			31.4%
		Expenditure	1,000	353	3,100	2,747		2,747	11.4%
	Movement to/(from) Gen Reserve		<u>(423)</u>	<u>(196)</u>					
115	ORCHARD COMMUNITY CENTRE	Income	23,422	32,422	33,120	698			97.9%
		Expenditure	87,393	93,110	109,873	16,763		16,763	84.7%
	Movement to/(from) Gen Reserve		<u>(63,971)</u>	<u>(60,687)</u>					
901	CENTRAL SERVICES	Expenditure	355	0	77,668	77,668		77,668	0.0%
	Finance & General Purposes Income		<u>1,202,382</u>	<u>1,354,418</u>	<u>1,327,611</u>	<u>(26,807)</u>			102.0%
		Expenditure	<u>642,450</u>	<u>311,497</u>	<u>549,948</u>	<u>238,451</u>	0	238,451	56.6%
	Movement to/(from) Gen Reserve		<u>559,932</u>	<u>1,042,921</u>					

Public Land & Open Spaces

102	ALLOTMENTS	Income	9,682	9,311	7,200	(2,111)		129.3%
		Expenditure	1,681	1,330	1,715	385	385	77.5%
	Movement to/(from) Gen Reserve		8,001	7,981				
104	BURIAL GROUNDS	Income	24,152	17,640	18,900	1,260		93.3%
		Expenditure	98,461	108,476	104,123	(4,353)	(4,353)	104.2%
	Movement to/(from) Gen Reserve		(74,309)	(90,836)				
210	GENERAL	Expenditure	3,876	2,467	3,000	533	533	82.2%
212	RECREATION GROUNDS	Income	8,888	6,977	5,500	(1,477)		126.9%
		Expenditure	349,409	348,292	359,019	10,727	10,727	97.0%
	Movement to/(from) Gen Reserve		(340,520)	(341,315)				
902	PUBLIC REALM	Expenditure	0	0	62,097	62,097	62,097	0.0%

		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	33,928	31,600	(2,328)			107.4%
Expenditure		453,426	460,564	529,954	69,390	0	69,390	86.9%
Movement to/(from) Gen Reserve		(410,703)	(426,636)					
Town Centre Management								
103 STREET LIGHTS	Expenditure	0	(12,757)	0	12,757		12,757	0.0%
105 CAR PARKS	Income	13,071	30,836	39,800	8,964			77.5%
	Expenditure	99,295	94,152	96,982	2,830		2,830	97.1%
Movement to/(from) Gen Reserve		(86,224)	(63,315)					
106 MARKET	Income	3,803	13,799	16,500	2,701			83.6%
	Expenditure	43,595	50,045	40,793	(9,252)		(9,252)	122.7%
Movement to/(from) Gen Reserve		(39,792)	(36,246)					
107 TOWN CENTRE GENERAL	Income	345	1,028	500	(528)			205.5%
	Expenditure	110,081	97,175	120,254	23,079		23,079	80.8%
Movement to/(from) Gen Reserve		(109,736)	(96,147)					
110 PUBLIC CONVENIENCES	Income	650	0	0	0			0.0%
	Expenditure	22,770	15,129	7,080	(8,049)		(8,049)	213.7%
Movement to/(from) Gen Reserve		(22,120)	(15,129)					
Town Centre Management Income		17,869	45,663	56,800	11,137			80.4%
Expenditure		275,741	243,743	265,109	21,366	0	21,366	91.9%
Movement to/(from) Gen Reserve		(257,873)	(198,080)					
Grand Totals:- Income		1,262,974	1,434,009	1,416,011	(17,998)			101.3%
Expenditure		1,371,617	1,015,805	1,345,011	329,206	0	329,206	75.5%
Net Income over Expenditure		(108,644)	418,205	71,000	(347,205)			
Movement to/(from) Gen Reserve		(108,644)	418,205					

22/03/2022

Biggleswade Town Council

13:17

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

February 2022

Page 1

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Finance & General Purposes</u>								
<u>101 B'SWADE MAGISTRATES COURT</u>								
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	155	300	145		145	51.7%	
4008 STAFF TRAINING	270	0	0	0		0	0.0%	
4011 RATES	14,220	13,335	12,740	(595)		(595)	104.7%	
4012 WATER RATES	425	374	500	126		126	74.8%	
4013 RENT	(46,090)	(32,598)	(24,700)	7,898		7,898	132.0%	
4014 ELECTRICITY	2,384	3,160	3,000	(160)		(160)	105.3%	
4015 GAS	3,992	4,215	2,000	(2,215)		(2,215)	210.8%	
4016 CLEANING COSTS	11,766	4,232	360	(3,872)		(3,872)	1175.4%	
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%	
4027 PHOTOCOPIER	0	654	0	(654)		(654)	0.0%	
4029 OFFICE REFURBISHMENT	154	0	0	0		0	0.0%	
4036 PROPERTY MAINTENANCE	678	347	4,000	3,654		3,654	8.7%	
4038 MAINTENANCE CONTRACT	0	300	0	(300)		(300)	0.0%	
4042 EQUIPT MAINT/REPAIR	649	1,300	500	(800)		(800)	260.0%	
4081 Licences	0	159	0	(159)		(159)	0.0%	
4104 REFUSE COLLECTION	1,187	985	1,000	15		15	98.5%	
4110 FIRE PRECAUTIONS	704	1,214	600	(614)		(614)	202.4%	
4128 EQUIPMENT	403	0	0	0		0	0.0%	
4134 SECURITY/CCTV	7,789	2,169	1,500	(669)		(669)	144.6%	
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				
<u>108 GRANTS (INCL S137)</u>								
4261 GRANTS UNDER OTHER POWERS	19,950	15,658	20,767	5,109		5,109	75.4%	
4264 Community Agent Grant	11,500	12,000	12,000	0		0	100.0%	
GRANTS (INCL S137) :- Indirect Expenditure	31,450	27,658	32,767	5,109	0	5,109	84.4%	0
Net Expenditure	(31,450)	(27,658)	(32,767)	(5,109)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
109 CAPITAL EXPENDITURE								
1074 INC-DONATIONS	1,020	0	0	0			0.0%	
1079 INC-M.B.D.C GRANTS	0	19,946	0	(19,946)			0.0%	
1175 INC-SALES OF FIXED ASSETS	1,667	8,440	0	(8,440)			0.0%	
CAPITAL EXPENDITURE :- Income	2,687	28,386	0	(28,386)				0
4053 LOAN INTEREST	5,383	2,501	4,752	2,251		2,251	52.6%	
4253 LEASE INTEREST REPAID	401	268	268	0		0	99.8%	
4801 CP - New Vehicles\Equipment	0	36,286	3,000	(33,286)		(33,286)	1209.5%	
4802 CP - New Computer Installation	(1)	4,785	0	(4,785)		(4,785)	0.0%	
4803 CP - Boiler Magistrates Court	0	0	15,335	15,335		15,335	0.0%	
4806 CP - Office Furn/Equipment	0	2,442	0	(2,442)		(2,442)	0.0%	
4843 CP - Street Furniture	0	26,506	0	(26,506)		(26,506)	0.0%	
4847 CP - Drove Road	0	0	70,000	70,000		70,000	0.0%	
4851 CP - Emergency Support Plan De	0	0	6,000	6,000		6,000	0.0%	
4866 CP - Public Realm	0	13,728	0	(13,728)		(13,728)	0.0%	
4867 CP - Eldon Way L/Hold Improvem	0	12,630	0	(12,630)		(12,630)	0.0%	
4900 ROLLING CAPITAL FUND ALLOC'N	71,500	0	0	0		0	0.0%	
4980 LOAN REPAYMENT	9,453	4,858	5,107	249		249	95.1%	
4981 TFR TO CFR NEW ASSETS	15,830	0	0	0		0	0.0%	
4982 LEASE CAPITAL REPAID	4,963	3,308	3,308	(0)		(0)	100.0%	
4990 ASSET FUNDING FROM RCP	(14,810)	(67,995)	(94,335)	(26,340)		(26,340)	72.1%	
4992 TRANSFER FROM E/MARKED RESERVE	0	(7,000)	0	7,000		7,000	0.0%	
4993 TFR TO CAP REC RSV	0	8,440	0	(8,440)		(8,440)	0.0%	
4994 TRANSFER FROM CAP REC RSV	0	(8,440)	0	8,440		8,440	0.0%	
4995 ADDN TFR FROM ROLLING CAPITAL	0	(314,164)	0	314,164		314,164	0.0%	
CAPITAL EXPENDITURE :- Indirect Expenditure	92,720	(281,847)	13,435	295,282	0	295,282	(2097.9)	0
Net Income over Expenditure	(90,034)	310,233	(13,435)	(323,668)				
111 CORPORATE MANAGEMENT								
1076 PRECEPT RECEIVED	1,166,677	1,289,691	1,289,691	0			100.0%	
1096 INTEREST RECEIVED	420	512	2,500	1,988			20.5%	
CORPORATE MANAGEMENT :- Income	1,167,097	1,290,203	1,292,191	1,988			99.8%	0
4057 AUDIT FEES	3,375	460	3,720	3,260		3,260	12.4%	
4080 BAD DEBTS WRITTEN OFF	3,992	(40)	0	40		40	0.0%	
4901 C.S. SALARY RECHARGE	65,173	103,965	63,456	(40,509)		(40,509)	163.8%	
4911 C.S. O'HEAD RECHARGE	98,850	77,181	55,553	(21,628)		(21,628)	138.9%	
CORPORATE MANAGEMENT :- Indirect Expenditure	171,390	181,566	122,729	(58,837)	0	(58,837)	147.9%	0
Net Income over Expenditure	995,707	1,108,637	1,169,462	60,825				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
112 DEMOCRATIC REP'N & MGM'T								
1078 INC-MISC GRANTS	7,800	3,250	0	(3,250)			0.0%	
DEMOCRATIC REP'N & MGM'T :- Income	7,800	3,250	0	(3,250)				0
4024 SUBSCRIPTIONS	2,992	2,565	3,200	635		635	80.2%	
4026 COMPUTER	0	0	1,500	1,500		1,500	0.0%	
4058 PROFESSIONAL FEES	0	97	0	(97)		(97)	0.0%	
4082 NEIGHBOURHOOD PLAN	24,167	43,719	20,000	(23,719)		(23,719)	218.6%	
4085 COUNCIL WEBSITE	0	2,750	1,200	(1,550)		(1,550)	229.2%	
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	138,620	84,608	(54,012)		(54,012)	163.8%	
4911 C.S. O'HEAD RECHARGE	131,800	102,908	74,068	(28,840)		(28,840)	138.9%	
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	290,658	188,576	(102,082)	0	(102,082)	154.1%	0
Net Income over Expenditure	(249,542)	(287,408)	(188,576)	98,832				
113 CIVIC ACTIVITIES & EXPENSES								
1091 INC-MISCELLANEOUS	577	0	500	500			0.0%	
1300 INC-MAYORS CHARITY	0	157	0	(157)			0.0%	
CIVIC ACTIVITIES & EXPENSES :- Income	577	157	500	343			31.4%	0
4008 STAFF TRAINING	0	0	500	500		500	0.0%	
4041 EQUIPMENT HIRE	0	62	0	(62)		(62)	0.0%	
4112 TOWN MAYOR'S ALLOW.	0	81	1,000	919		919	8.1%	
4125 Misc Costs	0	92	0	(92)		(92)	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%	
4302 MAYORS CHARITY PRIOR YEAR	0	18	0	(18)		(18)	0.0%	
4990 ASSET FUNDING FROM RCP	0	(2,765)	0	2,765		2,765	0.0%	
4991 TRANSFER TO E/MARKED RESERVE	1,000	0	0	0		0	0.0%	
CIVIC ACTIVITIES & EXPENSES :- Indirect Expenditure	1,000	353	3,100	2,747	0	2,747	11.4%	0
Net Income over Expenditure	(423)	(196)	(2,600)	(2,404)				
115 ORCHARD COMMUNITY CENTRE								
1077 INC-S106 GRANTS	800	0	0	0			0.0%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1078 INC-MISC GRANTS	18,000	0	18,000	18,000			0.0%	
1081 INC-RENT	346	446	0	(446)			0.0%	
1082 INC-LETTINGS	4,276	31,847	15,000	(16,847)			212.3%	
1091 INC-MISCELLANEOUS	0	100	0	(100)			0.0%	
1109 INC-COFFEE MACHINE	0	0	120	120			0.0%	
1115 INC-REFRESHMENTS	0	30	0	(30)			0.0%	
ORCHARD COMMUNITY CENTRE :- Income	23,422	32,422	33,120	698			97.9%	0
4001 STAFF SALARIES	54,292	57,627	65,137	7,510		7,510	88.5%	
4002 EMPLOYERS N.I	4,962	4,746	5,351	605		605	88.7%	
4003 EMPLOYERS SUPERANN.	13,099	14,862	16,805	1,943		1,943	88.4%	
4007 HEALTH & SAFETY	966	358	500	142		142	71.6%	
4009 STAFF TRAVEL	129	273	300	27		27	91.0%	
4011 RATES	0	0	5,500	5,500		5,500	0.0%	
4012 WATER RATES	341	97	900	803		803	10.8%	
4014 ELECTRICITY	4,623	4,787	4,800	13		13	99.7%	
4015 GAS	1,062	2,702	2,000	(702)		(702)	135.1%	
4016 CLEANING COSTS	1,440	2,243	240	(2,003)		(2,003)	934.8%	
4020 MISC. ESTABLISH.COST	226	22	500	478		478	4.5%	
4021 TELEPHONE & FAX	0	0	1,200	1,200		1,200	0.0%	
4023 STATIONERY	0	59	0	(59)		(59)	0.0%	
4026 COMPUTER	1,516	180	2,940	2,761		2,761	6.1%	
4032 PUBLICITY	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTENANCE	241	945	1,000	55		55	94.5%	
4038 MAINTENANCE CONTRACT	1,121	1,101	1,500	399		399	73.4%	
4042 EQUIPT MAINT/REPAIR	505	1,916	200	(1,716)		(1,716)	958.2%	
4047 MATERIALS/TOOLS	0	8	0	(8)		(8)	0.0%	
4060 OFFICE EQUIPMENT	0	800	0	(800)		(800)	0.0%	
4080 BAD DEBTS WRITTEN OFF	2,327	0	0	0		0	0.0%	
4081 Licences	315	232	300	68		68	77.3%	
4104 REFUSE COLLECTION	0	80	0	(80)		(80)	0.0%	
4110 FIRE PRECAUTIONS	41	175	0	(175)		(175)	0.0%	
4125 Misc Costs	0	(474)	0	474		474	0.0%	
4128 EQUIPMENT	1,200	370	200	(170)		(170)	185.0%	
4790 DEFERRED GRANTS RELEASED	(12,430)	0	0	0		0	0.0%	
4999 DEPRECIATION CHARGED	11,417	0	0	0		0	0.0%	
ORCHARD COMMUNITY CENTRE :- Indirect Expenditure	87,393	93,110	109,873	16,763	0	16,763	84.7%	0
Net Income over Expenditure	(63,971)	(60,687)	(76,753)	(16,066)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
901 CENTRAL SERVICES								
4001 STAFF SALARIES	174,241	273,674	260,444	(13,230)		(13,230)	105.1%	
4002 EMPLOYERS N.I	15,552	28,132	25,027	(3,105)		(3,105)	112.4%	
4003 EMPLOYERS SUPERANN.	27,449	44,743	48,884	4,141		4,141	91.5%	
4005 AGENCY STAFF	135,350	53,823	11,708	(42,115)		(42,115)	459.7%	
4007 HEALTH & SAFETY	638	107	2,500	2,393		2,393	4.3%	
4008 STAFF TRAINING	1,607	1,234	2,000	766		766	61.7%	
4009 STAFF TRAVEL	1,134	1,562	3,000	1,438		1,438	52.1%	
4010 MISC. STAFF COSTS	834	330	1,000	670		670	33.0%	
4013 RENT	46,090	32,598	24,700	(7,898)		(7,898)	132.0%	
4016 CLEANING COSTS	0	539	0	(539)		(539)	0.0%	
4020 MISC. ESTABLISH.COST	0	187	250	63		63	74.8%	
4021 TELEPHONE & FAX	9,108	11,216	7,600	(3,616)		(3,616)	147.6%	
4022 POSTAGE	1,044	1,403	800	(603)		(603)	175.3%	
4023 STATIONERY	2,051	3,603	1,800	(1,803)		(1,803)	200.2%	
4025 INSURANCE	19,545	18,510	21,000	2,490		2,490	88.1%	
4026 COMPUTER	48,743	46,841	36,000	(10,841)		(10,841)	130.1%	
4027 PHOTOCOPIER	2,505	3,927	3,000	(927)		(927)	130.9%	
4030 ADVERTISING, RECRUITMENT	8,668	25,648	0	(25,648)		(25,648)	0.0%	
4031 ADVERTISING	0	3,827	400	(3,427)		(3,427)	956.8%	
4032 PUBLICITY	2,527	258	2,500	2,242		2,242	10.3%	
4041 EQUIPMENT HIRE	355	0	0	0		0	0.0%	
4047 MATERIALS/TOOLS	0	71	0	(71)		(71)	0.0%	
4051 BANK CHARGES	1,020	1,735	1,200	(535)		(535)	144.5%	
4056 LEGAL EXPENSES	7,102	4,211	1,000	(3,211)		(3,211)	421.1%	
4058 PROFESSIONAL FEES	17,067	19,267	2,000	(17,267)		(17,267)	963.3%	
4059 CONSULTANCY	0	6,930	0	(6,930)		(6,930)	0.0%	
4060 OFFICE EQUIPMENT	737	1,864	500	(1,364)		(1,364)	372.8%	
4073 PAYROLL BUREAU FEES	2,911	(220)	2,000	2,220		2,220	(11.0%)	
4074 ACCOUNTANCY FEES	15,193	15,731	15,000	(731)		(731)	104.9%	
4103 PROTECTIVE CLOTHING	0	146	0	(146)		(146)	0.0%	
4125 Misc Costs	52	0	50	50		50	0.0%	
4127 SIGNS	0	514	0	(514)		(514)	0.0%	
4128 EQUIPMENT	0	50	0	(50)		(50)	0.0%	
4140 CHRISTMAS ACTIVITIES	0	1,358	0	(1,358)		(1,358)	0.0%	
4901 C.S. SALARY RECHARGE	(217,242)	(346,549)	(211,520)	135,029		135,029	163.8%	
4911 C.S. O'HEAD RECHARGE	(329,501)	(257,269)	(185,175)	72,094		72,094	138.9%	
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	1,354,418	1,327,611	(26,807)			102.0%	
Expenditure	642,450	311,497	549,948	238,451	0	238,451	56.6%	
Movement to/(from) Gen Reserve	559,932	1,042,921						

Public Land & Open Spaces102 ALLOTMENTS

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1087 INC-ALLOTMENTS	9,682	9,311	7,200	(2,111)			129.3%	
ALLOTMENTS :- Income	9,682	9,311	7,200	(2,111)			129.3%	0
4013 RENT	581	349	465	116		116	75.0%	
4037 GROUNDS MAINTENANCE	73	0	500	500		500	0.0%	
4047 MATERIALS/TOOLS	0	23	0	(23)		(23)	0.0%	
4067 PEST CONTROL	860	745	750	5		5	99.3%	
4104 REFUSE COLLECTION	0	162	0	(162)		(162)	0.0%	
4128 EQUIPMENT	0	51	0	(51)		(51)	0.0%	
4999 DEPRECIATION CHARGED	167	0	0	0		0	0.0%	
ALLOTMENTS :- Indirect Expenditure	1,681	1,330	1,715	385	0	385	77.5%	0
Net Income over Expenditure	8,001	7,981	5,485	(2,496)				

104 BURIAL GROUNDS

1084 INC-BURIAL FEES	24,152	17,640	18,000	360			98.0%	
1097 INC-MEMORIALS	0	0	900	900			0.0%	
BURIAL GROUNDS :- Income	24,152	17,640	18,900	1,260			93.3%	0
4011 RATES	4,786	4,414	4,800	386		386	92.0%	
4012 WATER RATES	111	106	150	44		44	70.4%	
4014 ELECTRICITY	106	(143)	150	293		293	(95.3%)	
4036 PROPERTY MAINTENANCE	730	7,503	2,000	(5,503)		(5,503)	375.1%	
4037 GROUNDS MAINTENANCE	0	200	0	(200)		(200)	0.0%	
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	20,793	12,691	(8,102)		(8,102)	163.8%	
4902 W.S. SALARY RECHARGE	46,183	48,575	59,441	10,866		10,866	81.7%	
4911 C.S. O'HEAD RECHARGE	19,770	15,436	11,111	(4,325)		(4,325)	138.9%	
4912 W.S. O'HEAD RECHARGE	11,033	11,592	12,280	688		688	94.4%	
4999 DEPRECIATION CHARGED	2,250	0	0	0		0	0.0%	
BURIAL GROUNDS :- Indirect Expenditure	98,461	108,476	104,123	(4,353)	0	(4,353)	104.2%	0
Net Income over Expenditure	(74,309)	(90,836)	(85,223)	5,613				

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	6,223	3,500	(2,723)			177.8%	
1082 INC-LETTINGS	0	249	0	(249)			0.0%	
1083 INC-PITCH HIRE	261	465	2,000	1,535			23.2%	
1091 INC-MISCELLANEOUS	3,308	40	0	(40)			0.0%	
RECREATION GROUNDS :- Income	8,888	6,977	5,500	(1,477)			126.9%	0
4011 RATES	4,527	4,163	3,775	(388)		(388)	110.3%	
4012 WATER RATES	9,480	7,706	11,000	3,294		3,294	70.1%	
4013 RENT	0	0	1	1		1	0.0%	
4014 ELECTRICITY	2,794	5,051	6,000	949		949	84.2%	
4037 GROUNDS MAINTENANCE	470	5,637	2,500	(3,137)		(3,137)	225.5%	
4038 MAINTENANCE CONTRACT	7,430	6,824	6,900	76		76	98.9%	
4039 PLAY. EQUIP. MAINT.	0	941	3,000	2,059		2,059	31.4%	
4041 EQUIPMENT HIRE	0	88	0	(88)		(88)	0.0%	
4043 FENCING & GATES	0	0	1,000	1,000		1,000	0.0%	
4044 TREES & PLANTS	1,110	576	2,500	1,924		1,924	23.0%	
4067 PEST CONTROL	400	400	900	500		500	44.4%	
4080 BAD DEBTS WRITTEN OFF	1,237	0	0	0		0	0.0%	
4100 FERT./SEEDS/WEEDKILL	41	33	200	168		168	16.3%	
4104 REFUSE COLLECTION	4,680	6,581	4,000	(2,581)		(2,581)	164.5%	
4110 FIRE PRECAUTIONS	476	1,225	750	(475)		(475)	163.4%	
4114 LITTER BINS	0	270	2,000	1,730		1,730	13.5%	
4128 EQUIPMENT	0	462	0	(462)		(462)	0.0%	
4134 SECURITY/CCTV	0	1,141	0	(1,141)		(1,141)	0.0%	
4790 DEFERRED GRANTS RELEASED	(11,187)	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	34,759	55,448	33,843	(21,605)		(21,605)	163.8%	
4902 W.S. SALARY RECHARGE	161,641	170,012	208,042	38,030		38,030	81.7%	
4911 C.S. O'HEAD RECHARGE	52,720	41,163	29,628	(11,535)		(11,535)	138.9%	
4912 W.S. O'HEAD RECHARGE	38,617	40,571	42,980	2,409		2,409	94.4%	
4999 DEPRECIATION CHARGED	40,215	0	0	0		0	0.0%	
RECREATION GROUNDS :- Indirect Expenditure	349,409	348,292	359,019	10,727	0	10,727	97.0%	0
Net Income over Expenditure	(340,520)	(341,315)	(353,519)	(12,204)				
<u>902 PUBLIC REALM</u>								
4001 STAFF SALARIES	180,216	193,911	239,146	45,235		45,235	81.1%	
4002 EMPLOYERS N.I	15,345	15,852	21,006	5,154		5,154	75.5%	
4003 EMPLOYERS SUPERANN.	35,354	33,112	61,701	28,589		28,589	53.7%	
4007 HEALTH & SAFETY	822	588	500	(88)		(88)	117.6%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4008 STAFF TRAINING	132	806	2,500	1,694		1,694	32.2%	
4009 STAFF TRAVEL	46	940	300	(640)		(640)	313.4%	
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)	2,055	7,596	5,541		5,541	27.0%	
4023 STATIONERY	0	123	0	(123)		(123)	0.0%	
4025 INSURANCE	0	9,314	0	(9,314)		(9,314)	0.0%	
4026 COMPUTER	0	1,662	0	(1,662)		(1,662)	0.0%	
4030 ADVERTISING, RECRUITMENT	0	951	0	(951)		(951)	0.0%	
4036 PROPERTY MAINTENANCE	0	75	5,200	5,125		5,125	1.4%	
4041 EQUIPMENT HIRE	183	422	400	(22)		(22)	105.5%	
4042 EQUIPT MAINT/REPAIR	5,435	959	4,500	3,541		3,541	21.3%	
4044 TREES & PLANTS	0	1,231	0	(1,231)		(1,231)	0.0%	
4046 VEHICLE LEASING	9,698	10,572	11,000	428		428	96.1%	
4047 MATERIALS/TOOLS	9,566	7,207	12,000	4,793		4,793	60.1%	
4048 VEHICLE MAINT/REPAIR	4,303	6,994	10,000	3,006		3,006	69.9%	
4049 VEHICLE FUEL	5,808	6,328	8,000	1,672		1,672	79.1%	
4050 VEHICLE TAX	675	906	675	(231)		(231)	134.3%	
4060 OFFICE EQUIPMENT	29	0	0	0		0	0.0%	
4068 NEW MACHINERY	0	112	0	(112)		(112)	0.0%	
4100 FERT./SEEDS/WEEDKILL	0	1,061	0	(1,061)		(1,061)	0.0%	
4103 PROTECTIVE CLOTHING	3,036	2,462	2,500	38		38	98.5%	
4110 FIRE PRECAUTIONS	0	353	0	(353)		(353)	0.0%	
4119 SKIP HIRE	2,048	653	3,000	2,347		2,347	21.8%	
4127 SIGNS	0	780	0	(780)		(780)	0.0%	
4128 EQUIPMENT	490	1,227	500	(727)		(727)	245.4%	
4134 SECURITY/CCTV	0	178	0	(178)		(178)	0.0%	
4790 DEFERRED GRANTS RELEASED	(2,536)	0	0	0		0	0.0%	
4902 W.S. SALARY RECHARGE	(230,916)	(242,874)	(297,203)	(54,329)		(54,329)	81.7%	
4912 W.S. O'HEAD RECHARGE	(55,166)	(57,959)	(61,400)	(3,441)		(3,441)	94.4%	
4999 DEPRECIATION CHARGED	18,975	0	0	0		0	0.0%	
PUBLIC REALM :- 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	33,928	31,600	(2,328)			107.4%	
Expenditure	453,426	460,564	529,954	69,390	0	69,390	86.9%	
Movement to/(from) Gen Reserve	(410,703)	(426,636)						

Town Centre Management

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
103 STREET LIGHTS								
4014 ELECTRICITY	0	(12,757)	0	12,757		12,757	0.0%	
STREET LIGHTS :- Indirect Expenditure	0	(12,757)	0	12,757	0	12,757		0
Net Expenditure	0	12,757	0	(12,757)				
105 CAR PARKS								
1088 INC-CAR PARKING FEES	7,316	19,086	22,000	2,914			86.8%	
1089 INC - PARKING PERMITS WORK	2,475	6,377	11,500	5,123			55.5%	
1189 INC-PARKING PERMITS RES	3,280	5,374	6,300	926			85.3%	
CAR PARKS :- Income	13,071	30,836	39,800	8,964			77.5%	0
4008 STAFF TRAINING	0	300	0	(300)		(300)	0.0%	
4011 RATES	26,318	23,946	26,600	2,654		2,654	90.0%	
4023 STATIONERY	0	215	0	(215)		(215)	0.0%	
4038 MAINTENANCE CONTRACT	7,583	11,236	7,500	(3,736)		(3,736)	149.8%	
4047 MATERIALS/TOOLS	810	1,166	2,000	834		834	58.3%	
4056 LEGAL EXPENSES	495	2,022	1,000	(1,022)		(1,022)	202.2%	
4058 PROFESSIONAL FEES	0	4,041	0	(4,041)		(4,041)	0.0%	
4067 PEST CONTROL	0	50	0	(50)		(50)	0.0%	
4092 Card Processing Fees	423	1,076	1,000	(76)		(76)	107.6%	
4108 SURFACE REPAIRS	0	0	3,000	3,000		3,000	0.0%	
4126 CAR PARK LEASE	32,345	26,000	32,001	6,001		6,001	81.2%	
4790 DEFERRED GRANTS RELEASED	(742)	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	3,259	5,198	3,173	(2,025)		(2,025)	163.8%	
4902 W.S. SALARY RECHARGE	11,546	12,144	14,860	2,716		2,716	81.7%	
4911 C.S. O'HEAD RECHARGE	4,943	3,859	2,778	(1,081)		(1,081)	138.9%	
4912 W.S. O'HEAD RECHARGE	2,758	2,898	3,070	172		172	94.4%	
4999 DEPRECIATION CHARGED	9,559	0	0	0		0	0.0%	
CAR PARKS :- Indirect Expenditure	99,295	94,152	96,982	2,830	0	2,830	97.1%	0
Net Income over Expenditure	(86,224)	(63,315)	(57,182)	6,133				
106 MARKET								
1082 INC-LETTINGS	0	197	0	(197)			0.0%	
1083 INC-PITCH HIRE	0	367	0	(367)			0.0%	
1085 INC-TUESDAY MARKET RENTS	697	2,869	1,500	(1,369)			191.3%	
1086 INC-SATURDAY MARKET RENTS	3,106	10,367	15,000	4,633			69.1%	
MARKET :- Income	3,803	13,799	16,500	2,701			83.6%	0
4001 STAFF SALARIES	388	0	0	0		0	0.0%	
4002 EMPLOYERS N.I	152	198	227	29		29	87.1%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4003 EMPLOYERS SUPERANN.	741	2,461	2,691	230		230	91.5%	
4004 MARKET STAFF	6,407	8,696	10,430	1,734		1,734	83.4%	
4006 CLEANING WAGES	0	844	0	(844)		(844)	0.0%	
4007 HEALTH & SAFETY	0	184	0	(184)		(184)	0.0%	
4011 RATES	5,364	4,748	5,260	512		512	90.3%	
4012 WATER RATES	613	0	0	0		0	0.0%	
4014 ELECTRICITY	981	1,538	600	(938)		(938)	256.4%	
4023 STATIONERY	0	32	0	(32)		(32)	0.0%	
4032 PUBLICITY	608	54	1,500	1,446		1,446	3.6%	
4047 MATERIALS/TOOLS	0	918	250	(668)		(668)	367.2%	
4103 PROTECTIVE CLOTHING	0	85	0	(85)		(85)	0.0%	
4127 SIGNS	0	96	0	(96)		(96)	0.0%	
4901 C.S. SALARY RECHARGE	10,862	17,327	10,576	(6,751)		(6,751)	163.8%	
4911 C.S. O'HEAD RECHARGE	16,475	12,863	9,259	(3,604)		(3,604)	138.9%	
4999 DEPRECIATION CHARGED	1,004	0	0	0		0	0.0%	
MARKET :- Indirect Expenditure	43,595	50,045	40,793	(9,252)	0	(9,252)	122.7%	0
Net Income over Expenditure	(39,792)	(36,246)	(24,293)	11,953				
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	1,028	0	(1,028)			0.0%	
TOWN CENTRE GENERAL :- Income	345	1,028	500	(528)			205.5%	0
4001 STAFF SALARIES	26,401	20,893	27,397	6,504		6,504	76.3%	
4002 EMPLOYERS N.I	2,431	2,171	2,568	397		397	84.6%	
4003 EMPLOYERS SUPERANN.	6,344	3,147	7,068	3,921		3,921	44.5%	
4009 STAFF TRAVEL	98	0	0	0		0	0.0%	
4032 PUBLICITY	0	116	0	(116)		(116)	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	1,010	0	(1,010)		(1,010)	0.0%	
4067 PEST CONTROL	0	25	0	(25)		(25)	0.0%	
4104 REFUSE COLLECTION	150	0	0	0		0	0.0%	
4116 WAR MEM & REM SERV	0	687	750	63		63	91.6%	
4117 CLOCK REPAIRS	0	0	350	350		350	0.0%	
4127 SIGNS	0	424	0	(424)		(424)	0.0%	
4138 MARKET SQUARE EVENTS	2,772	3,375	15,000	11,625		11,625	22.5%	
4139 GRASS CUTTING	0	4,236	0	(4,236)		(4,236)	0.0%	
4140 CHRISTMAS ACTIVITIES	13,640	3,867	7,000	3,133		3,133	55.2%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4144 CCTV	15,378	13,992	18,000	4,008		4,008	77.7%	
4145 CHRISTMAS LIGHTS	18,914	18,340	18,000	(340)		(340)	101.9%	
4790 DEFERRED GRANTS RELEASED	(571)	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	3,259	5,198	3,173	(2,025)		(2,025)	163.8%	
4902 W.S. SALARY RECHARGE	11,546	12,144	14,860	2,716		2,716	81.7%	
4911 C.S. O'HEAD RECHARGE	4,943	3,859	2,778	(1,081)		(1,081)	138.9%	
4912 W.S. O'HEAD RECHARGE	2,758	2,898	3,070	172		172	94.4%	
4999 DEPRECIATION CHARGED	1,131	0	0	0		0	0.0%	
TOWN CENTRE GENERAL :- Indirect Expenditure	110,081	97,175	120,254	23,079	0	23,079	80.8%	0
Net Income over Expenditure	(109,736)	(96,147)	(119,754)	(23,607)				
110 PUBLIC CONVENIENCES								
1091 INC-MISCELLANEOUS	650	0	0	0			0.0%	
PUBLIC CONVENIENCES :- Income	650	0	0	0				0
4011 RATES	3,134	(3,144)	0	3,144		3,144	0.0%	
4012 WATER RATES	627	966	2,000	1,034		1,034	48.3%	
4014 ELECTRICITY	0	0	1,000	1,000		1,000	0.0%	
4016 CLEANING COSTS	0	16,250	600	(15,650)		(15,650)	2708.3%	
4036 PROPERTY MAINTENANCE	6,516	0	2,500	2,500		2,500	0.0%	
4038 MAINTENANCE CONTRACT	12,493	185	980	795		795	18.9%	
4042 EQUIPT MAINT/REPAIR	0	650	0	(650)		(650)	0.0%	
4047 MATERIALS/TOOLS	0	221	0	(221)		(221)	0.0%	
PUBLIC CONVENIENCES :- Indirect Expenditure	22,770	15,129	7,080	(8,049)	0	(8,049)	213.7%	0
Net Income over Expenditure	(22,120)	(15,129)	(7,080)	8,049				
Town Centre Management :- Income	17,869	45,663	56,800	11,137			80.4%	
Expenditure	275,741	243,743	265,109	21,366	0	21,366	91.9%	
Movement to/(from) Gen Reserve	(257,873)	(198,080)						
Grand Totals:- Income	1,262,974	1,434,009	1,416,011	(17,998)			101.3%	
Expenditure	1,371,617	1,015,805	1,345,011	329,206	0	329,206	75.5%	
Net Income over Expenditure	(108,644)	418,205	71,000	(347,205)				
Movement to/(from) Gen Reserve	(108,644)	418,205						

Date: 22/03/2022

Biggleswade Town Council

Time: 11:49

Lloyds Current A/C

List of Payments made between 01/02/2022 and 28/02/2022

Page 1

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2022	Vision ICT Ltd	CNXL202021	-78.00		P/Ledger Electronic Payment
01/02/2022	Chubb Fire Ltd	CNXL202112	-264.77		P/Ledger Electronic Payment
02/02/2022	Indeed	DC	1.08		Indeed-Advertising
03/02/2022	HM Land & Registry	DD	18.00		HM Land & Registry
06/02/2022	Central Bedfordshire Council	Std Ord	4,599.00		CBC - Rates 2021/21
08/02/2022	ADT Fire & Security plc	202109	133.50		3267-Keyholding
08/02/2022	Bemrose Booth Paragon Ltd	202111	363.69		3264-Paragon ID stocks
08/02/2022	Chubb Fire Ltd	202112	264.77		3268-Fire alarm call out
08/02/2022	James Coles & Sons (Nurseries)	202113	801.36		3256-Plants
08/02/2022	Cove Security Systems Ltd	202114	198.00		3257-Alarm maint contract
08/02/2022	Essential Safety Wear Ltd	202115	62.40		3258-Staff uniforms
08/02/2022	Flowbird Smart City UK Ltd	202116	2,790.97		3259-Flowbird maintcontract
08/02/2022	Harrier Office Supplies Ltd	202117	4.80		3261-Stationery
08/02/2022	JPI Media Publishing Ltd	202118	309.60		3269-Advert
08/02/2022	Leak Shield Plimbing & Drainag	202119	185.00		3270-P/Toilers unblock drain
08/02/2022	Monk & Smith Builders	202120	4,140.00		3309-Wall repairs
08/02/2022	OccHealth Direct Ltd	202121	35.00		3262-Clinical advice
08/02/2022	Origin Amenity Solutions	202122	541.50		3263-Line marker
08/02/2022	Parallel HR Ltd	202123	132.00		3265-HR Support
08/02/2022	G & A Plumbing and Heating Eng	202124	132.00		3260-OCC toilet repairs
08/02/2022	R & C Hyett	202125	2,150.00		3272-OCH Cleaning
08/02/2022	Turfcare Leisure Services Ltd	202126	690.47		3273-Bowling green maint
08/02/2022	Unison	202127	11.50		3310-Unin Fees Jan 22
08/02/2022	Veolia UK Ltd	202128	115.61		3266-OCC Trade refuse
08/02/2022	AMF Services (Bedford) Ltd	202110	149.90		3255-Toro puncture repair
08/02/2022	Unit Clean	202129	646.80		Purchase Ledger Payment
08/02/2022	Petty cash	000471	250.00		Petty cash
09/02/2022	The Tree People Bedford Ltd	000472	240.00		3355-Reduce 2 silverBirch tree
09/02/2022	Amazon	DC	17.97		Amazon-Hi-vi Vest
09/02/2022	Amazon	DC	23.90		Amazon-Football funeral armban
09/02/2022	Totaljobs	DC	178.80		Totaljobs-Recruitment advert
11/02/2022	Staff Pension - Shortfall	000474	488.27		Staff Pension - Shortfall
11/02/2022	CNXL CHQ00474-Pension Shortfal	CNXL000474	-488.27		CNXL CHQ00474-Pension Shortfal
11/02/2022	BNP Paribus	Std Ord	584.17		Isuzu Truck LN69 XVL
11/02/2022	Node IT Solutions Ltd	DD01	62.40		3297-IT Support
11/02/2022	Node IT Solutions Ltd	DD02	158.98		3299-Zoom subscription
11/02/2022	Node IT Solutions Ltd	DD03	211.20		3302-Managed network
11/02/2022	Node IT Solutions Ltd	DD04	444.00		3298-IT Support
11/02/2022	Node IT Solutions Ltd	DD05	1,140.00		3300-Managed firewall
11/02/2022	Node IT Solutions Ltd	DD06	3,359.88		3301-IT Support
14/02/2022	The Right Fuelcard Company Lim	DD07	3.60		3417-Vehicle fuel cost
15/02/2022	Lloyds Salary A/C	TFR	70,000.00		Salary A.C Top-up
15/02/2022	Shire Leasing PL	DD	726.23		Shire Leasing-Phone system
15/02/2022	Lex Autolease Ltd	DD08	410.64		3279-KV67 FPJ Lease
15/02/2022	Integrating Solutions Limited	DD09	552.43		3296-Copier charges
15/02/2022	Bedfordshire Rural Communities	BACS01	2,000.00		3349-Green wheel contribution
15/02/2022	Bedfordshire Rural Communities	BACS02	12,000.00		3350-Community agent service

List of Payments made between 01/02/2022 and 28/02/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/02/2022	Bank charge payable	CHRG	97.44		Bank charge payable
16/02/2022	British Telecommunications PLC	DD10	565.09		3294-Telephone
16/02/2022	Fuel Genie DDR	DD11	567.95		3295-Fuel A/C
17/02/2022	AIB Merchant Services	DD12	84.20		3274-AIB Card fees
21/02/2022	Node IT Solutions Ltd	DD13	210.00		3352-Buy&build service-new
22/02/2022	AMF Services (Bedford) Ltd	202130	187.20		3344-Recover broken RTV900
22/02/2022	BATPC	202131	30.00		3353-Training sess-YE Accounts
22/02/2022	Bedfordshire Rural Communities	202132	2,400.00		3350-Community agent service
22/02/2022	E-On	202133	213.69		3346-Elec 13Dec-08Feb Eldonway
22/02/2022	J R GOLDTHORPE & SON	202134	32.85		3340-Drain plunger & scraper
22/02/2022	GH Online Accounting Limited	202135	460.80		3345-Payroll processing QTR3
22/02/2022	Bedfordshire Growers Limited	202136	50.00		3347-Grass seed without ryegra
22/02/2022	Harrier Office Supplies Ltd	202137	66.65		3343-Copier paper
22/02/2022	F D O'Dell & Sons Ltd	202138	407.00		3338-Building mixed waste
22/02/2022	Parkes Print & Design	202139	234.00		3354-Copies of Agenda & budget
22/02/2022	DCK Accounting Solutions Ltd	202140	1,106.72		3337-Accounts support Jan'22
22/02/2022	Hire or Buy Group Ltd	202141	105.84		3341-9HP Barreto Tiller
22/02/2022	Tim's Digital	202142	786.00		3351-Monthly website support
22/02/2022	Urban Vision Enterprise CIC	202143	3,780.00		3348-N'hood additional support
22/02/2022	The Post Office	000475	255.00		Post Office-Postage stamps
23/02/2022	EE - DDR	DD14	403.01		3427-Monthly phone charge
23/02/2022	JG Environmental Limited	000476	240.00		3429-Cancellation fee
24/02/2022	Osso Gas - OSSO1107	DD15	706.58		P/Ledger Electronic Payment
24/02/2022	Osso Gas OSSO1108	DD16	1,036.40		P/Ledger Electronic Payment
24/02/2022	HM Land & Registry	DD	6.00		HM Land & Registry
25/02/2022	Amazon	DC	191.88		Amazon-operator chair
25/02/2022	Allan Peacock (Street Lighting	000477	173.70		3428-Fit&supply xmas decoratio
28/02/2022	OPUS Energy (Corporate) Limite	DD17	1,979.71		3415-Elec Stratton Way Jan 22
Total Payments			126,876.09		

Development Management

Central Bedfordshire Council

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

Council 12/04/2022
Planning applications
Item 10k Works to trees CB/TCA/2200170



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 24 March 2022

Dear Mr Tarrant,

Application No: CB/TCA/22/00170
Proposal: Works to a tree within a Conservation Area: Tree to be pruned back.
Location: Hitchin Street, Biggleswade, SG18 8AS

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 **14 April 2022** 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
Chicksands, Shefford
Bedfordshire SG17 5TQ
www.centralbedfordshire.gov.uk

Council 12/04/2022
Planning applications
Item 10I Works to trees CB/TRE/22/00155



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 21 March 2022

Dear Mr Tarrant,

Application No: CB/TRE/22/00155

Proposal: Works to trees protected by a Preservation Order: T1 — Sycamore— remove deadwood T2 and T3 Limes — repollard at previous points to allow clearance at access T4 — London Plane — an overall crown reduction T5 Cherry on edge of car park — dead remove. T6 in rear garden area reduce to give 2 m clearance T7 Oak reduce crown by 2.5 to give clearance to building. T9 and T10 Yews — Deadwood and raise crowns to 3m. G1 Leylandii Hedge— cut back to boundary.

Location: Beaumont Park Nursing Home, Shortmead Street, Biggleswade, SG18 0AT

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 **11 April 2022** 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.

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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
Chicksands, Shefford
Bedfordshire SG17 5TQ
www.centralbedfordshire.gov.uk



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

Contact Planning Appeals
Email planning.appeals@centralbedfordshire.gov.uk
Case Ref CB/MWE/21/0510
Date 24 March 2022

Dear Mr Tarrant,

CBC Enforcement number: CB/MWE/21/0510
Site Address: Warren Villas Quarry, New Road, Sandy
Alleged breach: Non-compliance with planning permission no. CB/11/01376/MW (condition 17 - restoration)
Appellant's name: Mr Richard Banks
Appeal reference: APP/P0240/C/22/3293563
Appeal start date: 11 March 2022

TOWN AND COUNTRY PLANNING ACT 1990 APPEAL UNDER SECTION 174

This letter is to advise you that an appeal has been made to the Secretary of State against an enforcement notice issued by Central Bedfordshire Council on 13 January 2022 relating to Warren Villas Quarry, New Road, Sandy. The Enforcement Notice alleged a breach of planning control on the land - Non-compliance with planning permission no. CB/11/01376/MW (condition 17 - restoration).

All details relating to this Enforcement Notice and all appeal documents can be found on our website:

<http://cbstor.centralbedfordshire.gov.uk/box/publicSearch/publicSearch.html>

Enter the full CBC Enforcement number as shown above in the Search by Case Number box.

The Planning Inspector has confirmed that this appeal will be dealt with via the Written Representations process.

If you wish to make comments, you can do so on the Planning Inspectorate website at www.gov.uk/appeal-planning-decision/comment-on-an-appeal or by sending an email to teame2@planninginspectorate.gov.uk. If you do not have access to the internet you can send three copies to The Planning Inspectorate, Room 3B, Temple Quay House, 2 The Square, Bristol, BS1 6PN quoting their reference, which is APP/P0240/C/22/3293563. The Planning Inspectorate does not acknowledge representations. **Please do not write to me.**

All representations must be received by 22 April 2022. Any representations submitted after the deadline will not usually be considered. The Planning Inspectorate does not acknowledge representations.

Please note that any representations you submit to the Planning inspectorate will be copied

to the appellant and this local planning authority and they will be considered by the Inspector when determining the appeal.

If you submit comments and then subsequently wish to withdraw them, you should make this request to the Planning Inspectorate by the date above.

You can view and download the Planning Inspectorate's guidance "taking part in an appeal" from the Planning Inspectorate website at www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal

When made, the decision will be published on the Planning Inspectorate's website <https://acp.planninginspectorate.gov.uk> and on the Council's website as above.

Yours sincerely,

Dee Walker
Senior Planning Officer

OUTCOME OF CBC DETERMINED PLANNING						
Address	Application No.	Committee date	BTC Decision	Description	Comment	Central Beds Outcome/Date
2019						
Biggleswade, Land North of	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 accommodating landscaping, allotments, community orchard, public open space, children's playspace; new roads, car parking, cycleways and footways; associated infrastructure; including a sustainable drainage system; vehicular access to be secured from Furzenhall Road.		Awaiting Decision
Biggleswade, Land North of	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 01/04/2022
2020						
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	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

Address	Application No.	Committee date	BTC Decision	Description		Central Beds Outcome/Date
2021						
High Street, 19A	21/05233/FULL	08/02/2022	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. Members have also queried why there does not appear to be a planning application for a change to the Use from E Class to A5 (takeaway).	Proposed kitchen extract system.		Consultation Period
High Street, 36	21/04766/FULL	14/12/2021	No Objection - strongly supports this planning application. Town Council wishes to convey to the Case Officer for this application, that it strongly supports this planning application and, does not share concerns raised about noise pollution. Members would like to point out that, as this is an historic and long-established Town Centre, anyone looking to purchase or purchasing property, they should expect to experience noise from businesses and entertainment establishments.	Change of use to Sui Generis (restaurant to arts centre with café/bar) including internal modifications.		Awaiting Decision
High Street, 36	21/04767/LB	14/12/2021	No Objection - strongly supports CBC in this application. Town Council wishes to convey to the Case Officer for this application, that it strongly supports this planning application and, does not share the concerns raised about noise pollution. Members would like to point out that, this is an historic and long-established Town Centre, anyone looking to purchase or purchasing property, they should expect to experience noise from businesses and entertainment establishments.	Listed building: Change of use to Sui Generis (restaurant to arts centre with café/bar including modifications to lower office floor by 700mm to create customer toilet also, re-model kitchen into two rooms and realign front doors.		Awaiting Decision
Langford Road, Sheeps Walk, Harrison House	21/05396/FULL	11/01/2022	Cllr Albane expressed concerns relating to the potential increase in traffic onto Langford Road. No objection - however Town Council wishes to express concern over the impact of the volume of traffic over Sheep Walk and, on exit Langford Road.	Erection of new storage unit with facilities.		Granted 02/03/2022

Address	Application No.	Committee date	BTC Decision	Description		Central Beds Outcome/Date
2021 (Cont.)						
Mill Lane, Fairground site, Land at	CB/EN/18/0028	11/01/2022 Planning Appeal	<p>It was Resolved to Strongly Support the enforcement action on the following grounds:</p> <p>1) The full extent of the red line area on the Site Plan impacts heavily on the amenity of the Kingfisher Way, the long-distance footpath which runs along the west bank of the river through Biggleswade.</p> <p>2) The site also impacts on the Franklins Recreation Ground, which has been a facility for the town for over 100 years, long before the travelling showpeople came to the site after 1970.</p> <p>3) The access to the site is not suitable and an historic lane and bridge are being damaged. The bridge is humpbacked and the narrow lane has the only remaining cobblestones in the town. Often large lorries leave the site with two trailers – so a three-part vehicle – totally unsuitable for the lane and such traffic is a danger to children using the Recreation Ground. The Town Council will comment to the Planning Inspectorate in support of Central Bedfordshire Council issuing an Enforcement Notice.</p>	Alleged change of use of agricultural land to open storage.		No details found on CBC Website
Saxon Drive, Land East of & the Development Orchard Close	21/05398/FULL	25/01/2022	<p>Cllr Pullinger stated this application originally came to Council in 2017 (CB/17/02682/REG) and was granted. That permission has expired and he has concerns relating to the new housing development on Saxon Drive. CBC put a number of conditions in place relating to landscaping, drainage, road surfacing, limiting times that works could be done on machinery to name a few.</p> <p>It was resolved that the Town Council does not object to this planning application, subject to planning conditions originally set by CBC in the previous and directly-related planning application for this same site (CB/17/02682/REG3) being met by the Applicant, with the following specific modifications, additions or clarifications:</p> <p>1) A revised landscaping scheme must include all hard and soft landscaping, soft landscaping on the boundaries of the site and a scheme for landscape maintenance in perpetuity for the amenity of the residents of Orchard Chase, which development has been built in the intervening time between the granting of CB/17/02680/REG and this application. In particular, the mitigation on the visual impact on residents of Orchard Chase should be considered.</p> <p>2) The consideration of effective drainage is essential, especially considering potential impact to the new Orchard Chase development bordering the site.</p> <p>3) The access road to the site must be properly surfaced with tar and adequate surface water drainage from the site to be intercepted and disposed of separately so that it does not discharge into the highway.</p> <p>4) That the restriction on working hours on equipment, vehicles and plant should be as in the previous decision notice, or aligned to the restrictions placed on Stratton Business Park, if stricter.</p> <p>5) That there be a restriction on HGV movements to be prohibited on, to or from the site between the hours of 10 pm and 7 am.</p>	Change of use of agricultural land to a Travelling Showpeople Site to create 4 plots. Each plot containing 2 x static caravans, 4 tourer caravans, 1 x workshop, 4-6 trailer parking spaces, and 4 x car parking spaces. Total for the site 8 x static caravans, 16 x tourer caravans, 4 x workshops, 24 trailer parking spaces and 16 car parking spaces.	Consultation Period - To be Called-In by Cllr Mark Foster	Awaiting Decision

Address	Application No.	Committee date	BTC Decision	Description		Central Beds Outcome/Date
2022						
Drove Road, Land off, adjacent to 1A Drove Rd	22/00575/FULL	03/08/2022 & 22/03/2022	<p>It was resolved that the Town Council objects to this planning application on the following grounds:</p> <p>1) Refuse vehicles will not be able to use the access road and bins will need to be put onto a very narrow pathway, obstructing pedestrian traffic.</p> <p>2) The construction encroaches into the root protection area of trees nearby which are covered by a TPO.</p> <p>3) Parking arrangements for the houses that front onto Drove Road indicate there will be a drop over the pavement, posing a danger to pedestrians using the footpath.</p> <p>4) Vehicles will be reversing into the narrow Drove Road which has high traffic volume.</p> <p>5) The bus stop would need to be relocated.</p> <p>6) Over-development of the site for the amount of land that is incorporated in this plan.</p> <p>7) The Eagle Farm/London Road junction is already very busy during peak traffic and school run periods. The additional vehicular traffic this development will bring to this junction will only compound the significant traffic flow problem experienced by users of this road.</p>	Erection of five dwellings with associated car parking, access road and amenity space.		See Below
Parry Rise, 3	22/00623/FULL	08/03/2022	<p>It was resolved that the Town Council strongly objects to this planning application on the grounds of loss of off-street parking, which has a knock-on the street car parking, obstructs emergency vehicles and blocks the pavements for pedestrians.</p> <p>The Town Council fully supports the comments by the Highways Officer.</p>	Garage conversion.		Awaiting Decision



Helen Nellis
HM Lord-Lieutenant of Bedfordshire

Lieutenancy Office
Priory House
Monks Walk
Chicksands
Shefford
Bedfordshire SG17 5TQ

Tel: 0300 300 6090
0300 300 6131
Email: lord.lieutenant@centralbedfordshire.gov.uk

22nd March 2022.

Dear Madam Major,

Can I express my sincere thanks to you and your team for a wonderful Civic Service for Biggleswade. It was a privilege to attend and such an enjoyable afternoon.

Please pass on my grateful thanks to all concerned and for making me so very welcome.

Yours sincerely,

Rua

Ms R.M. Bell MBE JP DL.

Biggleswade Football Club

Member of The Pitching In Southern Football League

Web: www.biggleswadefc.co.uk Email: BiggleswadeFC@outlook.com



2 The Woodlands
Broom
Bedfordshire
SG18 9NH

24th March 2022



Cllr Madeline Russell, Mayor
Biggleswade Town Council
The Old Courthouse
4 Saffron Road
Biggleswade
Beds
SG18 8HW

Home Kit & Main Sponsor:



Dear Cllr Russell,

I would like to thank you for the invitation to the Biggleswade Civic Service last Sunday, on behalf of my wife and our football club, Biggleswade FC. Ruth and I thoroughly enjoyed the service and meeting people in the reception afterwards and it was good to talk with you again following our previous meeting at the Town Council. How good it was too to see the service back and people meeting together face to face.

As you may be aware, we are currently sharing a ground with Bedford Town but are fully committed to returning to Biggleswade and to playing our full part in bringing more football to the town. On the pitch, our young, vibrant team is doing exceptionally well and we have developed a strong local fanbase. Our ethos is based on a focus on the local community of Biggleswade and to offer opportunities for playing and progression to young, local players. I very much hope that we will be able to secure a ground of our own in the near future and we will greatly value any support you and your colleagues can lend to this endeavour. I would like to extend an invitation to you and any councillors to attend one of our home matches, so you can learn more about our club and understand our vision and ethos.

With very best wishes and thank you once again for Sunday.

Jeremy Reynolds
Chairman
Biggleswade FC



STORM VENTILATION SUPPLIES LTD



Subject: Biggleswade Civic Service thank you and Community Voluntary Service

From: Mark Smith <
Sent: 23 March 2022 12:44
To: Madeline Russell <madeline.russell@biggleswadetowncouncil.gov.uk>
Cc: Peter Tarrant <Peter.Tarrant@biggleswadetowncouncil.gov.uk>
Subject: Biggleswade Civic Service

Hi Madeline & Peter

It was lovely to attend Biggleswade's Civic Service as Mayor of Ampthill last Sunday. What beautiful setting and good weather for the time of year. Many thanks for your hospitality.

You may not be aware but I work for the charity Community Voluntary Service (based in Bedford and covering the whole of Bedfordshire and Luton). We are trying to spread word about our services.

Here are those details:

Community Voluntary Service

Community Voluntary Service (CVS) is a voluntary and community sector support organisation, offering a range of services, enabling local organisations and communities to make a difference across Bedfordshire and Luton. The following services are free for any voluntary organisation, community group, charity or social enterprise working in Bedfordshire and Luton;

Connecting:

Email update - a key tool for connecting voluntary and community organisations, through raising awareness and sharing information. It contains a useful blend of funding updates, forthcoming training, events and meetings, and news relevant to local organisations. Updates are produced most weeks, which means that you will not be bombarded with emails, but the most time-sensitive information will get to you with enough time for you to do something about it. If you want to be kept in the loop with social action news and initiatives, subscribe using the form here: https://link.edgepilot.com/s/1565875a/53soeGo-KE_d_HduHCb5xQ?u=http://eepurl.com/cRRy2z

Directory of organisations - You may also be interested in having an entry for your organisation on our directory of voluntary and community groups in Bedfordshire. To add your group to the directory, go to: <https://link.edgepilot.com/s/07c264a3/olcdlaYo0KDQxIEoLpldq?u=https://www.cvsbeds.org.uk/joindirectory> Or to view the directory, see: <https://link.edgepilot.com/s/f25cba0f/hFzdTv1UoE2UjZjP5BxA?u=https://www.cvsbeds.org.uk/find>

Volunteering

Find Volunteers - If you are looking for volunteers or need help with managing your volunteers, we provide support for organisations to promote volunteering opportunities and recruit volunteers. You can manage your own opportunities through our online database of opportunities and will be given the opportunity to feature in our regular volunteering newsletters, social media and other publicity. As well as seeking to find suitable individuals, our advisors offer support to help volunteers and recruiters to follow best practice and to develop opportunities. You can register your opportunities and find contact details for our advisors here: <https://link.edgepilot.com/s/2226a633/YzugSUQ0Ak6La2Ld-9sOKq?u=https://www.cvsbeds.org.uk/find-volunteers>

Become a Volunteer – If you are looking to volunteer you can search via our Simply Connect Volunteer Recruitment database: https://link.edgepilot.com/s/e90919c5/oqu8XIJxhkiodZgo9Q0_xA?u=https://www.cvsbeds.org.uk/volunteer

Supporting

If there's any support you need with getting funding for your organisation, or with governance matters such as a constitution, policies and procedures, support for your management committee or registering as a charity, please do let me know. There is information on our website that might be helpful to you here:

<https://link.edgepilot.com/s/4879f254/20z0kszrAkuy9KPMHt1P-A?u=https://www.cvsbeds.org.uk/supporting/> which includes our resources page, with templates for useful documents and our information about funding sources, such as our "Funders In Bedfordshire" list, that can be accessed via: <https://link.edgepilot.com/s/27075cfd/8pe1JNb-PkuMxq82FbTDHw?u=https://www.cvsbeds.org.uk/fundersinbedfordshire>

Please feel free to share these details with fellow councillors and officers. I certainly recommend signing up to our e-newsletter.

Can you tell me who in your council is the most appropriate individual to contact with regards potentially publishing articles on our behalf in newsletters and social media posts?

I know that our Charity would greatly appreciate your assistance in promoting our good works.

Hope to see you again soon.

Kind Regards

Mark Smith | Advisor



Community Voluntary Service

43 Bromham Road
Bedford MK40 2AA

[cvsbeds.org.uk](https://www.cvsbeds.org.uk)

Peter Tarrant
Town Clerk & Chief Executive
Biggleswade Town Council
4 Saffron Road
Biggleswade
SG8 8DL

4th April 2022

Dear Mr Tarrant

We are so pleased to have the ongoing support of Biggleswade Town Council. Thank you very much for the generous £1,000 grant to support unpaid family carers in your area.

This grant will help us run a programme of activities for carers including peer support groups, wellbeing activities and workshops led by expert speakers.

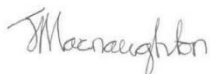
These are always popular; this is what some of our carers have to say.

"I really look forward to it... as a moment to pause and self-check on how I'm doing, which is not something that happens the other 30 days of the month"

"I really, really enjoyed it and I made two new friends who are in the same position as me which has been a big help."

If you ever have any questions about our work, please feel free to get in touch. You can e-mail fundraising@carersinbeds.org.uk or call 0300 111 1919 and we will be happy to help.

With thanks and best wishes,



Jolene Macnaughton
Fundraising & Communications Manager



BEAVER SWIMMING CLUB

President: MR DAVID JORDAN

38 CHURCH STREET
LANGFORD
BIGGLESWADE, BEDS.
SG18 9QT

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

Tele. 01462-700350

4 April 2022

Dear Mr. Tarrant,

Your ref. PGT/ad/Grants 22

We were delighted to receive your letter of 1/4/22 together
with a cheque enclosed for £100.
Please tell your Town Council that it will be used to
the best advantage of all our members and we are
indeed grateful for your support.
Thank you very much.

Yours sincerely,

Keith Roberts.

(Membership Secretary).

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

5 April 2022

Dear Mr Tarrant,

Please accept my thanks on behalf of Keech Hospice Care for the grant that was awarded to us by Biggleswade Town Council towards our children's services. I can confirm that we have now received the money.

We are so grateful that Biggleswade Town Council have supported our work once again. Your continued support of our children's services makes an immeasurable difference to the lives not just of our patients, but also their families. Because of organisations such as yours we can ensure these children get 24-hour care, wherever they need it.

I hope this meets with your requirements and I look forward to reporting back to you on what we have been able to accomplish with your support.

Kind regards,



Harry White
Trusts and Grants Officer
harry.white@keech.org.uk
01582 707963