



Ref: Agenda/Council-09/08/2022

4th August 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 9th August 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

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_G2RBTONqRay7k7W6OmmkNq

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

5. **INVITED SPEAKER**

None.

6. **MEMBERS QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. The Minutes of the Town Council Meeting held on **Tuesday 26th July 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

Resolutions: Item 22/0096.1 Allotment Documents & Fees, Item 22/0096.2 Consultation on Variation of Rail Crossing Diversion Order: Biggleswade BW11, Item 22/0096.3 Consultation on new powers to improve road safety. Item 22/0096.4 War Memorial Signage, Item 22/0096.5 CCTV Strategy & Christmas Offer Funding.

- b. The Minutes of the Finance and General Purposes Committee Meeting held on **Tuesday 26th July 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

Resolution: Item 9a Funding of CCTV Strategy & Christmas Lights.

- c. The Minutes of the Biggleswade Joint Committee Meeting held on **Thursday 14th July 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

Resolution: Shared Health Care Meeting, War Memorial, Part D Committee Overview – S106 Funding for Community Facilities to the next meeting, Work Plan for 2022/2023.

- d. The Minutes of the Finance and General Purposes Committee Meeting held on **Tuesday 5th July 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

Resolutions: Item 9a: Payments process Unity Trust Bank, Item 9b: Christmas Tender Update, Item 9c Fire Risk Assessment, item 13a Capital Assets Review.

- e. The Minutes of the Public Land and Open Spaces Committee Meeting held on **Tuesday 7th June 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

Resolutions: Item 6a: Play Areas Project, Item 6c: Allotment Policy and Terms of Conditions, Item 6d: Memorial Bench – Dan Albone, Item 6e: Memorial Tree – Stratton Way Cemetery, Item 6c: Great Big Green Week 2022, Item 7d Linear Wood & Saxon Gate Pocket Park, 10b Kings Reach Play Area.

8. **MATTERS ARISING**

- a. From the Minutes of the Town Council Meeting held on **Tuesday 26th July 2022** at the Office of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

9. **ACCOUNTS**

a. **Financial Administration**

- i. Detailed Balance Sheet to 31/06/2022.
- ii. Summary Income and Expenditure by Committee 31/06/2022.
- iii. Detailed Income and Expenditure by Committee 31/06/2022.
- iv. Lloyds Bank Payment listing June 2022.

10. **ITEMS FOR CONSIDERATION**

a. **Proposed No Waiting Restrictions**

Central Bedfordshire Council are consulting on the following scheme: A00227 Shortmead, Sun Street, Fairfield Rd, Biggleswade – Waiting Restrictions.

Attached is the Public notice and plans providing more information. Any comments should be submitted in writing to the Highways Consultation inbox as explained in the public notices by 19th August 2022.

b. **Lost Found Child Vulnerable Adult Policy**

For Members to receive and consider the updated policy from the Place Shaping Manager.

c. **Christmas Offer Procurement**

For Members to receive and consider the written report from the Place Shaping Manager and the Head of Governance & Strategic Partnerships.

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/22/02887/FULL - 2 Buttercup Mead, Biggleswade, SG18 8TT**

Installation of replica roof, and new window frames, to existing conservatory, which is at rear of property.

b. **CB/22/02881/DOC - Land to North of Lindsell's level crossing, Biggleswade, SG18 0AD**

Discharge of Condition 3 against planning permission [CB/21/02168/FULL](#) Construction of new ramped and stepped bridleway bridge to facilitate the closure of Lindsell's level crossing; formation of new bridleway to western side of railway and associated works.

Details have been received to discharge condition(s) listed below to this planning permission.

3 No Development shall take place until a detailed planting and landscaping scheme, which seeks to mitigate satisfactorily the visual impact of the bridge on the landscape, as well as a landscape management plan (which includes consideration of the need for irrigation of the planting) and final design have been submitted to and approved in writing by the Local Planning Authority. The approved soft landscaping scheme shall be implemented in full by the end of the full planting season immediately following the completion and/or first use of the development (a full planting season means the period from October to March). The trees, shrubs and grass shall subsequently be maintained in accordance with the approved landscape maintenance scheme for a minimum period of 5 years and any which die or are destroyed during this period shall be replaced during the next planting season. Reason: To screen the development and reduce the impact the proposal would have on the character and appearance of the area (Section 12 and 15, NPPF).

Please see the [link to the website](#) to view the plans that have been submitted.

Previously on Council agenda

CB/21/02168/FULL on Council agenda 01/06/2021 Outcome as No Objection - subject to a strong recommendation for planning conditions around landscaping to minimise the visual impact. Town Council would like to be consulted proactively on the discharge of condition.
CB/21/02168/FULL on Council agenda 27/07/2021 Outcome: Separate correspondence sent via email with comments that BTC supports the Revised Landscape Plan and the comments made by the Landscape Officer. The Committee should pay particular attention to the plans for irrigations and also consider the need for larger trees.

Previous comments made by Council at the meeting held on 1st June 2021 are repeated, namely there is a strong recommendation for planning conditions around landscaping to minimise the visual impact and the Town Council would like to be consulted proactively on the discharge of conditions.

c. **CB/22/02691/FULL – Land at former Scaffolding Depot, Potton Road, Biggleswade, SG18 0DU**

Erection of ten dwellings and the conversion of an existing building into two one bed flats.

d. **CB/22/03013/FULL – 8 The Avenue, Biggleswade, SG18 0PS**

First floor extension over existing garage. Two storey rear extension with dual hipped roof.
Single storey rear extension.

12. PLANNING APPLICATION OUTCOMES

- a. A report of the Planning Application Outcomes (by exception applications only) as of 31st July 2022.

13. ITEMS FOR INFORMATION

- a. None.

14. PUBLIC OPEN SESSION

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

Please register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_G2RBTOnqRay7k7W6OmmkNg

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

15. EXEMPT ITEMS

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

(16a. Orchard Centre)

(16b. Christmas Offer Procurement)

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 26th JULY 2022
AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE SG18 8DL



PRESENT:

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

Mr P Tarrant – Town Clerk & Chief Executive
Mr K Hosseini – Head of Governance & Strategic Partnerships
Mrs S van der Merwe – Deputy Administration & HR Manager
Mr I Lord – Place Shaping Manager
Ms K Saunders – Administrator
Mr R Youngs – Finance Manager

Members of the Public – 5

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.

22/0088.0 APOLOGIES FOR ABSENCE

Cllr Mark Foster, Cllr K Brown, Cllr Lesley Fage.

ABSENT WITHOUT APOLOGIES

None.

22/0089.0 DECLARATIONS OF INTEREST

22/0089.1 Disclosable Pecuniary interests in any agenda item:

None.

22/0089.2 Non-Pecuniary interests in any agenda item:

Cllr Strachan – Exempt: Kings Reach Estate S106
Cllr Bond – Variation of Rail Crossing and Planning Application 32 Shortmead Street.

22/0090.0 TOWN MAYOR'S ANNOUNCEMENTS

22/0090.1 New Finance Manager for Biggleswade Town Council

Cllr G Fage welcomed the new Finance Manager Rob Youngs to the Town Council.

22/0090.2 Meeting Proceedings

Cllr G Fage advised Members that planning applications will no longer be printed and put up for viewing in the Council Chamber. Members were encouraged to access these records via the live links on the copies of agendas emailed to them.

22/0090.3 Access for All Scheme

Cllr Russell attended a meeting on 15th July 2022, chaired by Mr Richard Fuller, MP for North-East Bedfordshire. The Network Rail Investment Authority approved the scheme and a contractor is to be appointed shortly, with works to commence in October 2022. Limited funding and costs increases have resulted in Network Rail reducing the scheme to save £582,000. The new bridge will only have lift access to the platforms and both sets of stairs have been removed. This will still allow access for wheelchairs and buggies but will not remove congestion on the northbound platform, which poses a significant safety hazard. The current steps are inadequate and need handrails. Concerns were raised about the hours staff will work and if this will affect access to the lifts.

Since the meeting the Access for All Group have contacted Network Rail to ask for reinstatement of the steps on the northbound platform. The plans for the toilets have been changed again and it is not yet known if the staffing issues will have an effect on access to the toilets.

The Transportation Interchange is on course to be completed in Spring 2023. There is a groundbreaking meeting for the Transportation Interchange on 26th August with the next Access for All Scheme meeting happening immediately after the ceremony.

Discussions have been commenced with bus companies regarding future routes and layovers. Town Council Officers need to be part of those discussions, and it was recommended that Officers get in touch with Lisa Wright and Jade Jones from CBC.

22/0090.4 Electricity Sub Station

Cllr Russell was invited to attend the sod-cutting ceremony for the electricity sub-station on 18th July 2022 and after coffee, networking and a detailed health and safety briefing given the proximity of high voltage cables, the usual photos were taken with spades in the ground.

22/0090.5 Neighbourhood Plan Update

Final amendments to the Plan have been submitted to CBC from the Town Council's planning consultant Dave Chetwyn and it is hoped that the referendum can take place on 15th September 2022.

22/0091.0 PUBLIC OPEN SESSION

22/0091.1 Mr Mark Inskip – Biggleswade F.C. regarding Item 5L

Mr Inskip wishes to highlight the lack of leisure facilities within Biggleswade. In 2005 the Kings Reach Masterplan was signed off and included leisure provisions and recreation facilities for football. The 2011 Census shows 16.5k residents in Biggleswade, with a potential 50% growth in that population within a ten-year period to 2021 but sports and leisure facilities as promised have not materialised. Other local towns have excellent sports facilities and Biggleswade sports players have to travel to Cambridge, other parts of Bedfordshire and Hertfordshire to avail themselves of those facilities.

Mr Inskip is asking the Town Council to intervene to get the developers to meet their obligations.

22/0092.0 INVITED SPEAKER

Ny Moughal and Susanna Oats from Taylor Wimpey

Mr Moughal said he is presenting to the Council to provide Members with Taylor Wimpey's proposals for the balance of "Site 4" on Kings' Reach.

There are plans for 353 mixed-size, double story family residential homes, 139 will be affordable housing, 35 plots for "self-built" homes. The net developable area is 21.85 acres, with 10.8 acres of public open space, including children's play areas.

The original Outline Planning Permission was secured for the whole of Kings Reach for 1600 homes in 2006. This planning permission has expired and Taylor Wimpey are re-submitting the Outline Planning Application for the remaining site in keeping with the previous designs while still meeting current policies and standards.

Following questions from Members, he stated there would be 3-story apartments and play areas aimed at children up to the age of 10 but no football pitches or other leisure facilities.

Mr Moughal was not aware of planned S106 funding associated with this proposal.

Cllr Russell asked if Taylor Wimpey's designers are aware of Biggleswade's emerging Neighbourhood Plan ("NP"). Cllr Russell wished to bring to his attention that the NP would potentially going to referendum in September and will require higher-standard building than the earlier stages of Kings Reach, to include a mix of accommodation units for first-time buyers, people looking to downsize, housing suitable for the elderly, external green space, private gardens, private space, balconies of sufficient size to accommodate planting and a number of other factors. Cllr Russell stated that Taylor Wimpey should be up to speed with significant changes in design standards for developments in Bedfordshire.

Cllr Russell pointed out there is a Leisure Policy within the Neighbourhood Plan which has clear guidelines on what is expected as far as provision of leisure facilities within Biggleswade.

There was a consensus with Taylor Wimpey that we can work together to understand the detail of the application, in the hope of securing a well-designed application accompanied by the required infrastructure.

22/0093.0 MEMBERS' QUESTIONS

None.

22/0094.0 MINUTES AND RECOMMENDATIONS OF MEETINGS

22/0094.1 From the Minutes of the **Town Council Meeting of Tuesday 12th July 2022** held at 7:00 pm in the Town Council Offices at The Old Court House, Biggleswade, SG18 8DL.

- Ms H Calvert is the Administration & HR Manager – remove “Deputy”.
- 22/0080.4 – Amend the resolution: “It was RESOLVED that the Town Council approves the completion of the following website work up to the value of £1,210” and remove the rest of the wording.
- 22/0080.3 - Banking Signatories: Cllr Pullinger requested this be changed to one Officer and the rest are Councillors.
- 22/0084.3 – Biggleswade Twinning Association: Remove “vote heading” from the paragraph.
- 22/0084.1 – Allotment T&C's: Change Cllr F Foster to Cllr M Foster.
- 22/0084.2 – Sustainable Travel Corridor: Amend the wording to reflect that land will need to be taken alongside Stratton School.

Subject to the above changes the Minutes were **APPROVED** as an accurate record of the Meeting from 12th July 2022.

22/0095.0 MATTERS ARISING

None.

22/0096.0 ITEMS FOR CONSIDERATION

22/0096.1 Allotment Documents and Fees

Mr Tarrant addressed the Town Council and thanked Ms Saunders for her assistance with this project.

Officers and Members met with Biggleswade Allotment Association members to collectively update the draft Terms & Conditions. Further benchmarking was done by Officers based on size of plots and costs of plots at other local councils.. Officers noted other local councils offered concessions to pensioners, students and those on benefits and Members are asked whether the Town Council should make allowance for this as part of its future fee structure.

Members requested the following amendments to the draft Terms & Conditions:

- Under End of Tenancy: Amend “not more than 30 days” to “more than 30 days”.
Page 26
- Page 26, paragraph 3: Amend “compensation” to “reasonable costs”.
- Page 24, sub-heading Advertisements: Amend “... display or permitted to display” to “tenant is not to display or permit to display”.

- Page 25, Enforcement: Informal Warning: Amend “contacted by email” to “contacted by email or by letter where no email address is available”

Officers are sharing regular updates to the Allotment holders relating to the audit of allotments and the ten-point plan connected to that.

It was **RESOLVED** by the Town Council that:

- It **REJECTS** the recommendations to apply concessions to allotment fees for pensioners, students and benefit recipients and all references to concessions need to be removed from the documents.
- It **ACCEPTS** the current terms and conditions subject to the removal of concessions and amendments suggested in the discussion, and to submit this document for further review at the next PLOS Committee meeting in October 2022.
- It **ACCEPTS** the recommendation to freeze the allotment fees for 2022-2023 and 2023-2024 at the current rate.
- It **ACCEPTS** that a full review of allotment sizes should be undertaken with new software introduced to enable the annual fees review in 2023.

Cllr G Fage extended his thanks to Ms Saunders for all the hard work she has been putting in on the allotments.

22/0096.2 Consultation on Variation of Rail Crossing Diversion Order: Biggleswade BW 11

Cllr Bond declared a non-pecuniary interest in relation to this consultation.

It is very important that the line of a path is correctly recorded. Cllr Bond noted that CBC’s document is dated 12 July 2022 and Network Rail were granted a Non-Material Amendment to move the bridge 2.65m to the east and 5m north, which is not reflected in this document. Cllr Bond referred the Town Council to the relative Non-Material Amendment Record at CB/22/01778/NMA.

It was **RESOLVED** that the Town Council write to Central Bedfordshire Council making it clear that these drawings are inaccurate when compared with CB/22/01778/NMA, and that the consultation document should be amended with accurate measurements and correct scaling to ensure complete accuracy.

22/0096.3 Consultation on new powers to improve road safety

This consultation relates to installation of an Automatic Number Plate Recognition camera for Sun Street.

It was **RESOLVED** that the Town Council **OBJECTS** to the installation of an ANPR camera on Sun Street as it is not needed.

22/0096.4 War Memorial Signage

Mr Lord advised Members there had been recent instances in which individuals have been disrespectful to the War Memorial. The Town Council is seeking to put up signage to deter such incidents.

It was **RESOLVED** that the Town Council **APPROVES** the purchase of two high-quality signs from Supplier B to read *“By respecting this memorial you are*

respecting the fallen. Please do not play in this area. Lest we forget.” and install these at the War Memorial.

22/0096.5 CCTV Strategy and Christmas Offer Funding

Cllr Fage tabled an urgent item following recommendations for TCM & F&GP Committees related to the procurement of CCTV equipment and Christmas Offer funding.

Mr Tarrant confirmed that two issues were considered at the F&GP Committee Meeting:

- 1) To allow a sum of £25,000 to be drawn down from Rolling Capital to allow the Town Council to implement its CCTV strategy.
- 2) To draw down a maximum allowance of £4,000 for the Christmas Offer.

Cllr Pullinger confirmed that the recommendation from the F&GP Committee Meeting earlier was to enable the capital funding of this from the Reserves **only** in the event that S106 funding for Biggleswade is unable to be released.

It was **RESOLVED** that the Town Council **APPROVES** the purchase of 8 Cameras and a mobile unit and the supporting equipment as part of the CCTV Strategy.

It was **RESOLVED** that the Town Council **APPROVES** the draw down of Reserve Capital Funding up to £25,000 in the event the Town Council is unable to access S106 Funding from Central Bedfordshire Council towards the CCTV strategy.

It was **RESOLVED** that the Town Council **APPROVES** the draw down of up to a maximum of £4,000 for the Christmas Offer from the Reserve Capital Funding.

22/0097.0 ACCOUNTS

There were no account records for consideration.

22/0098.0 PLANNING APPLICATIONS

22/0098.1 CB/TCA/22/00367 - 37 London Road, Biggleswade, SG18 8ED

Works to trees within a Conservation Area: G1 - Leylandii Hedge - Cut back overhang by 2m. G2 - Leylandii Hedge - on rear boundary - Cut back overhang by 2m and reduce in height by 3m to previous pruning points.

The tree works application is **NOTED**.

22/0098.2 CB/22/02606/FULL – 32 Shortmead Street, Biggleswade, SG18 OAP

Replacement agricultural building.

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

22/0099.0 PLANNING APPLICATION OUTCOMES

Cllr Bond informed Members that the planning application for the Red Lion was refused by Central Bedfordshire Council.

This report was **NOTED**.

22/0100.0 ITEMS FOR INFORMATION

22/0100.1 The Mayor's Fundraiser

Members were informed that an invitation would be circulated for the Mayor's Charity event to be held at Biggles Lounge on 29th September 2022 at 7pm to raise funds for his chosen charities.

22/0101.0 PUBLIC OPEN SESSION

22/0101.1 Mr Mark Inskip – Biggleswade F.C.

Mr Inskip mentioned a number of local football pitches in various localities around Biggleswade - at Etonbury (3g) and Stotfold's new stadium with 5 football fields, Bedford and Flitwick. Mr Inskip feels the developers pay no attention to, and are not accountable for, providing leisure and sport facilities which are vital to the Community.

Mr Inskip said previous meetings with the F.A. have highlighted that funding is available for Biggleswade football facilities, the provision of land for these facilities is the first step.

Cllr G Fage said tonight's presentation from Taylor Wimpey was the start of the consultation with them.

22/0101.2 Ben Walton – Biggleswade F.C.

Mr Walton and Mr Inskip have been working closely to get new football facilities in Biggleswade and have been let down by various entities. They are asking the Town Council to be an active partner in progressing this project. Mr Walton is aware of land behind the Co-Op distribution centre which would fit the parameters of what is needed. Mr Walton said their work to date has support from the Bedfordshire Football Association and both F.A. and private sponsor funding is available when the land is available to build football pitches and supporting facilities.

22/0102.0 EXEMPT

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

(Kings Reach Estate S106)
(HR Update)

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

22/0103.0 EXEMPT

22/0103.1 Kings Reach Estate S106

The Town Council considered the update provided.

22/0103.2 HR Update

Members considered various Staff HR matters.

The Chairman ended the Meeting at 8:35pm

DRAFT



**MINUTES OF THE EXTRAORDINARY FINANCE & GENERAL
PURPOSES COMMITTEE MEETING ON TUESDAY 26th JULY 2022
AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL, THE OLD
COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE
COMMENCING AT 6:30PM**



PRESENT:

Cllr R. Pullinger (Chairman)
Cllr G. Fage
Cllr M. Knight
Cllr M. North
Cllr H. Ramsay
Cllr D. Strachan

Mr P. Tarrant –Town Clerk & Chief Executive
Mr I. Lord – Place Shaping Manager
Mr R. Youngs – Finance Manager
Mrs S. van der Merwe – Deputy Administration & HR Manager

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

None.

ABSENT WITHOUT APOLOGIES

Cllr D. Albone, Cllr M. Foster, Cllr M. Russell, Cllr I. Bond.

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item

None.

b. Disclosable Non-pecuniary interests in any agenda item

None.

9. **ITEMS FOR CONSIDERATION**

a. **Funding of CCTV Strategy & Christmas Lights**

Mr Tarrant confirmed that Members are being asked to consider two issues at this Meeting:

- 1) To allow a sum of £25,000 to be drawn down from Rolling Capital to allow the Town Council to respond immediately to its CCTV strategy and purchase of equipment.
- 2) To draw down a maximum allowance of £4,000 for the Christmas Lights.

Cllr Knight asked if Officers are able to investigate costs for leasing of the lighting but if this is not an option then recommends proceeding as per the recommendation to draw down from the Reserve Capital Funding.

It was **RESOLVED** that the F&GP Committee **APPROVES** the draw down of Reserve Capital Funding up to £25,000 in the event the Town Council is unable to access S106 Funding from Central Bedfordshire Council towards the CCTV strategy.

It was **RESOLVED** that the F&GP Committee **APPROVES** the draw down of up to a maximum of £4,000 for the Christmas Lighting from the Reserve Capital Funding.

11. **PUBLIC OPEN SESSION**

There were no members of the public present.

12. **EXEMPT ITEMS**

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

(None)

13. **EXEMPT ITEMS**

None.

The meeting was closed at 18:41.

**MINUTES OF THE MEETING OF BIGGLESWADE JOINT COMMITTEE
HELD IN PERSON AND VIA ZOOM VIRTUAL MEETING AT
BIGGLESWADE TOWN COUNCIL OFFICES, THE OLD COURT HOUSE
4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL
ON THURSDAY 14th JULY 2022 at 14:30 PM**

Present:	BTC: Cllr M North, Cllr M Russell (Deputy Chairman), Cllr C Thomas, Cllr G Fage CBC: Cllr I Bond, Cllr S Dixon, Cllr M Foster (Chairman), Cllr Dr Hayley Whittaker BTC Town Clerk & Chief Executive: Peter Tarrant BTC Head of Governance & Strategic Partnerships: Karim Hosseini BTC Place Shaping Manager: Isaac Lord BTC Deputy Administration & HR Manager: Sian van der Merwe
In Attendance:	CBC Community Engagement Manager: Sarah Hughes (via Zoom) CBC Place Programme Manager: Beverley Gaynor (via Zoom)
Members of the public:	One

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

PART A - ADMINISTRATION

ELECTION OF CHAIRMAN

Cllr M Foster was re-elected as Chairman of the Committee.

ELECTION OF VICE CHAIRMAN

Cllr Russell was re-elected as Vice Chairman of the Committee.

CONFIRMATION OF SECRETARIAT

Cllr M Foster confirmed the Committee Membership as follows:

Biggleswade Town Council

Cllr M North
Cllr M Russell
Cllr C Thomas
Cllr H Ramsay
Substitutes: Cllrs R Pullinger and D Albone

Central Bedfordshire Council

Cllr M Foster
Cllr I Bond
Cllr S Dixon
Cllr H Whittaker
Substitute: Cllr T Stock

APOLOGIES FOR ABSENCE

Cllr Ramsay and Mark Eaton.

DECLARATIONS OF INTEREST

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

PUBLIC OPEN SESSION

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

None.

CHAIRMAN'S ANNOUNCEMENTS AND COMMUNICATIONS

None.

MINUTES OF MEETINGS

Members reviewed the Minutes of the Biggleswade Joint Committee Meeting of 14th April 2022 and requested the following amendments:

- Page 4 – Transportation Interchange: Amend “Russel” to “Russell”.

Subject to this amendment, these Minutes were **APPROVED** by the Committee.

MATTERS ARISING

Cllr Thomas commented on the replacement of pavers in the town centre with tarring. Cllr M Foster had an update from Mr Eaton and there was a need for further information to be supplied. Cllr Whittaker said that CBC's contract with Ringways Jacob did not stipulate replacement of surface cover with pavers. Ringways Jacob's contract with CBC is coming up for renewal and she suggested this be leveraged in any contract renewal discussions.

Cllr Russell asked for an update on the commencement of works on Lawrence Road, she has been liaising with Lisa Wright for three months with no resolution. Cllr Foster agreed to look into this.

PART B – ECONOMY AND TOWN CENTRE IMPROVEMENTS

Ms Hughes provided an update on Highways plans in Mr Eaton's absence due to the Highways contract procurement discussions.

- Locations where flooding has incurred on the A1 underpass near Mill Lane will be monitored and do not fall within the scope of the bank repairs.
- Lisa Wright has been asked to meet with the Town Council regarding Lawrence Road works and Ms Hughes agreed to prompt her again to initiate a response.
- Outstanding works on Sun Street will be carried out at night on 22nd July, letter are being sent to affected residents.
- Kitelands Road carriageway surface is in good condition.
- A copy of the Highways Plan is to be sent to Members of the Committee.

- CBC has adopted a risk-based approach to the creation of its Highways Plan based on a points-based criteria.
- Information on the Annual Highways Plan is on CBC's website.
- The Streetwise Team will continue to monitor Town Centre utilities works and replacement of surface with tar.

Cllr Foster said the Lawrence Road Works are on the Annual Highways Plans but have no start date. He would discuss with Mr Eaton.

Cllr Whittaker stated the Mead End footways are in a poor condition and she is working with Officers to get this onto this year's Capital Plan.

Cllr Fage requested it be minuted that the Lawrence Road works and Mead End footway resurfacing are a matter of priority over other works in Biggleswade. Cllr Whittaker advised that a Toucan crossing will be installed at the top of Chambers Way. Cllr Foster stated traffic flow on Lilac Grove needs to be re-addressed.

PART C - PLACE - KEY INFRASTRUCTURE PROJECT UPDATES

HOUSING INFRASTRUCTURE FUND (HIF) PROJECTS

Ms. Gaynor updated the Committee on the **Biggleswade HIF Programme**:

The Substation project:

Developers are working to discharge planning conditions. The super grid transformer M11 route has been approved and a formal report will follow.

Lindsell's Bridge:

A groundbreaking event is planned for 18th July 2022. Contractors are working on the detailed design to enable fabrication to commence and they are working to discharge planning conditions. A temporary access licence has been granted by the five landowners to aid progress on the education project.

Education Project:

A revised project proposal has been submitted to Homes England, an outcome will be issued in due course.

Cllr Foster reiterated the importance of this scheme and added that the Biggleswade Joint Committee would like to be involved in future planning and design schemes for Biggleswade's education provision.

Transportation Interchange:

The contractor is imminently due to commence works to support the Network Rail "Access for all" scheme and this scheme.

Cllr Russell updated the Committee that groundbreaking for this scheme is planned for 26th September.

Overall the HIF programme is on track and compliant.

STRATTON BUSINESS PARK

Ms Gaynor advised the Committee there is no actual Business Park Strategy and each planning application is considered and decided on a case-by-case basis.

SHARED PROSPERITY FUNDING

Ms Gaynor said CBC has been allocated £3.5 million over the next three years to tackle Communities & Place, Local Business Support and People & Skills programmes. CBC are working on providing an investment plan covering those programmes to submit to the Dept. for Levelling Up.

CBC will set up a local partnership group to lead the administration and direction of the fund which will be instrumental in picking the projects.

The deadline for submitting the investment plans is 1st September 2022.

LEVELLING UP FUND

The deadline to apply for this funding will be notified when the website goes live, with a 2 week turnaround to complete and upload the confidential business cases.

NEIGHBOURHOOD PLAN

Cllr Russell advised this process is reaching its final stages, the Examiner's report has been produced with further comments and Officers are attending a meeting next week to discuss the final amendments. The Neighbourhood Plan is likely to go to referendum in September 2022.

Cllr Russell expressed her thanks to the Neighbourhood Plan Strategy Group for all their input over the length of this project.

SHARED HEALTH CARE MEETING

Members of the Town Council met with representatives from the local GP Surgeries, CBC Ward Councillors and Cllr Stock. The meeting was held under Chatham House Rules. A joint statement was commissioned and will be added to the next Town Council Meeting Agenda. This will be published by both the Town Council and the GP Surgeries.

Play Areas Strategy

Mr Hosseini advised the Committee that the Town Council is planning a phased play areas regeneration/replacement across Biggleswade over a five-year project. The Town Council launched a consultation in support of its application for a Public Works Loan Board loan. Officers have been obtaining quotes and investigating options for new play equipment which covers a large age and ability/disability spectrum. The first play area to be upgraded will be Franklins Recreation area.

Cllr Whittaker asked what other sources of funding were investigated and was advised that an unsuccessful bid was submitted to the National Lottery Fund. Cllr Whittaker was advised that regular safety checks are carried out on current equipment by qualified staff.

Isaac Lord updated on:

Queen's Jubilee Celebrations

The celebration events across two separate days were successful. Officers and Members are aware of some feedback from the Public regarding the limitation on numbers of people being able to enter. The Town Council are taking steps to ensure future events can host up to 5,000.

War Memorial Update

The War Memorial cleaning and letter restoration works are underway and Mr Lord thanked Ms Gaynor for her assistance in organising these restorative works.

The Town Council are planning on placing signs on the memorial encouraging children not to play on it. Cllr Russell asked the Town Council to consult the British Legion.

Remembrance Day Parade and Service

Plans are underway for this annual event, invited guests are confirmed and will include Ruth Bell the Deputy Lord Lieutenant of Bedfordshire and Cllr G Fage, Cllr Russell and Cllr Woodhead.

The Community Safety Group have volunteered to distribute the order of service leaflets on the day. A briefing will be held with people laying wreaths to prevent congestion near the memorial.

Market Square Planned Events

Planned events are Remembrance Sunday and the Christmas Lights Switch on. BTC will be supporting other events and will collaborate with CBC where necessary.

PART D – ITEMS REQUESTING ATTENTION BY CENTRAL BEDFORDSHIRE COUNCIL

Committee Overview

The Chairman asked for comments and suggestions relating to the purpose and objectives of the Committee.

- Cllr Whittaker recommended hosting the meetings in the evening to allow the public to attend.
- Mr Tarrant asked for consideration of key and interesting items to flow to the Biggleswade Community Engagement Forum.
- Cllr Whittaker suggested certain Town Council meetings could be opened to all Ward Members to attend to allow the flow of information from CBC-related activities to the Town Council.
- Cllr Thomas suggested a precis of discussions could be distributed to the Town Council before the minutes are available.
- Mr Tarrant commented that there is no communication or reporting channel to progress issues that are not being resolved effectively.
- Mr Tarrant suggested that if there was Officer and Member recognition of the Joint Committee there may be more effective communication.
- Cllr Whittaker recommended meetings resume being held at both CBC and Biggleswade Town Council offices.
- Cllr Russell asked if CBC is still holding scrutiny and overview meetings, that forum could be informed of Joint Committee meetings outcomes.

Ms Hughes advised the Committee that the Terms of Reference of the Joint Committee are in the CBC Constitution. She suggested inviting members of the Biggleswade Community Engagement Forum or other active community groups to be able to sit around the table with Members, this might also lead to a broadening of the agenda items.

Ms Hughes advised Members that the CBC Chair is able to take issues from the Joint Committee meetings to CBC's Monitoring Officer, who then has the option to allocate it to a CBC Overview and Scrutiny Committee for consideration.

Cllr Foster asked for S106 funding to feature on future meetings. Ms Hughes indicated that the parish lists of S106 funding secured is on the CBC website and town /parish councils can and do play a role influencing S106 requests through completion of surveys for Community Buildings and for various Leisure provision which provide the evidence base for securing S106 from new development.

Cllr Foster stated Officers and the Chairman will be meeting well in advance of the next meeting to discuss items to be placed on the agenda.

It was **RESOLVED** that S106 funding available for Community Facilities be brought to the next meeting so that the Committee is made aware of what funding will be spent on, the processes for the spend, geographical limitations on spending and the deadlines relating to each S106 pot.

Work Plan for 2022/2023

Members were advised of the change of the Work Plan. Members of the Joint Committee will be contacted in advance by the Secretariat for suggestions on topics Members would like to discuss.

Cllr Bond requested the educational project on the Work Plan be moved to the HIF Project.

Cllr Fage requested the Town Council's work plan be brought to the Town Council to review.

The Chairman closed the meeting at 4:10 pm



MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
MEETING TUESDAY 5th JULY 2022 AT THE OFFICES OF
BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE,
4 SAFFRON ROAD, BIGGLESWADE COMMENCING AT 7:00PM



PRESENT:

Cllr R. Pullinger (Chairman)
Cllr I. Bond
Cllr M. Foster
Cllr M. Knight
Cllr M. North
Cllr H. Ramsay (virtually)
Cllr M. Russell
Cllr D. Strachan

Mr P. Tarrant –Town Clerk & Chief Executive, Biggleswade Town Council (virtually)
Mr K. Hosseini – Head of Governance & Strategic Partnerships, Biggleswade Town Council
Mrs S. van der Merwe – Deputy Administration & HR Manager, 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 D. Albone, Cllr G Fage.

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

Cllr D Strachan – Item 10b – Apollo Gardens (as declared later in the meeting).

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 and **APPROVED** the minutes of the Finance & General Purposes meeting held on **Tuesday 15th March 2022**.

8. **MATTERS ARISING**

- a. Cllr M Foster requested an update on implementation of the Finance Review. The Town Clerk & Chief Executive advised that 45% of the recommendations have been completed and the project is to be a priority for the new Finance Manager joining the Town Council on 15th July 2022, together with a clear calendar time line for completion.
- b. Cllr M Foster requested an update on the Website project and Cllr Pullinger confirmed it has been included into the Town Council Agenda of 12th July 2022.

9. **ITEMS FOR CONSIDERATION**

a. **Payments Process Unity Trust Bank**

Mr Tarrant updated Members that this report seeks to clarify regular and non-regular payments and Members' roles connected to those online approvals and payments through the Council's new banking account at Unity Trust Bank.

Members debated the proposal to ensure personal computers had the necessary security software and updates before accessing the online banking system. Cllr Pullinger stated the Town Council has a responsibility to ensure that Members' computers undergo IT checks to ensure the equipment is able to safely access the online banking system with appropriate security and/or anti-viral software.

Cllr M Foster recommended that Members' have access to the software on a laptop at the Town Council Offices. Mr Tarrant agreed this could be arranged in the Members' breakout room. Mr Tarrant said Members with sign-off powers will be invited to an in-house training session once the new banking system is implemented.

Mr Tarrant confirmed that online uploading of payment information into the Unity Trust Bank in the event the Finance Manager being out of the office will be performed by the Accounts Clerk, the Town Clerk & Chief Executive Officer or the Head of Governance & Strategic Partnerships.

It was **RESOLVED** by the Committee that it **ADOPTS** the process as set out in the Internet Banking BACS Payment Process noting the following amendments / actions:

- Amend “As well as seeking to define process the appendices give information around the nature of the ICT/Software that Members will be required to maintain at home to satisfy security and enable online payments.” on page 12 to read “As well as seeking to define process the appendices give information around the nature of the ICT/Software or anti-viral software that Members will be required to maintain at home to satisfy security and enable online payments, or use of Town Council Equipment.”
- That the Process be reviewed at 1, 3 and 6 months after opening of the Unity Trust Bank Account to capture up to date intelligence relating to efficiency of the process.

b. **Christmas Tender Update**

Mr Hosseini said that Officers have reached out to past suppliers for Christmas events and have listed official tenders in the Government Contracts Finder. The tender opportunity expires on 8 July 2022, after which a cost benefit analysis will be undertaken and the results submitted to the next TCM Committee meeting.

Cllr Knight commented as follows:

- He does not support a second light show on 24th December 2022.
- He asked for more resilience for the Santa offer as last year’s Santa took ill, meaning there was no coverage on the final day.
- He asked for the cost for the alcohol licence be included in the costings.
- He does not support the A-Board expense as he believes this adds no value.
- He would like to understand the business cases for the ice rink and the Santa’s Grotto and whether these would be chargeable to the public to offset costs.
- Requested official details on the proposed siting of the ice rink.

Cllr M Foster stated he has concerns about the ice rink’s risk to safety and he stated the cost for three days appears high. He would like to understand what the public views would be on this expense.

Members debated the proposed electrical works in the square and whether these should be a CBC responsibility and that the official report detailing the works required should be shared with members after the meeting. Cllr Pullinger stated any works to the infrastructure on the market square should come from the Capital Reserve or another source to be identified, not from the Christmas events budgets. Members supported Officers to approach Central Bedfordshire Council to discuss responsibility for any works needed to ensure the square can be used safely.

It was **RESOLVED** that Officers would investigate the requirements for the electrical infrastructure on the Market Square for Christmas events, identify what is essential for Christmas events and ongoing logistics and what would be needed for the longer-term future use, and investigate funding sources for each of those categories of works.

It was **RESOLVED** that the Finance & General Purposes Committee **APPROVES** the procurement route taken by Officers and for Officers to provide final supplier selection at the Town Centre Management Committee Meeting of 19th July 2022.

c. **Fire Risk Assessment**

Mr Hosseini advised Members the report covers the fire safety assessments to bring all the Town Council’s buildings into line with current Fire Safety regulations. A number of quotes were presented to the Committee in line with the Town Council’s current procurement process and Financial Regulations.

Mr Tarrant stated that the Town Council voted for growth in the 22/23 budget of £8k for this project as a guide figure. The quotations for this project add up to more than the guide figure and if Members decide to vote for the project to proceed additional funds will need to be approved.

Members queried whether the fire safety works included in the total cost outlined that were performed in the 2021-22 financial year were correctly accrued, which would negate the need for a virement.

It was **RESOLVED** that the Finance & General Purposes Committee **APPROVES** the following:

- Additional expenditure of £1,389 is to be vired from the Repairs and Maintenance budget to the Fire Maintenance budget to complete all fire safety improvement works and thus achieve full fire safety compliance, subject to confirmation of the accrual from the 21-22 financial year.
- Officers complete PAT testing accreditation for conducting PAT testing for all appliances in the future.

10. **ITEMS FOR INFORMATION**

a. **CCTV Update on S106 Application**

Mr Hosseini updated Members that Officers of the Town Council had met with Central Bedfordshire Council's Steve Barratt and Beverley Gaynor to discuss the Town Council's CCTV strategy and the S106 Funding request.

Mr Hosseini received confirmation that the historic Town Centre S106 funding was exhausted and Mr Barratt and Ms Gaynor were investigating additional funding for £33,081.40. Members asked Mr Hosseini to engage with the CBC Officer in charge of the overall pot rather than the "spend officer" to progress this project given the urgency of the switch over, the deadline that has been set and mounting inflation costs for purchasing the equipment. Cllr Knight requested this be escalated to the highest level at CBC given the August deadline that the CCTV needs to be installed by.

Cllr Pullinger requested that Officers start the process to get the equipment on order.

b. **Apollo Gardens**

Cllr Strachan declared a non-pecuniary interest in this matter.

Mr Hosseini updated the Committee on the progress of the land transfer for Apollo Gardens and potentially up to a further 8 play areas on the Kings Reach estate. Mr Hosseini received a letter from Central Bedfordshire Council confirming that a Deed of Variation is required for transfer of any land from a Developer to the Town Council, and that CBC has initiated that request from its legal team, with an approximate timeline of 3 months. Mr Hosseini has a meeting with CBC, its legal representatives and the developer on 7 July 2022.

Cllr M Foster suggested that the project for reviewing the adoption dates for the Town Council to adopt the existing play areas on Kings Reach should go to a future PLOS meeting.

11. **PUBLIC OPEN SESSION**

No members of the public wished to speak.

12. EXEMPT ITEMS

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

13.a. Capital Assets Review

13. EXEMPT ITEMS

a. **Capital Assets Review**

Members requested that this item be brought to a Town Council Meeting with further information relating to the registered land.

The meeting was closed at 20:49.



**MINUTES OF THE BIGGLESWADE TOWN COUNCIL
PUBLIC LANDS & OPEN SPACES COMMITTEE MEETING HELD ON
TUESDAY 7th JUNE 2022
AT 7PM AT BIGGLESWADE TOWN COUNCIL OFFICES, THE OLD
COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL**



PRESENT:

Cllr N North (Chairman)
Cllr C Thomas (Vice Chairman)
Cllr K Brown
Cllr G Fage
Cllr F Foster
Cllr M Foster
Cllr M Russell
Cllr D Strachan
Cllr J Woodhead

Mr P. Tarrant - Town Clerk & Chief Executive, Biggleswade Town Council
Mr K. Hosseini - Head of Governance & Strategic Partnerships, Biggleswade Town Council
Mr J. Wooley - Public Realm Manager, Biggleswade Town Council
Mrs S. van der Merwe - Deputy Administrator & HR Manager, Biggleswade Town Council
Mrs R. Jandu – Senior Administrator, Biggleswade Town Council

Members of the Public – 9 Members of the Public

Meeting Formalities:

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

1. APOLOGIES FOR ABSENCE

Cllr M Knight and Cllr R Pullinger.

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 D Strachan – Item 10a - Apollo Gardens Play Area.

3. **PUBLIC OPEN SESSION**

The Chairman advised that Item 6b in relation to the Allotment Policy will be **DEFERRED** to the next Public Lands & Open Spaces meeting for further consultation.

Three Members of the public addressed the Committee in relation to the Allotments.

a. **Ms. Julia Duffin - Member of Biggleswade Allotment Association (BAA), spoke on the Allotment Policy (Item 6b).**

Ms Duffin spoke on behalf of allotment holders, both members of the Biggleswade Allotment Association as well as non-members, in relation to concerns about the draft Allotment Policy.

- Ms Duffin asked if all future proposals could be in written format so that allotment holders have an opportunity to formulate comment.
- There are concerns about the Allotment Policy and the Terms and Conditions and that there are inconsistencies in the content across both documents.
- It is a concern that the deposits and rents have increased, which could potentially rule some people out of being able to continue with their allotment.
- The Town Council needs to apply further clarity on its definition of 'good order' as written in the terms and conditions.
- It was a concern regarding the condition of the access road and mobility around the allotments. It was believed that the Town Council tractor is a major contributor to the poor condition of the access road and around the allotment.
- The specification for buildings is on the small side and references to water butts in the ground needs review.
- It was recommended to consult with allotment holders on all areas to do with the allotments.

b. **Mr Brian Barraclough, Chairman of the Biggleswade Allotment Association (BAA), wished to make comments on the allotment rent increase.**

- Mr Barraclough feels the allotment fee benchmarking does not reflect current neighbouring borough costs for allotments, where varying plot sizes and costs need to be taken into account. It would be beneficial to compare the allotment fees of surrounding towns.
- There are a number of allotment tenants who will have to relinquish their allotment plot as they cannot afford to pay the increased charges.
- Mr Barraclough stated it would be beneficial for the Allotment Association to see the allotment accounts, there is no evidence from previous account information that the allotments run at any loss.
- The BAA are willing to discuss any matters regarding the allotments.

c. **Cllr Hayley Whittaker, CBC Ward Councillor, wished to make comments on the rent increase as well as other allotment concerns:**

- The allotment price increase for the next financial year are unjustified and the benchmarking exercise is flawed.
- The allotment deposit of £150 means that a lot of the public wouldn't be able to afford

to take on an allotment plot.

- There are no concessions on the price of the deposit or on the price of the allotment per year.
- The Town Council should not be trying to make a profit on the allotments, the allotments should be part of their offer to the town.
- It was encouraged for the Town Council to work with the BAA on all matters regarding the allotments.
- It would be good to justify the rule regarding tyres at the allotment.
- The current rules state that no crop is planted at the allotment that requires more than 12 months to mature should be reviewed.
- It would be beneficial to include what the Town Council plans to do with its green waste within the Allotment Policy.
- The size of sheds and polytunnels allowed on the allotments should be reviewed.

Members thanked the public for their comments.

4. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. Members received the Minutes of the Public Lands & Open Spaces Committee Meeting held on **Tuesday 1st February 2022** at the Offices of Biggleswade Town Council, The Old Court House, 4 Saffron Road, Biggleswade, SG18 8DL.

The Minutes were **APPROVED** as a true and accurate reflection of discussions.

5. **MATTERS ARISING**

- a. From the Minutes of the Public Lands & Open Spaces Committee Meeting held on **Tuesday 1st February 2022**.

Cllr G Fage – Item 6a – Buttercup Mead: Members were informed that positive feedback has been received from residents that this play area has been removed and grassed over. It was suggested by residents that once the grass had settled it would be good to plant shrubs and a tree to enhance the landscaping.

Cllr Strachan – Item 7b – Allotment storage building: Cllr Strachan asked for an update on this item. Mr Tarrant advised that he had since had a meeting with the Biggleswade Allotment Association who stated they no longer wished to proceed with the development of a storage building for the time being.

6. **ITEMS FOR CONSIDERATION**

- a. **Play Areas Project**

Mr Hosseini introduced the Play Area Project.

Members will have more clarification on this project at the Town Council Meeting on 14th June 2022. A further report will be presented to Members in August 2022 with the procurement outcomes and associated quotes.

Mr Hosseini informed Members the reason for this change of direction was because the procurement cycle has been underway over the last few months. The potential bidders would be subject matter experts in their field and it was **RESOLVED** to **APPROVE** the

recommendation stated in the report provided by Mr Hosseini.

b. Allotments Plan 2022-2023

Members received an oral update from Mr Tarrant. A number of opportunities were identified to improve the allotment site following a meeting with representatives of the BAA and Town Council staff.

Members were informed of the work that will be completed at the allotments within the next year:

- The existing gate at the bottom of the allotment site will either be made good or replenished to improve security.
- Internal routes around the allotments will be improved by laying down significant amounts of MOT. This will help to navigate around the allotments more easily, especially when there has been heavy rainfall.
- Overgrown shrubbery will be cut back by the Public Realm team.
- The area for collecting rubbish will be cleared and the Public Realm team will continue to regularly clear this area.

The Public Realm Team will continue to complete a weekly allotment check of the site to ensure the site is safe for the allotment users.

It was noted that communications regarding this allotment improvement work will be uploaded to our website shortly.

c. Allotment Policy and Terms and Conditions

It was **RESOLVED** to **DEFER** this item to a future Town Council Meeting to allow Officers to consult with the Biggleswade Allotment Association and Allotment Tenants about the amendments to the Allotment Policies and fees.

Mr Tarrant confirmed there will be three documents that will return to the Town Council for approval:

- A clear and concise Policy Statement;
- A detailed Conditions document;
- The individual contract between the Council and the allotment tenant.

d. Memorial Bench – Dan Albone

Members requested a bench policy to ensure that all benches are of a similar type to ensure consistency of design and to define who takes on responsibility for the bench for future, with a clear defined end period for the placement.

It was **RESOLVED** that the email request for a memorial bench to be placed at Dan Albone was **APPROVED** subject to the Public Realm Manager deciding on the placement of the bench.

e. **Memorial Tree – Stratton Way Cemetery**

It was **RESOLVED** that the Public Land & Open Spaces Committee **DOES NOT APPROVE** of this request to plant a memorial tree at the Stratton Way Cemetery.

7. **ITEMS FOR INFORMATION**

a. **Planters, Planting & War Memorial**

Members received an oral update from Mr Woolley on the Planting arrangements for the town and War Memorial.

The Memorial works (cleaning and re-letting on the North face of the War Memorial) will be completed by the end of July 2022 and was funded by Central Bedfordshire Council.

Planting across the town was completed by 3 staff, with assistance from the Rotary Club. Members were advised that 3000 plants were planted in August 2021, and that this work was funded from Section 106 monies.

Members thanked the Public Realm Team and the Rotatory Club for their hard work.

b. **War Memorial**

Members received an oral update from Mr Woolley regarding the repair work and cleaning. This information was **NOTED**.

c. **Great Big Green Week 2022**

Members received an oral update from Mr Hosseini on the events that will be taking place from 24th September 2022 to 2nd October 2022.

Members were informed that a written report will be presented to the Town Centre Management Committee on the 19th of July 2022 which will set out the recommendations on the upcoming plans.

d. **Linear Wood & Saxon Gate Pocket Park**

Members received a written report from Mr Hosseini. BTC Officers met with CBC Officers on 19th May 2022. It was agreed in principle that a 25-year lease be undertaken for both areas to be adopted by BTC, with costs to be met by CBC for the first 13 years and then for BTC to fund the rest of that term up to 25 years.

Improvement works on both sites will be done by CBC prior to handover, and BTC will be hearing back from CBC Officers by the end of May 2022.

It was **RESOLVED** that the financial aspects of this item be moved to the Exempt session for further clarification.

8. **PUBLIC OPEN SESSION**

One Member of the public, Mr Andy Skilton, wished to speak:

- Mr Skilton listed appropriate locations of where memorial benches and trees should be placed.

- Mr Skilton suggested that the Town Council incorporate National Car Free day along the high street, which takes place on 22nd September 2022, into the Great Big Green Week. He suggested extending some of the market stalls and encouraging a café culture on the additional space.

9. EXEMPT

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

(10a. Apollo Gardens)
(10b. Kings Reach Play Areas)

10. EXEMPT

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

a. **Apollo Gardens**

Mr Hosseini updated Members on the progress of potentially adopting this play area. Mr Hosseini is awaiting a response from CBC regarding a recent conversation with their legal provider.

b. **Kings Reach Play Areas**

The actions around this item have been incorporated into the Kings Reach report to go to Town Council Meeting of 26th July 2022.

c. **Linear Wood & Saxon Gate**

Following the earlier discussion in the agenda, Members were informed of financial matters relating to adoption of the two green spaces. Officers are still awaiting the final decision by CBC and have issued reminders to them.

The Chairman closed the Meeting at 8:25pm

02/08/2022

Biggleswade Town Council

09:04

Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 30/06/2022

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	484,836	1,328,208
2	OP'L L/H LAND & BUILDINGS	9,095	0	9,095
21	VEHICLES & EQUIPMENT	807,031	543,428	263,603
41	INFRASTRUCTURE ASSETS	309,674	258,333	51,341
61	COMMUNITY ASSETS	15,380	0	15,380
	Total Fixed Assets	2,954,224	1,286,597	1,667,627
	<u>Current Assets</u>			
91	CAPITAL WORK IN PROGRESS	19,955		
100	DEBTORS - TOWN COUNCIL	628		
102	DEBTORS - PITCH HIRE	2,900		
103	DEBTORS - ORCHARD CENTRE	688		
105	VAT REFUNDS	20,383		
201	OFFICE CASH ACCOUNT	432		
202	LLOYDS CURRENT BANK A/C	185,177		
204	LLOYDS SALARY A/C	6,675		
210	PETTY CASH	303		
224	PUBLIC SECTOR DEPOSIT	635,000		
	Total Current Assets		872,139	
	<u>Current Liabilities</u>			
501	TRADE CREDITORS	27,544		
505	HALL DEPOSIT	200		
510	ACCRUALS	18,000		
515	PAYE & NI DUE	16,503		
525	ALLOTMENT DEPOSITS	4,250		
530	INC IN ADVANCE - COMMUTED	19,600		
	Total Current Liabilities		86,097	
	Net Current Assets			786,041
	Total Assets less Current Liabilities			2,453,668
	<u>Long Term Liabilities</u>			
401	PWLB LOANS	101,416		
	Total Long Term Liabilities		101,416	
	Total Assets less Total Liabilities			2,352,252
	<u>Represented by :-</u>			
301	CURRENT YEAR FUND	292,487		
310	GENERAL RESERVE	347,326		
349	ROLLING CAPITAL FUND	126,273		
350	CAPITAL FINANCING RESERVE	1,311,801		
451	DEF'D GRANTS APPLIED	613,175		
452	DEF'D GRANTS W/BACK	(338,810)		
	Total Equity			2,352,252

26/07/2022

Biggleswade Town Council

15:03

Summary Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

Cost Centre Report

Page 1

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	B'SWADE MAGISTRATES COURT Expenditure	11,073	24,500	13,427	378	13,049	46.7%
102	ALLOTMENTS Income	(18)	9,500	9,518			(0.2%)
	Expenditure	488	1,415	927	1,361	(434)	130.7%
	Movement to/(from) Gen Reserve	<u>(505)</u>					
104	BURIAL GROUNDS Income	9,388	21,000	11,612			44.7%
	Expenditure	1,327	13,700	12,373	65	12,308	10.2%
	Movement to/(from) Gen Reserve	<u>8,061</u>					
105	CAR PARKS Income	9,145	28,000	18,855			32.7%
	Expenditure	17,936	75,400	57,464	5,495	51,969	31.1%
	Movement to/(from) Gen Reserve	<u>(8,792)</u>					
106	MARKET Income	4,659	17,800	13,141			26.2%
	Expenditure	4,891	21,722	16,831		16,831	22.5%
	Movement to/(from) Gen Reserve	<u>(232)</u>					
107	TOWN CENTRE GENERAL Expenditure	23,987	48,350	24,363	1,909	22,454	53.6%
108	GRANTS (INCL S137) Expenditure	16,644	32,767	16,123		16,123	50.8%
109	CAPITAL EXPENDITURE Expenditure	56,331	72,427	16,096		16,096	77.8%
110	PUBLIC CONVENIENCES Income	0	3,250	3,250			0.0%
	Expenditure	3,109	19,250	16,141	1,700	14,441	25.0%
	Movement to/(from) Gen Reserve	<u>(3,109)</u>					
111	CORPORATE MANAGEMENT Income	713,006	1,424,171	711,165			50.1%
	Expenditure	460	5,000	4,540		4,540	9.2%
	Movement to/(from) Gen Reserve	<u>712,546</u>					
112	DEMOCRATIC REP'N & MGMT Expenditure	3,218	11,500	8,282	1,210	7,072	38.5%
113	CIVIC ACTIVITIES & EXPENSES Income	(433)	0	433			0.0%
	Expenditure	90	2,500	2,410	257	2,153	13.9%
	Movement to/(from) Gen Reserve	<u>(523)</u>					
115	ORCHARD COMMUNITY CENTRE Income	6,829	32,500	25,671			21.0%
	Expenditure	21,117	108,054	86,937	104	86,833	19.6%
	Movement to/(from) Gen Reserve	<u>(14,288)</u>					
210	GENERAL Expenditure	0	5,000	5,000		5,000	0.0%
212	RECREATION GROUNDS Income	5,568	10,000	4,432			55.7%
	Expenditure	7,607	51,100	43,493	945	42,548	16.7%
	Movement to/(from) Gen Reserve	<u>(2,039)</u>					
901	CENTRAL SERVICES Income	1,000	0	(1,000)			0.0%
	Expenditure	181,927	676,104	494,177	7,259	486,919	28.0%
	Movement to/(from) Gen Reserve	<u>(180,927)</u>					
902	PUBLIC REALM Expenditure	79,220	312,982	233,762	1,925	231,837	25.9%
903	DEPOT Expenditure	26,244	73,000	46,756	83	46,673	36.1%
904	REPAIRS & MAINTENANCE Expenditure	987	15,000	14,013		14,013	6.6%

Continued over page

Summary Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	749,144	1,546,221	797,077			48.4%
Expenditure	456,657	1,569,771	1,113,114	22,691	1,090,423	30.5%
Net Income over Expenditure	<u>292,487</u>	<u>(23,550)</u>	<u>(316,037)</u>			
Movement to/(from) Gen Reserve	<u>292,487</u>					

26/07/2022

Biggleswade Town Council

15:03

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

Cost Centre Report

Page 1

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 B'SWADE MAGISTRATES COURT							
4011 RATES	3,647	14,600	10,953		10,953	25.0%	
4014 ELECTRICITY	191	0	(191)		(191)	0.0%	
4015 GAS	2,621	4,000	1,379		1,379	65.5%	
4036 PROPERTY MAINTENANCE	962	2,000	1,038	378	660	67.0%	
4042 EQUIPT MAINT/REPAIR	600	500	(100)		(100)	120.0%	
4104 REFUSE COLLECTION	209	1,200	991		991	17.4%	
4110 FIRE PRECAUTIONS	2,195	600	(1,595)		(1,595)	365.8%	
4134 SECURITY/CCTV	649	1,600	951		951	40.5%	
B'SWADE MAGISTRATES COURT :- Indirect Expenditure	11,073	24,500	13,427	378	13,049	46.7%	0
Net Expenditure	(11,073)	(24,500)	(13,427)				
102 ALLOTMENTS							
1087 INC-ALLOTMENTS	(18)	9,500	9,518			(0.2%)	
ALLOTMENTS :- Income	(18)	9,500	9,518			(0.2%)	0
4013 RENT	233	465	233		233	50.0%	
4037 GROUNDS MAINTENANCE	110	0	(110)	661	(771)	0.0%	
4067 PEST CONTROL	145	750	605	700	(95)	112.7%	
4104 REFUSE COLLECTION	0	200	200		200	0.0%	
ALLOTMENTS :- Indirect Expenditure	488	1,415	927	1,361	(434)	130.7%	0
Net Income over Expenditure	(505)	8,085	8,590				
104 BURIAL GROUNDS							
1084 INC-BURIAL FEES	9,388	20,000	10,612			46.9%	
1097 INC-MEMORIALS	0	1,000	1,000			0.0%	
BURIAL GROUNDS :- Income	9,388	21,000	11,612			44.7%	0
4011 RATES	1,206	6,000	4,794		4,794	20.1%	
4012 WATER RATES	24	200	176		176	12.0%	
4014 ELECTRICITY	93	500	407		407	18.5%	
4036 PROPERTY MAINTENANCE	0	7,000	7,000		7,000	0.0%	
4092 Card Processing Fees	4	0	(4)		(4)	0.0%	
4173 S/W CEMETERY LANDSCAPING	0	0	0	65	(65)	0.0%	
BURIAL GROUNDS :- Indirect Expenditure	1,327	13,700	12,373	65	12,308	10.2%	0
Net Income over Expenditure	8,061	7,300	(761)				

Continued over page

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
105 CAR PARKS							
1088 INC-CAR PARKING FEES	5,561	22,000	16,439			25.3%	
1089 INC - PARKING PERMITS WORK	2,467	3,000	533			82.2%	
1189 INC-PARKING PERMITS RES	1,116	3,000	1,884			37.2%	
CAR PARKS :- Income	9,145	28,000	18,855			32.7%	0
4011 RATES	6,530	27,900	21,370		21,370	23.4%	
4023 STATIONERY	0	500	500		500	0.0%	
4037 GROUNDS MAINTENANCE	0	0	0	200	(200)	0.0%	
4038 MAINTENANCE CONTRACT	1,129	10,000	8,871	5,295	3,576	64.2%	
4042 EQUIPT MAINT/REPAIR	536	0	(536)		(536)	0.0%	
4092 Card Processing Fees	326	1,000	674		674	32.6%	
4126 CAR PARK LEASE	9,234	36,000	26,766		26,766	25.7%	
4128 EQUIPMENT	182	0	(182)		(182)	0.0%	
CAR PARKS :- Indirect Expenditure	17,936	75,400	57,464	5,495	51,969	31.1%	0
Net Income over Expenditure	(8,792)	(47,400)	(38,608)				
106 MARKET							
1082 INC-LETTINGS	0	300	300			0.0%	
1085 INC-TUESDAY MARKET RENTS	1,081	3,500	2,419			30.9%	
1086 INC-SATURDAY MARKET RENTS	3,578	14,000	10,422			25.6%	
MARKET :- Income	4,659	17,800	13,141			26.2%	0
4002 EMPLOYERS N.I	49	224	175		175	22.0%	
4003 EMPLOYERS SUPERANN.	697	2,768	2,071		2,071	25.2%	
4004 MARKET STAFF	2,601	10,330	7,729		7,729	25.2%	
4011 RATES	1,292	5,400	4,108		4,108	23.9%	
4014 ELECTRICITY	252	1,000	748		748	25.2%	
4023 STATIONERY	0	1,000	1,000		1,000	0.0%	
4032 PUBLICITY	0	500	500		500	0.0%	
4047 MATERIALS/TOOLS	0	500	500		500	0.0%	
MARKET :- Indirect Expenditure	4,891	21,722	16,831	0	16,831	22.5%	0
Net Income over Expenditure	(232)	(3,922)	(3,690)				
107 TOWN CENTRE GENERAL							
4001 STAFF SALARIES	8,864	0	(8,864)		(8,864)	0.0%	
4002 EMPLOYERS N.I	992	0	(992)		(992)	0.0%	
4003 EMPLOYERS SUPERANN.	2,376	0	(2,376)		(2,376)	0.0%	
4007 HEALTH & SAFETY	96	0	(96)		(96)	0.0%	
4014 ELECTRICITY	92	0	(92)		(92)	0.0%	

Continued over page

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4031 ADVERTISING	122	0	(122)	100	(222)	0.0%	
4036 PROPERTY MAINTENANCE	250	500	250		250	50.0%	
4037 GROUNDS MAINTENANCE	0	500	500		500	0.0%	
4044 TREES & PLANTS	3,211	0	(3,211)	1,314	(4,524)	0.0%	
4047 MATERIALS/TOOLS	9	0	(9)		(9)	0.0%	
4065 TC EVENTS (FESTIVAL)	2,803	0	(2,803)	415	(3,218)	0.0%	
4067 PEST CONTROL	51	0	(51)		(51)	0.0%	
4116 WAR MEM & REM SERV	0	1,000	1,000		1,000	0.0%	
4117 CLOCK REPAIRS	0	350	350		350	0.0%	
4128 EQUIPMENT	480	0	(480)		(480)	0.0%	
4134 SECURITY/CCTV	374	0	(374)		(374)	0.0%	
4138 MARKET SQUARE EVENTS	2,072	5,000	2,928	81	2,848	43.0%	
4140 CHRISTMAS ACTIVITIES	0	7,000	7,000		7,000	0.0%	
4144 CCTV	2,195	16,000	13,805		13,805	13.7%	
4145 CHRISTMAS LIGHTS	0	18,000	18,000		18,000	0.0%	
TOWN CENTRE GENERAL :- Indirect Expenditure	23,987	48,350	24,363	1,909	22,454	53.6%	0
Net Expenditure	(23,987)	(48,350)	(24,363)				
108 GRANTS (INCL S137)							
4261 GRANTS UNDER OTHER POWERS	149	20,767	20,619		20,619	0.7%	
4264 Community Agent Grant	16,496	12,000	(4,496)		(4,496)	137.5%	
GRANTS (INCL S137) :- Indirect Expenditure	16,644	32,767	16,123	0	16,123	50.8%	0
Net Expenditure	(16,644)	(32,767)	(16,123)				
109 CAPITAL EXPENDITURE							
4053 LOAN INTEREST	0	4,381	4,381		4,381	0.0%	
4253 LEASE INTEREST REPAID	0	268	268		268	0.0%	
4802 CP - New Computer Installation	2,026	0	(2,026)		(2,026)	0.0%	
4900 ROLLING CAPITAL FUND ALLOC'N	56,331	56,331	0		0	100.0%	
4980 LOAN REPAYMENT	0	8,139	8,139		8,139	0.0%	
4982 LEASE CAPITAL REPAID	0	3,308	3,308		3,308	0.0%	
4990 ASSET FUNDING FROM RCP	(2,026)	0	2,026		2,026	0.0%	
CAPITAL EXPENDITURE :- Indirect Expenditure	56,331	72,427	16,096	0	16,096	77.8%	0
Net Expenditure	(56,331)	(72,427)	(16,096)				
110 PUBLIC CONVENIENCES							
1091 INC-MISCELLANEOUS	0	3,250	3,250			0.0%	
PUBLIC CONVENIENCES :- Income	0	3,250	3,250			0.0%	0

Continued over page

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4011 RATES	0	3,250	3,250		3,250	0.0%	
4012 WATER RATES	(191)	2,000	2,191		2,191	(9.5%)	
4014 ELECTRICITY	0	1,000	1,000		1,000	0.0%	
4016 CLEANING COSTS	3,300	10,000	6,700	1,700	5,000	50.0%	
4036 PROPERTY MAINTENANCE	0	1,000	1,000		1,000	0.0%	
4038 MAINTENANCE CONTRACT	0	1,000	1,000		1,000	0.0%	
4042 EQUIPT MAINT/REPAIR	0	500	500		500	0.0%	
4047 MATERIALS/TOOLS	0	500	500		500	0.0%	
PUBLIC CONVENIENCES :- Indirect Expenditure	3,109	19,250	16,141	1,700	14,441	25.0%	0
Net Income over Expenditure	(3,109)	(16,000)	(12,891)				
111 CORPORATE MANAGEMENT							
1076 PRECEPT RECEIVED	712,086	1,423,751	711,665			50.0%	
1096 INTEREST RECEIVED	920	420	(500)			219.0%	
CORPORATE MANAGEMENT :- Income	713,006	1,424,171	711,165			50.1%	0
4057 AUDIT FEES	460	4,000	3,540		3,540	11.5%	
4110 FIRE PRECAUTIONS	0	1,000	1,000		1,000	0.0%	
CORPORATE MANAGEMENT :- Indirect Expenditure	460	5,000	4,540	0	4,540	9.2%	0
Net Income over Expenditure	712,546	1,419,171	706,625				
112 DEMOCRATIC REP'N & MGM'T							
4014 ELECTRICITY	19	0	(19)		(19)	0.0%	
4024 SUBSCRIPTIONS	2,491	3,000	509		509	83.0%	
4082 NEIGHBOURHOOD PLAN	57	0	(57)		(57)	0.0%	
4085 COUNCIL WEBSITE	651	2,000	1,349	1,210	139	93.0%	
4090 Public Referendum	0	2,500	2,500		2,500	0.0%	
4135 ELECTION PROVISION	0	4,000	4,000		4,000	0.0%	
DEMOCRATIC REP'N & MGM'T :- Indirect Expenditure	3,218	11,500	8,282	1,210	7,072	38.5%	0
Net Expenditure	(3,218)	(11,500)	(8,282)				
113 CIVIC ACTIVITIES & EXPENSES							
1091 INC-MISCELLANEOUS	101	0	(101)			0.0%	
1300 INC-MAYORS CHARITY	(534)	0	534			0.0%	
CIVIC ACTIVITIES & EXPENSES :- Income	(433)	0	433				0
4112 TOWN MAYOR'S ALLOW.	0	1,000	1,000		1,000	0.0%	
4166 TWINNING	0	250	250		250	0.0%	

Continued over page

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4179 CIVIC FUNCTIONS	90	1,000	910	178	732	26.8%	
4180 CIVIC REGALIA REPAIRS ETC	0	250	250	79	171	31.6%	
CIVIC ACTIVITIES & EXPENSES :- Indirect Expenditure	90	2,500	2,410	257	2,153	13.9%	0
Net Income over Expenditure	(523)	(2,500)	(1,977)				
115 ORCHARD COMMUNITY CENTRE							
1082 INC-LETTINGS	6,829	32,500	25,671			21.0%	
ORCHARD COMMUNITY CENTRE :- Income	6,829	32,500	25,671			21.0%	0
4001 STAFF SALARIES	12,731	59,817	47,086		47,086	21.3%	
4002 EMPLOYERS N.I	1,231	5,012	3,781		3,781	24.6%	
4003 EMPLOYERS SUPERANN.	3,412	16,031	12,619		12,619	21.3%	
4007 HEALTH & SAFETY	525	500	(25)	54	(79)	115.8%	
4008 STAFF TRAINING	360	0	(360)		(360)	0.0%	
4009 STAFF TRAVEL	45	400	355		355	11.4%	
4011 RATES	0	6,200	6,200		6,200	0.0%	
4012 WATER RATES	79	240	161		161	32.8%	
4014 ELECTRICITY	63	9,000	8,937		8,937	0.7%	
4015 GAS	1,658	2,300	642		642	72.1%	
4016 CLEANING COSTS	149	2,100	1,951		1,951	7.1%	
4020 MISC. ESTABLISH.COST	0	54	54		54	0.0%	
4021 TELEPHONE & FAX	0	600	600		600	0.0%	
4023 STATIONERY	0	200	200		200	0.0%	
4036 PROPERTY MAINTENANCE	444	1,000	556	50	506	49.4%	
4038 MAINTENANCE CONTRACT	0	1,700	1,700		1,700	0.0%	
4042 EQUIPT MAINT/REPAIR	0	1,500	1,500		1,500	0.0%	
4060 OFFICE EQUIPMENT	0	300	300		300	0.0%	
4081 Licences	0	600	600		600	0.0%	
4104 REFUSE COLLECTION	343	0	(343)		(343)	0.0%	
4128 EQUIPMENT	77	500	423		423	15.4%	
ORCHARD COMMUNITY CENTRE :- Indirect Expenditure	21,117	108,054	86,937	104	86,833	19.6%	0
Net Income over Expenditure	(14,288)	(75,554)	(61,266)				
210 GENERAL							
4064 ANNUAL HANGING BASKETS	0	5,000	5,000		5,000	0.0%	
GENERAL :- Indirect Expenditure	0	5,000	5,000	0	5,000	0.0%	0
Net Expenditure	0	(5,000)	(5,000)				

Continued over page

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>212 RECREATION GROUNDS</u>							
1081 INC-RENT	735	5,000	4,265			14.7%	
1083 INC-PITCH HIRE	4,833	5,000	167			96.7%	
RECREATION GROUNDS :- Income	5,568	10,000	4,432			55.7%	0
4007 HEALTH & SAFETY	229	0	(229)		(229)	0.0%	
4011 RATES	1,139	4,700	3,561		3,561	24.2%	
4012 WATER RATES	490	11,500	11,010		11,010	4.3%	
4014 ELECTRICITY	867	9,000	8,133		8,133	9.6%	
4036 PROPERTY MAINTENANCE	0	0	0	825	(825)	0.0%	
4037 GROUNDS MAINTENANCE	882	7,000	6,118	120	5,999	14.3%	
4038 MAINTENANCE CONTRACT	1,726	8,000	6,274		6,274	21.6%	
4043 FENCING & GATES	0	2,000	2,000		2,000	0.0%	
4044 TREES & PLANTS	800	1,500	700		700	53.3%	
4067 PEST CONTROL	0	1,500	1,500		1,500	0.0%	
4100 FERT./SEEDS/WEEDKILL	0	200	200		200	0.0%	
4104 REFUSE COLLECTION	775	200	(575)		(575)	387.6%	
4110 FIRE PRECAUTIONS	0	1,500	1,500		1,500	0.0%	
4114 LITTER BINS	0	1,500	1,500		1,500	0.0%	
4119 SKIP HIRE	700	0	(700)		(700)	0.0%	
4128 EQUIPMENT	0	2,000	2,000		2,000	0.0%	
4134 SECURITY/CCTV	0	500	500		500	0.0%	
RECREATION GROUNDS :- Indirect Expenditure	7,607	51,100	43,493	945	42,548	16.7%	0
Net Income over Expenditure	(2,039)	(41,100)	(39,061)				
<u>901 CENTRAL SERVICES</u>							
1078 INC-MISC GRANTS	1,000	0	(1,000)			0.0%	
CENTRAL SERVICES :- Income	1,000	0	(1,000)				0
4001 STAFF SALARIES	78,758	384,830	306,072		306,072	20.5%	
4002 EMPLOYERS N.I	8,708	44,830	36,122		36,122	19.4%	
4003 EMPLOYERS SUPERANN.	14,257	79,894	65,637		65,637	17.8%	
4005 AGENCY STAFF	23,666	10,000	(13,666)		(13,666)	236.7%	
4007 HEALTH & SAFETY	170	2,800	2,630	16	2,614	6.6%	
4008 STAFF TRAINING	2,818	10,000	7,182		7,182	28.2%	
4009 STAFF TRAVEL	375	1,500	1,125		1,125	25.0%	
4010 MISC. STAFF COSTS	534	1,000	466		466	53.4%	
4012 WATER RATES	6	500	494		494	1.2%	
4014 ELECTRICITY	297	4,000	3,703		3,703	7.4%	
4016 CLEANING COSTS	1,382	7,500	6,118	520	5,598	25.4%	
4020 MISC. ESTABLISH.COST	21	250	229		229	8.4%	

Continued over page

15:03

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4021 TELEPHONE & FAX	2,207	13,500	11,293		11,293	16.4%	
4022 POSTAGE	502	1,500	998		998	33.5%	
4023 STATIONERY	851	3,500	2,649	556	2,093	40.2%	
4025 INSURANCE	15,875	21,000	5,125		5,125	75.6%	
4026 COMPUTER	12,628	35,000	22,372	1	22,371	36.1%	
4027 PHOTOCOPIER	356	5,600	5,244		5,244	6.4%	
4029 OFFICE REFURBISHMENT	0	0	0	27	(27)	0.0%	
4030 ADVERTISING, RECRUITMENT	4,465	5,000	535	635	(100)	102.0%	
4031 ADVERTISING	1,277	2,900	1,623	2,461	(838)	128.9%	
4036 PROPERTY MAINTENANCE	495	0	(495)	275	(770)	0.0%	
4037 GROUNDS MAINTENANCE	0	0	0	395	(395)	0.0%	
4042 EQUIPT MAINT/REPAIR	0	0	0	560	(560)	0.0%	
4047 MATERIALS/TOOLS	0	0	0	294	(294)	0.0%	
4051 BANK CHARGES	540	2,000	1,460		1,460	27.0%	
4056 LEGAL EXPENSES	0	4,500	4,500		4,500	0.0%	
4058 PROFESSIONAL FEES	8,707	10,000	1,293	535	758	92.4%	
4059 CONSULTANCY	0	2,000	2,000		2,000	0.0%	
4060 OFFICE EQUIPMENT	0	1,000	1,000	414	586	41.4%	
4073 PAYROLL BUREAU FEES	(500)	5,000	5,500		5,500	(10.0%)	
4074 ACCOUNTANCY FEES	2,754	15,000	12,246		12,246	18.4%	
4103 PROTECTIVE CLOTHING	0	0	0	59	(59)	0.0%	
4115 SEATING	0	0	0	13	(13)	0.0%	
4127 SIGNS	0	1,000	1,000		1,000	0.0%	
4128 EQUIPMENT	778	500	(278)	498	(776)	255.2%	
CENTRAL SERVICES :- Indirect Expenditure	181,927	676,104	494,177	7,259	486,919	28.0%	0
Net Income over Expenditure	(180,927)	(676,104)	(495,177)				
902 PUBLIC REALM							
4001 STAFF SALARIES	51,219	199,305	148,086		148,086	25.7%	
4002 EMPLOYERS N.I	4,913	18,595	13,682		13,682	26.4%	
4003 EMPLOYERS SUPERANN.	7,600	47,307	39,707		39,707	16.1%	
4008 STAFF TRAINING	640	0	(640)		(640)	0.0%	
4009 STAFF TRAVEL	101	0	(101)		(101)	0.0%	
4014 ELECTRICITY	(303)	1,200	1,503		1,503	(25.2%)	
4023 STATIONERY	0	100	100		100	0.0%	
4025 INSURANCE	5,423	300	(5,123)		(5,123)	1807.6%	
4030 ADVERTISING, RECRUITMENT	642	0	(642)		(642)	0.0%	
4036 PROPERTY MAINTENANCE	75	0	(75)	160	(235)	0.0%	
4037 GROUNDS MAINTENANCE	808	0	(808)	720	(1,528)	0.0%	
4040 SPORTS EQUIP. MAINT.	0	0	0	89	(89)	0.0%	

Continued over page

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4041 EQUIPMENT HIRE	0	1,000	1,000	1	999	0.1%	
4042 EQUIPT MAINT/REPAIR	233	2,000	1,767		1,767	11.6%	
4044 TREES & PLANTS	100	10,500	10,400	44	10,356	1.4%	
4046 VEHICLE LEASING	2,487	10,000	7,513		7,513	24.9%	
4047 MATERIALS/TOOLS	1,541	0	(1,541)	368	(1,909)	0.0%	
4048 VEHICLE MAINT/REPAIR	860	10,000	9,140	65	9,074	9.3%	
4049 VEHICLE FUEL	916	8,000	7,084		7,084	11.4%	
4050 VEHICLE TAX	385	675	290		290	57.0%	
4100 FERT./SEEDS/WEEDKILL	0	700	700		700	0.0%	
4103 PROTECTIVE CLOTHING	798	2,500	1,702	290	1,412	43.5%	
4119 SKIP HIRE	0	800	800		800	0.0%	
4128 EQUIPMENT	780	0	(780)	189	(969)	0.0%	
PUBLIC REALM :- Indirect Expenditure	79,220	312,982	233,762	1,925	231,837	25.9%	0
Net Expenditure	(79,220)	(312,982)	(233,762)				
903 DEPOT							
4007 HEALTH & SAFETY	131	0	(131)		(131)	0.0%	
4011 RATES	0	16,000	16,000		16,000	0.0%	
4012 WATER RATES	(750)	1,500	2,250		2,250	(50.0%)	
4013 RENT	27,412	50,000	22,588		22,588	54.8%	
4014 ELECTRICITY	(831)	2,500	3,331		3,331	(33.3%)	
4015 GAS	283	1,500	1,217		1,217	18.9%	
4020 MISC. ESTABLISH.COST	0	500	500		500	0.0%	
4042 EQUIPT MAINT/REPAIR	0	1,000	1,000		1,000	0.0%	
4047 MATERIALS/TOOLS	0	0	0	83	(83)	0.0%	
DEPOT :- Indirect Expenditure	26,244	73,000	46,756	83	46,673	36.1%	0
Net Expenditure	(26,244)	(73,000)	(46,756)				
904 REPAIRS & MAINTENANCE							
4042 EQUIPT MAINT/REPAIR	987	15,000	14,013		14,013	6.6%	
REPAIRS & MAINTENANCE :- Indirect Expenditure	987	15,000	14,013	0	14,013	6.6%	0
Net Expenditure	(987)	(15,000)	(14,013)				
Grand Totals:- Income	749,144	1,546,221	797,077			48.4%	
Expenditure	456,657	1,569,771	1,113,114	22,691	1,090,423	30.5%	
Net Income over Expenditure	292,487	(23,550)	(316,037)				
Movement to/(from) Gen Reserve	292,487						

Date: 26/07/2022

Biggleswade Town Council

Time: 11:58

Lloyds Current A/C

List of Payments made between 01/06/2022 and 30/06/2022

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>
05/06/2022	Central Bedfordshire Council	Std Ord	4,599.00		Rates 22/23
06/06/2022	London Road Audio Services Ltd	202235	-1,295.00		Purchase Ledger Payment
06/06/2022	Luke Martins	000482	50.00		Luke Martins Allot Dep refund
06/06/2022	David Albone	000483	50.00		David Albone Allot 228A Dep re
06/06/2022	London Road Audio Services Ltd	202235	1,295.00		Purchase Ledger Payment
06/06/2022	Amazon	DEB	16.54		Purchase Ledger Payment
06/06/2022	Amazon	DEB1	66.25		Purchase Ledger Payment
06/06/2022	Facebook	DC	60.00		Facebook-Advert
06/06/2022	Indeed	DC	100.00		Indeed-Advert
06/06/2022	Indeed-Advert	DC	270.74		Indeed-Advert
07/06/2022	CoolerAid Ltd	202228	157.10		249-19L still bottle
07/06/2022	Bedford & River Ivel I D B	202229	26.11		251-Agricultural drainage rate
07/06/2022	Bemrose Booth Paragon Ltd	202230	392.40		Parking Tickets for machines
07/06/2022	Branching Out Tree & Garden Se	202231	960.00		Reduce hght of trees at Berkel
07/06/2022	Enterprise Personnel Ltd	202232	2,602.68		Temp Senior Admin
07/06/2022	Essential Safety Wear Ltd	202233	309.47		263-Staff uniform
07/06/2022	The Lion Press (Sandy) Ltd	202234	96.00		250-2Foamex boards A1-Union j.
07/06/2022	London Road Audio Services Ltd	202235	1,295.00		255-Sound & light-Jubilee
07/06/2022	Evisa Solutions Ltd	202236	5,358.11		245-1st stage recruitment fee
07/06/2022	R & C Hyett	202237	2,190.00		253-Office cleaning-May 2022
07/06/2022	Rialtas Business Solutions Ltd	202238	210.00		254-Allotment software 22/23
07/06/2022	Smart Platform Rental Ltd	202239	546.00		Operated Hire of Cherry Picke
07/06/2022	Turfcare Leisure Services Ltd	202240	690.47		Maintenance of Bowling Green
07/06/2022	London Road Audio Services Ltd	202235	-1,295.00		Purchase Ledger Payment
07/06/2022	Petty Cash	000484	300.00		Petty Cash
08/06/2022	Phoenix Chorus	000485	200.00		Jubille event performance
08/06/2022	Node IT Solutions Ltd	DDR3	90.00		Moving IT equipment
09/06/2022	LGRC Associates Ltd	FP	11,987.62		246-Locum Finance - May 2022
09/06/2022	Lloyds Salary A/C	Tfr	400.00		
09/06/2022	CHAWLA	FP	30.00		S/LEDGER REFUND
09/06/2022	THOMSON	FP	20.00		SALES LEDGER REFUND
11/06/2022	BNP Paribus	Std Ord	584.17		Isuzu Truck LN69 XVL
13/06/2022	Amazon	DEB4	69.99		Purchase Ledger Payment
13/06/2022	The Right Fuelcard Company Lim	DDR4	3.60		4429814/288/The Right Fuelcard
13/06/2022	Node IT Solutions Ltd	DDR5	62.40		Ethernet switch - monthly
13/06/2022	BNP Paribas	DDR6	132.00		146-RTV 900EC Rental Jun 22/23
13/06/2022	Node IT Solutions Ltd	DDR7	158.98		Monthly Zoom subscription
13/06/2022	Node IT Solutions Ltd	DDR8	211.20		Managed Networking - monthly
13/06/2022	Node IT Solutions Ltd	DDR9	444.00		Leased Line Rental - monthly
13/06/2022	Node IT Solutions Ltd	DDR10	3,438.53		Agreed IT Services
13/06/2022	HMRC	DDR	12.00		Land Search fee
13/06/2022	Facebook - Advert	DC	17.93		Facebook - Advert
14/06/2022	Lex Autolease Ltd	DDR11	410.64		305-KV67 FPJ Lease
15/06/2022	Integrating Solutions Limited	DDR12	318.92		Photocopier rental
15/06/2022	Lloyds Salary A/C	Tfr	72,103.35		
16/06/2022	British Telecommunications PLC	DDR13	585.07		310-Telephone
16/06/2022	Fuel Genie DDR	DDR14	1,062.98		Purchase Ledger Payment

List of Payments made between 01/06/2022 and 30/06/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/06/2022	Lloyds Bank	DDR	172.86		Bank Charges
20/06/2022	citrusHR Limited	DDR15	63.00		HR system - 15/06 - 14/07/22
21/06/2022	AMF Services (Bedford) Ltd	202241	577.99		26192/284/PR12223/AMF Services
21/06/2022	ARENA SECURITY	202242	448.80		295-Security officers May 22
21/06/2022	ATOMIC PEST CONTROL	202243	70.00		Pest control for allotments
21/06/2022	Beds Bulletin Ltd	202244	261.00		303-Beds Bulletin advert
21/06/2022	Cranbrook Plants	202245	3,852.89		1040/285/2223-0026/Cranbrook P
21/06/2022	Essential Safety Wear Ltd	202246	135.57		296-Protective clothing
21/06/2022	J R GOLDTHORPE & SON	202247	63.95		297-light tubes/cable ties
21/06/2022	HERTFORDSHIRE COUNTY	202248	179.00		294-Cleaning Materials
21/06/2022	Henlow Building Supplies	202249	46.19		301-Materials
21/06/2022	Huxley Electrical Services	202250	780.00		298-Jubilee celebration equip
21/06/2022	Leak Shield	202251	155.00		299-Replace tap
21/06/2022	London Road Audio Services Ltd	202252	1,295.00		Purchase Ledger Payment
21/06/2022	Biggleswade MOT Centre Ltd	202253	72.85		292-MA13 UCN MOT Test
21/06/2022	Peninsula Business Services Li	202254	37.09		313-EAP services
21/06/2022	DCK Accounting Solutions Ltd	202255	1,899.47		293-Year End Accounts 21/22
21/06/2022	St John Ambulance	202256	115.20		314-Jubilee 1st aid cover
21/06/2022	Tim's Digital	202257	116.40		312-Website hosting
21/06/2022	Tudor Environmental	202258	1,765.55		300-Stihl KM131R Engine/tool
21/06/2022	Veolia UK Ltd	202259	119.21		302-Trade refuse O/C
21/06/2022	AIB Merchant Services	DDR16	96.20		304-AIB Fees May 22
21/06/2022	LGRC Associates Ltd	DDR17	3,436.25		Locum Head of Finance June 22
21/06/2022	Tim's Digital	000486	342.00		507-Half day dev-Google studio
22/06/2022	Amazon	DDR18	79.99		Purchase Ledger Payment
23/06/2022	EE - DDR	DDR20	392.32		Purchase Ledger Payment
24/06/2022	Eon Next Energy Ltd	DDR21	25.98		309-Depot electricity
24/06/2022	Node IT Solutions Ltd	DDR22	1,267.88		311-Lenovo Thinkbook
27/06/2022	Osso Gas - OSSO1107	DDR23	954.65		Gas Orchardf Ctr May 2022
27/06/2022	Osso Gas OSSO1108	DDR25	970.12		Gas Old Court Hse May 2022
27/06/2022	P Albone	000487	84.00		Burial Income refund
28/06/2022	Chubb Fire & Security Ltd	DDR26	3,346.97		247-Fire alarm small works
29/06/2022	Amazon	DEB5	119.98		Purchase Ledger Payment
29/06/2022	Harrison Clark	S/O	9,000.00		R/Lane Car Park rent
30/06/2022	Anglian Water Business Ltd. (N	DDR27	13.74		306-The lakes water charges
30/06/2022	F & R Cawley Ltd	DDR28	556.32		487945/287/F & R Cawley Ltd
30/06/2022	OPUS Energy (Corporate) Limite	DDR29	1,213.69		Elec Stratton Way May 2022

Total Payments	145,521.36
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PUBLIC NOTICE

CENTRAL BEDFORDSHIRE COUNCIL PROPOSES TO INTRODUCE NO WAITING AT ANY TIME ON FAIRFIELD ROAD, WILSHERES ROAD, HILL LANE, SUN STREET AND SHORTMEAD STREET, BIGGLESWADE

Reason for proposal: The waiting restrictions are intended to address indiscriminate parking and to ensure that visibility at the junctions is not obscured.

Effect of the Order:

To introduce No Waiting at any time on the following lengths of road in Biggleswade:-

1. Sun Street, south-west side, from the shared property boundary between Nos 5-12 Rising Sun Court and No. 36 Sun Street (where the western side of the Zebra Crossing begins) and extending in a north-westerly direction for approximately 10m.
2. Sun Street, south-west side, from a point where the eastern side of the Zebra Crossing begins and extending in a south-easterly direction approximately 13m.
3. Hill Lane, south side, from a point in line with a point approximately 7 metres north-east of the centre of the junction with Bells Brook House and extending in a generally north-easterly direction following the curvature of the road as it bends east and then south-east for approximately 123 metres, ending where the access to North Gate Court begins.
4. Hill Lane, west side, from a point where the access to North Gate Court ends and extending in a south-easterly direction for approximately 50 metres, continuing into Shortmead Street, ending where the junction to access Bennetts Car Parts and Biggleswade MOT Centre is.
5. Fairfield Road, east side, from the junction with Wilsheres Road and extending in a southerly direction for approximately 17 metres, ending in line with the point where No. 66 Fairfield Roads driveway begins.
6. Wilsheres Road, south side, from the junction with Fairfield Road and extending in an easterly direction for approximately 21 metres, ending at a point in line with the shared property boundary between No. 66 Fairfield Road and No. 1 Wilsheres Road.

To upgrade existing No Waiting Monday to Friday between 8am and 6pm to No Waiting at any time on the following lengths of road in Biggleswade:-

1. Shortmead Street, west side, from a point where the junction to access Bennetts Car Parts and Biggleswade MOT Centre is and extending in a south-easterly direction for approximately 71 metres ending at a point where the existing Bus Stop begins.

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 19 August 2022. Any objections must state the grounds on which they are made **and must quote unique reference number A00227**. If you want to send in your comments in writing please send them to the address shown below FAO Emily Hirst.

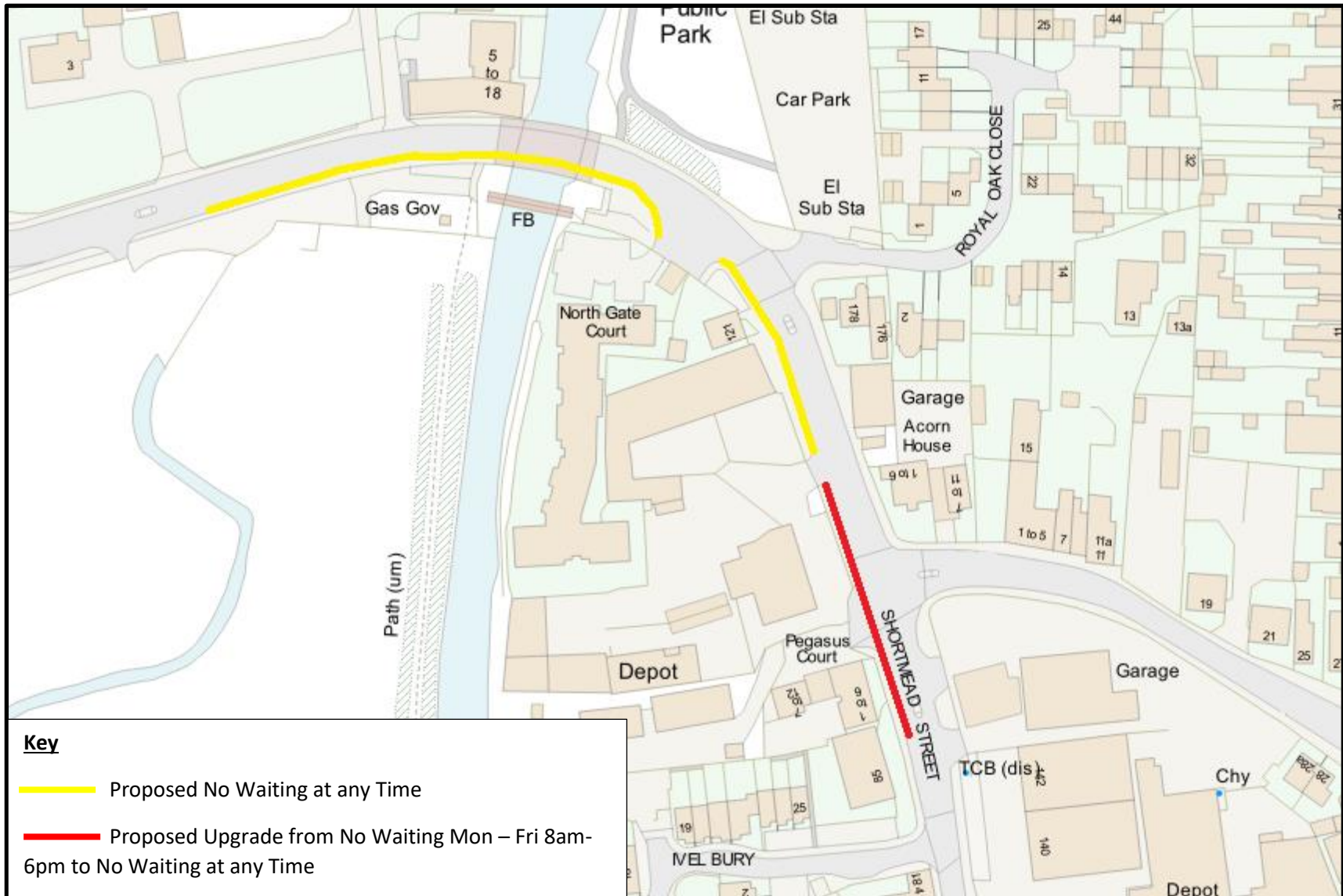
Please note that any comments received will be redacted of personal information and uploaded onto the Central Bedfordshire Council website as part of a report on the scheme a few days before the proposal is discussed at the relevant Traffic Management Meeting, where it will remain in the public domain.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

Order Title: If made will be "Central Bedfordshire Council (Bedfordshire County Council (District of Mid Bedfordshire) (Civil Enforcement Area and Special Enforcement Area) (Waiting Restrictions and Street Parking Places) (Consolidation) Order 2008) (Variation No.*) Order 202**"

Central Bedfordshire Council
Priory House
Chicksands

Daryl Harvey
Head of Highways

Hill Lane and Shortmead Street, Biggleswade – No Waiting Proposal



Sun Street, Biggleswade – No Waiting Proposal



Fairfield Road and Wilsheres Road, Biggleswade – No Waiting Proposal



LOST & FOUND CHILDREN AND VULNERABLE ADULTS POLICY

JULY 2022



BIGGLESWADE TOWN COUNCIL
LOST & FOUND CHILDREN AND VULNERABLE ADULTS POLICY

The welfare of lost and found children and vulnerable adults is the responsibility of all staff and should be reported immediately to Biggleswade Town Council (BTC) management as a priority. BTC staff should be clearly identifiable using their Council ID, lanyards and hi-vis jackets. When escorting or looking after lost or found children and vulnerable adults there must be at least two members of BTC staff present. If only one member of staff is present, it is essential that another adult is present so that the BTC staff member is not alone with the child/vulnerable adult. In the absence of the second member of staff, a member of the public will be asked to temporarily present whilst the second member of staff makes their way over.

A **vulnerable adult** is anyone over the age of 18 years old who may be unable to protect themselves from abuse, harm or exploitation. This may be as a result of illness, age, mental illness, disabilities or other forms of physical or mental impairment including those not immediately visible.

Lost & Found Child/Vulnerable Adult Procedure

A **lost child/vulnerable adult** is classified as where you **have** the parent / carer / guardian (reporting adult) present and the child/vulnerable adult is **missing**.

Please follow this procedure:

1. If an adult approaches about a lost child/vulnerable adult, act calmly and reassure them. Immediately inform all BTC staff, giving the lost child/vulnerable adult's first name only. Ask the reporting adult for a detailed description/photograph of the child/vulnerable adult and their name and relationship to child/vulnerable adult. The detailed description shall be communicated to BTC staff. If all staff provide confirmation of no sighting, contact the Police. In an event scenario, also contact the first aid team and or other appropriate partners, such as Biggleswade Community Safety team.
2. The reporting adult should return to the last place where they saw the lost child/vulnerable adult, accompanied by a member of BTC staff. In the event that the reporting adult wants to search for their child, they should please request that they stay at this location. Explain that there are staff on the ground looking for the lost child/vulnerable adult and that it is important to get as much information as possible from them.
3. Once a child/vulnerable adult has been reunited with the reporting adult, BTC management should notify all relevant personnel. **In the event of a child/vulnerable adult appearing reluctant to be handed over to the reporting adult, Police support should be requested and BTC staff should remain present until the Police arrive.**
4. If the child/vulnerable adult is not found after 30 minutes, Police once present will then take over management of the incident.

A **found child/vulnerable adult** is where a child/vulnerable adult is present but **not** the parent/carer/guardian (responsible adult). They may approach a member of BTC staff, or other event staff, be identified to BTC or event staff by a member of the public or be observed by a member of BTC Staff.

Please follow this procedure:

1. If a child/vulnerable adult is identified as lost they will often be too distressed or too young to give you clear details. Act calmly and try to reassure them. Immediately inform all BTC staff that we have a found child/vulnerable adult. If possible, ask the child/vulnerable adult their name and age and where they last saw the person that they were with and who that person was.
2. In the event that the child/vulnerable adult wants to go and search for their responsible adult, please request that they stay with BTC staff. Explain that there are staff on the ground looking for their responsible adult and that it is important they stay put. In an event scenario, staff must use the public address system (at 5 minute intervals) to invite the named adult to visit the BTC desk.
3. Once a child/vulnerable adult has been reunited with their responsible adult, BTC management should notify all relevant personnel. **In the event of a child/vulnerable adult appearing reluctant to be handed over to the reporting adult, Police support should be requested and BTC staff should remain present until the Police arrive.**
4. If the responsible adult is not found after 30 minutes, Police must be contacted and once present will then take over management of the incident.

BIGGLESWADE TOWN COUNCIL
Town Council 9th August 2022
Christmas Tender Update

Implications of Recommendations:

Corporate Strategy: ASPIRATIONS: Develop a programme of events for the Town Centre.

Finance: Sourced from allocation set aside in Town Centre budget.

Equality: The Council pays due regard to all equality legislation.

Environment: The Council pays due regard to all environment legislation.

Community Safety: The Council pays due regard to all community safety legislation.

Background

This report provides a final update to Members on the tender process for the Christmas 2022 event.

Summary

Officers have continued to work at speed in pulling together a sufficient number of quotes for all categories with at least three quotes having now been successfully obtained for each. To reiterate, despite 280 views on the contracts finder portal, no suppliers were interested in quoting, so Officers have had to invest a significant amount of time in approaching via email and telephone calls.

Procurement

As agreed, various elements of the initial specification have been pulled, including the light shows and ice rink. Further to this, it was also agreed that the broken Grotto panel from last year should be repaired. A high-level comparison between quotes within each category can be found in Annexes A through E. Detailed quotes from the suppliers can be found under exempt and in SharePoint.

Christmas trees: a third quote has now come in enabling a decision to be made now as opposed to late August. High-level quote details can be found in Annex A. A meeting at Saxon Gate Leisure Centre has been organised between Officers from BTC and CBC to discuss the suitability of their location for a second Christmas tree. Officers recommend proceeding with supplier C to procure the two trees. It should be noted that the cheapest quote does not include installation of the trees and the tallest tree they are able to produce is 25ft.

Festoons/motifs: high-level detail of these quotes is found in Annex B. Officers would recommend proceeding with supplier D as they offer the best value for money and completed a very thorough site visit. They were clearly up to speed with the relevant health and safety regulations and will conduct the relevant testing to ensure compliance. It should be noted that whichever option is chosen, a one-off £1,924 infrastructure cost is needed to test existing wall mounts and add mounts where necessary. Though it's the most expensive option, Officers would recommend proceeding with the giant C9 lights on a 3-year hire as they are very impressive and have been installed in other local towns in recent years with strong reviews. At £7,566 per annum this still comes out significantly under the festoon budget of £18k, representing a major saving versus previous years and for years forthcoming. It should be noted that a continuous line of lights is not achievable.

Stage, sound and lighting: detailed quotes can be found in Annex C. Officers would recommend proceeding with supplier D as they offer the best value for money.

Santa hire: high-level quote detail can be found in Annex D. Following discussions at TCM, Officers explored whether charities may be able to provide a volunteer Santa, which was turned down given the lack of volunteer numbers at present. To save on cost, Officers would therefore recommend proceeding with the free Santa although it should be noted that they are only available for 25th November. Members

also discussed at TCM that a back-up Santa should be sourced in the event of a drop out. A DBS check isn't strictly required and therefore the volunteer could be any member of Staff or a Member. Officers therefore propose exploring whether there are any volunteers willing to backfill the 25th November and stand in as Santa on 23rd December. Failing this, Officers would advise that for the 23rd December, the quote at £174 is selected. It should be noted however that this is only for one hour of Santa's time, with each hour thereafter costing £25.

Members should note that Officers are continuing the conversation with CBC regarding the maintenance of the electricity supply in the Square.

Market square tree lights: four quotes have been obtained with three demonstrating a significant cost versus estimate. High-level detail is illustrated within Annex C. The only affordable quote within the £4k virement agreed by F&GP is provided by supplier B but Officers would not recommend this given the lack of detail covered during the site visit. The supplier would also install using a lighter wrap technique, which is the same installation method that was used for the current tree lights and is clearly unsuitable. Officers are recommending supplier D is again chosen with a preference for the full branch colour changing wrap with colours that can be changed for any event. Although this presents a relatively significant cost at £12,826, there is a cost saving of £8,510 in festoon lighting, which together with the £4k virement comes only £316 short of the figure needed. Otherwise, a full branch warm white wrap would be recommended at £7,135.

Budget

An indicative budget of £18,000 which had been allocated for Christmas lights and £7,000 for Christmas activities, (a total of £25,000) is being used to determine affordability. This excludes the £4,000 set aside for the market square tree lights. Recommended supplier costs versus budget are outlined below.

Figure 1. Recommended Category Costs versus Budget

Category	Cost	Budget	Variance
Festoons	£9,490.00	£18,000.00	£8,510.00
Christmas Trees	£2,155.00	£7,000.00	£276.00
Stage, Sound & Lighting	£2,975.00		
Grotto	£495.00		
Santa Hire	£399.00		
Electricity Support	£700.00		
Other	TBC		
Total	£16,214.00	£25,000.00	£8,786.00

Prices exclude VAT. Based on the cheapest quotes obtained. Santa Hire based on the assumption of only having to pay for 23rd December for 8 hours.

Recommendations

That Members consider and approve:

1. Purchase two Christmas trees from Supplier C at £2,155.
 2. Hiring giant C9 lights from festoons and motifs supplier D on a 3-year agreement at £7,566 per annum. with a one-off £1,924 infrastructure check cost.
 3. Purchasing full branch wrap colour changing lights from market square tree lights supplier D at £12,826.
 4. Hiring the stage, sound and lighting from supplier D at £2,975.
 5. Asking Santa hire supplier C to attend on 25th November
 6. Officers devise business plan with Christmas working group.
 7. Officers explore volunteer options as a back-up to 25th November and to stand in on 23rd December.
- a. If no volunteers come forward, Officers should proceed in hiring the cheapest Santa option at £174 for the first hour and £25 per hour thereafter.

Isaac Lord
Place Shaping Manager

Karim Hosseini
Head of Governance & Strategic Partnerships

Annex A – Christmas Trees Quotes

Trees	Size	Price	Extras
Supplier A	1 x 30ft 1 x 20ft	£3,850	Ground Sleeve Installation
Supplier B	1 x 25ft 1 x 20ft	£1,000	Delivery to Square only No installation
Supplier C	1 x 30ft 1 x 20ft	£2,155	

Annex B – Festoons/Motifs Quotes

Festoons/ Motifs	Specification	Colour	Price	Comments
Supplier A	34mm maxi LED globes with 1m spacing	Cool white, warm white, red, green, blue or combination	Purchase over 3 years: £9,980pa	They will test and certify proposed wall mounted brackets Lamp columns should be tested
Supplier B	Plastic globe with LED filament 30/50cm	Warm white but can buy other colours if requested at cost	1-year hire: Y1 - £3,950	
Supplier C	Mazurka' motifs	Warm white	Purchase: Y1 - £15,277.20 Y2 - £2,938.20 Y3 - £2,938.20 3-year hire: Y1 - £7,208.52 Y2 - £7,883.52 Y3 - £7,883.52 1-year hire: Y1 - £12,023.70	Pictures provided in previous report
Supplier D	Strawberry lights at 300mm spacing	Warm white or a 15% addition for colour	1-year hire: Y1 - £4,760 3-year hire: £3,173pa 4-year hire: £2,975pa 5-year hire: £2,697pa	£1,924 one-off infrastructure cost needed
Supplier D	Strawberry lights at 500mm spacing	Warm white or a 15% addition for colour	1-year hire: Y1 - £2,896 3-year hire: £1,931pa 4-year hire: £1,810pa 5-year hire: £1,641pa	£1,924 one-off infrastructure cost needed
Supplier D	Festoon lights at 500mm spacing	Warm white	1-year hire: Y1 - £6,041 3-year hire: £4,027pa 4-year hire: £3,776pa 5-year hire: £3,423pa	£1,924 one-off infrastructure cost needed
Supplier D	Giant C9 Lights, each with 30 LEDs	Blue, green, yellow and red	1-year hire: Y1 - £11,348 3-year hire: £7,566pa 4-year hire: £7,093pa 5-year hire: £6,431pa	£1,924 one-off infrastructure cost needed
Supplier E	N/A	N/A	N/A	Unable to quote
Supplier F	N/A	N/A	N/A	Unable to quote
Supplier G	N/A	N/A	N/A	Unable to quote
Supplier H	N/A	N/A	N/A	No response
Supplier I	N/A	N/A	N/A	Declined
Supplier J	N/A	N/A	N/A	Cannot do installations
Supplier K	N/A	N/A	N/A	No response
Supplier L	N/A	N/A	N/A	Unable to quote

Annex C – Stage, Sound and Lighting Quotes

Stage	Specification	Price
Supplier A	7x7m stage	£5,700
Supplier B	7.5x6m stage	£4,550
Supplier C	7x7m stage	£6,590
Supplier D	8x6m stage	£2,975

Annex D – Santa Hire Quotes

Santa Hire	Price	Comments
Supplier A	£189 plus £25 per hour	
Supplier B	£174 plus £25 per hour	
Supplier C	Free	25th November only
Supplier D	N/A	Unable to quote

Annex E – Market Square Tree Light Quotes

Tree Lights	Specification	Colour	Price	Extras
Supplier A	240V static mini-LEDs on black rubber cable	Warm white	£19,459 or £6,995pa for 3 years	Tight wrap round branches
Supplier B	Small LED similar to trees, dark green rubber cable	Warm white	£3,434	Draped
Supplier C	230V LED sparklight on green rubber cable	Warm white	£4,422	Without installation
Supplier D	Full branch wrap with 2000 string lights	Warm white or pure white	£11,587	
Supplier D	Lighter branch wrap with 2000 string lights	Warm white or pure white	£7,135	
Supplier D	Full branch wrap with 2000 string lights	Colour changing red, green and blue	£12,826	Provides flexibility to change colours at any time in keeping with with event
Supplier D	Lighter branch wrap with 2000 string lights	Colour changing red, green and blue	£7,938	Provides flexibility to change colours at any time in keeping with with event
Supplier E	N/A	N/A	N/A	Unable to quote
Supplier F	N/A	N/A	N/A	Unable to quote
Supplier G	N/A	N/A	N/A	Unable to quote
Supplier H	N/A	N/A	N/A	No response
Supplier I	N/A	N/A	N/A	Declined
Supplier J	N/A	N/A	N/A	Unable to quote
Supplier K	N/A	N/A	N/A	No response
Supplier L	N/A	N/A	N/A	Unable to quote

OUTCOME OF CBC DETERMINED PLANNING

Item 12a Planning application outcomes

Address	Application No.	Committee date	BTC Decision	Description	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 corresp 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 details as at 05/07/2022. PAPC applications are Private enquiries submitted before Planning Applications and only available to the Applicant/Agent that submitted them
Biggleswade, Land North of	19/04301/OUT	24/08/2021	Separate correspondence for this application has been sent to the Planning Officer, Nikolas Smith, as agreed with Council. Strongly Object - Due to: 1) Inadequate access to the site. 2) Severe Highways impact at Sun Street/Shortmead Street junction. 3) Severe Highways impact at Drove Road/London Road junction. 4) Exaggeration of site sustainability. 5) Reduction in Public Rights of Way. 6) Disruption to irreplaceable Archaeology.	Outline Application: planning permission with all matters reserved except for the development of the land situated north of Biggleswade, east of the ECML railway to provide for up to 416 dwellings including affordable housing; green infrastructure accommodating landscaping, allotments, community orchard, public open space, children's play space; 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	19/04301/OUT	24/08/2021	Separate correspondence for this application has been sent to the Planning Officer, Nikolas Smith, as agreed with Council. Strongly Object - Due to: 1) Inadequate access to the site. 2) Severe Highways impact at Sun Street/Shortmead Street junction. 3) Severe Highways impact at Drove Road/London Road junction. 4) Exaggeration of site sustainability. 5) Reduction in Public Rights of Way.	Outline Application: planning permission with all matters reserved except for the development of the land situated north of Biggleswade, east of the ECML railway to provide for up to 416 dwellings including affordable housing; green infrastructure accommodating landscaping, allotments, community orchard, public open space, children's play space; new roads, car parking, cycleways and footways; associated infrastructure, including a sustainable drainage system; vehicular access to be secured from Furzenhall Road.	Awaiting Decision
Dunton Lane, Stratton Park Drive	19/02839/VOC	08/10/2019	No Objection	Variation of Condition no.1 on Planning Permission MB/83/456 "Renewal of Planning Permission for caravan park on a permanent basis" to state that the total number of caravans shall not exceed twenty-two at any time	Awaiting Decision
2020					

Biggleswade Road, Land East of	20/00959/OUT	28/04/2020	No Objection - provided the following points are considered: 1) Dunton Lane is upgraded. 2) The speed limit from Saxon Drive be reduced from the current 60 mile per hour to 40 miles per hour. 3) The necessary facilities be provided for pedestrian footpath and cyclist pathway. 4) Adequate access for Motorists to the A1.	Outline application: seeking Planning Permission for up to 1,500 dwellings (use Class C3) and up to a 2ha of commercial development dwellings (use Class C3) and up to a 2ha of commercial development (use Class A1, A2, A3, A4, A5, B1a,bc,B2, B8) up to 5ha of primary school development (class D1) and up to 4ha of other leisure and community development (Use Classes D1 and D2) up to 61 ha of open space including play space, allotments and a country park, infrastructure including site access, internal roads,	See Below
Biggleswade Road, Land East of	20/00959/OUT	11/08/2020	As above.	Outline application: seeking Planning Permission for up to 1,500 dwellings (use Class C3) and up to a 2ha of commercial development dwellings (use Class C3) and up to a 2ha of commercial development (use Class A1, A2, A3, A4, A5, B1a,bc,B2, B8) up to 5ha of primary school development (class D1) and up to 4ha of other leisure and community development (Use Classes D1 and D2) up to 61 ha of open space including play space, allotments and a country park, infrastructure including site access, internal roads,	See Below
Biggleswade Road, Land East of	20/00959/OUT	13/10/2020	No Objection - provided the following points are considered: 1) Dunton Lane is upgraded. 2) The speed limit from Saxon Drive be reduced from the current 60 mile per hour to 40 miles per hour. 3) The necessary facilities be provided for pedestrian footpath and cyclist pathway. 4) Adequate access for Motorists to the A1.	Outline Application: seeking Planning Permission for up to 1,500 dwellings (use Class C3) and up to a 2ha of commercial development (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	Awaiting Decision
Church Street, Asda Store	20/03923/VOC	10/11/2020	No Objection - provided that all lorry delivery hours not changed.	Variation of condition 3 of appeal decision APP/P0240/A/12/2185842 (Redevelopment for construction of retail store with catering facilities, bakery, pharmacy, dry cleaners, crèche and associated level parking for 363 cars, store serving and access arrangements (all matters reserve except siting and means of access). Change of opening hours	Awaiting Decision
2021					
Chestnut Avenue, The Library	21/02802/REG3	29/06/2021	No Objection.	Change of Use from ancillary garage to a children's centre working space (Class E). Building works to windows and doors.	Awaiting Decision
Shortmead Street, 130	21/02886/FULL	21/09/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. Also, 1) Clarification of the extent of F1(a) use is required; 2) To limit education use of the premises to current use; 3) There are concerns about the limited parking.	Change of Use of a building from the existing mixed E(a) and Sui generis (hot food takeaway; A5), to primarily E(a) Use Class with an ancillary E use class and F1(a) educational use.	Awaiting Decision

2022					
Blue Bell Close, 7	22/02472/FULL	12/07/2022	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Loft conversion with rear dormer and front rooflights, and raising the existing ridge.	Awaiting Decision
Land to the South of the waste transfer site, Cow Close	22/02342/FULL	12/07/2022	It was RESOLVED that the Town Council has an OBJECTION to this planning application due to the following grounds: 1.The site is not allocated for development in the Local Plan and is outside the settlement envelope. 2.It encroaches on a rural area which prevents coalescence between Biggleswade and Langford and establishes a precedent for development in this area. 3.It is not clear what temporary means and how long this might be for, although 10 years is mentioned in the Planning Statement. Might the site be required longer term for monitoring or maintenance of the Train Control System? 4.The excess traffic which will be generated on Langford Road and through either Biggleswade or Langford. The Council further requests that, if this application is recommended for approval, a planning condition is applied that, within ten years, the development is removed and the site restored to its current condition.	Development of a 24/7 'light-touch' temporary 'depot' to include a single-storey modular build office and welfare facility, a single storey store and workshop along with associated parking, refuse and service yard areas.	Awaiting Decision
Drove Road, Land off, adjacent to 1A Drove Rd	22/00575/FULL	08/03/2022	It was resolved that the Town Council objects to this planning application on the following grounds: 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. 2) The construction encroaches into the root protection area of trees nearby which are covered by a TPO. 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. 4) Vehicles will be reversing into the narrow Drove Road which has high traffic volume. 5) The bus stop would need to be relocated. 6) Over-development of the site for the amount of land that is incorporated in this plan. 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.	Erection of five dwellings with associated car parking, access road and amenity space.	See Below
Drove Road, Land off, adjacent to 1A Drove Rd	22/00575/FULL	22/03/2022	This item was resolved at the Town Council Meeting of 8th March 2022 and Central Bedfordshire Council was directed to the Town Council's previous response (above).	Erection of five dwellings with associated car parking, access road and amenity space.	Awaiting Decision
Furzenhall Road, 46	22/01870/FULL	12/07/2022	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Erection of 2m high fence to enclose front garden area.	Awaiting Decision
Langford Road, The Club House	22/00196/FULL	22/02/2022	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Erection of 12 no. 12 metre high floodlight columns with associated lighting units.	Awaiting Decision
London Road, 1 The Red Lion	22/00857/FULL	12/04/2022	See comments below.	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.	Awaiting Decision

London Road, 135	22/02057/FULL	14/06/2022	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Single storey rear extension, garage conversion with front bay window.	Awaiting Decision
Montgomery Way, Stratton Business Park, JRL Plant & Logistics	22/00727/FULL	12/04/2022	It was resolved that the Town Council has no objection to this planning application.	Erection of a workshop.	Awaiting Decision
Normandy lane, Unit B	22/01782/FULL	14/06/2022	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Change of Use: Unit B external alterations comprising recladding, new glazing, roller shutter doors and other alterations to facilitate use of the building for its existing use and / or for B8 use (storage and distribution).	Awaiting Decision
Presland Drive, 4	22/02446/FULL	12/07/2022	It was RESOLVED that the Town Council has NO OBJECTION to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Single storey rear extension. Loft conversion comprising single rear dormer and two pitched roofed dormers to the front elevation.	Awaiting Decision
Salcombe Close, Land West	22/01990/FULL	28/06/2022	It was RESOLVED that the Town Council would like to PROVISIONALLY OBJECT to this planning application pending provision of the following information: 1) further information is required on the sizing of mounds and elevations in the play area; 2) the potential effect of the proposed lighting on the existing neighbours on Sale Mews; and 3) information on why the CCTV is not under variations to conditions.	Flatten the existing mounds in the play area, install lighting columns, and improve the perimeter fence.	Awaiting Decision
Shortmead Cottage, Shortmead Lane	22/01860/FULL	28/06/2022	It was RESOLVED that the Town Council has NO OBJECTION to this planning application	Erection of new dwelling with a detached annexe.	Awaiting Decision
Shortmead Street, 46	22/01519/LB	14/06/2022	It was RESOLVED that the Town Council has NO OBJECTION to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations subject to the following: 1) That there is support from Conservation Officers 2) That the Council recognises that this shop is reverting back to a house in an area that is outside of the town centre conservation policy.	Conversion from shop to 2 residential dwellings.	Awaiting Decision
Shortmead Street, 46	22/01520/FULL	14/06/2022	It was RESOLVED that the Town Council has NO OBJECTION to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations subject to the following: 1) That there is support from Conservation Officers 2) That the Council recognises that this shop is reverting back to a house in an area that is outside of the town centre conservation policy.	Listed building: Conversion from shop to 2 residential dwellings and internal alterations.	Awaiting Decision
South View, 14	22/02317/FULL	28/06/2022	It was RESOLVED that the Town Council has NO OBJECTION to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Proposed single storey rear extension, replacing conservatory on the back of an existing extension.	Awaiting Decision