



Ref: Agenda/Council – 13/12/2022

8th December 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 13th December 2022** at the **Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing at **7:00pm**, for the purpose of considering and recommending the business to be transacted as specified below.

Yours faithfully

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

Peter Tarrant
Town Clerk & Chief Executive

Distribution: All Town Councillors
Notice Boards
The Press

AGENDA

1. **APOLOGIES FOR ABSENCE**

2. **DECLARATIONS OF INTEREST**

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

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

3. **TOWN MAYOR'S ANNOUNCEMENTS**

4. **PUBLIC OPEN SESSION**

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

Please register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_-vdPDemjR52aTC6lmZ_NWQ

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**

Caroline Smith, Director of Castele.

For Members to receive a presentation update on the 3G project for Stratton Upper School.

6. **MEMBERS' QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the minutes of the Town Council Meeting held on **Tuesday 22nd November 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. **MATTERS ARISING**

- a. Minutes of the Council Meeting held on **Tuesday 22nd November 2022**.

9. **ITEMS FOR CONSIDERATION**

- a. **Credit Control Policy**

For Members to receive and consider the Credit Control Report and Policy from the Finance Manager.

- b. **Internal Process of BACS payments**

For Members to receive and consider a report from the Finance Manager on the process of internal BACS payments.

- c. **Parking Standards for New Developments**

For Members to receive and consider the Parking Standards for New Developments document and consultation information from Central Bedfordshire Council. The supplementary planning document can be viewed here:

<https://centralbedfordshire.app.box.com/s/n7btfd4mzrc3cfgd7lbwkaos9gu3gvv>

10. **PLANNING APPLICATIONS**

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

- a. **CB/22/04564/FULL - 45 High Street, Biggleswade, SG18 0JF**

Installation of bird deterrent netting and bird points to side and rear of the bank with a steel mesh access gate.

- b. **CB/22/04618/ADV - Unit 2- 5 Stratton Business Park, Gold Road, Biggleswade, SG18 8UZ**

Advertisement: Non-illuminated and illuminated signage for building identification, logo signs, Park entrance signs, directional signs and building specific signs.

c. **CB/22/03121/VOC - Unit E, A1 Retail Park, London Road, Biggleswade, SG18 8NE**

Variation of Condition 20 of planning permission CB/14/01181/VOC (Variation of Condition 20 of planning application No. CB/14/01109/VOC dated 11/06/2014 to allow up to 5% of the ground floor area of any one single unit only to be used for the sale of food and to allow a pharmacy to operate from part of the unit. Wording of the condition to be amended to:" The development hereby approved for the units referred to as A, B, D, E, F,G, H, J, K, L, M, N, P, Homebase, 1 & 2 as shown on plan no. 8659 P02 Revision W shall be used for A1 (retail) but shall not be used for the sale of food, as a post office, for the sale of tickets, as a travel agency, for hairdressing, for the direction of funerals, for the reception of goods to be washed, cleaned or repaired, as an internet café where the primary purpose of the premises is to provide facilities for enabling members of the public to access the internet or as a pharmacy, except for Unit B, which can be in part used as a pharmacy and can sell food in up to 5% of its total ground floor area") - The variation is to increase the range of permitted goods that can be sold from the premises to facilitate reoccupation of the floorspace by incoming tenant, Poundland.

Previously on Council Agenda

22/03121/VOC on Council Agenda 23/08/2022. Outcome as Town Council **STRONGLY OBJECTS** to the variation of condition for Unit B. The original condition was put in place to protect the town centre and should stand.

d. **CB/22/04217/OUT - Cattery, Home Farmhouse, Dunton Lane, Biggleswade, SG18 8QU**

Outline Application: Nine new build residential dwelling houses, following the demolition of the existing dwelling house and outbuildings.

e. **CB/22/04252/FULL - Land at Springfield Bungalow and Stratton Farm Cottages London Road, Land at bridleway 58 to the south of Dunton Lane and Land to the south of Stratton Business Park Gold Road Biggleswade SG18 8UZ**

Demolition of 3 existing dwellings and the construction of 3 B8 units, together with associated access, vehicle parking, landscaping, and all other ancillary works. Deadline for comments is now 16th of December.

f. **CB/22/04017/FULL - Land South of Lodge Farm Poultry Unit Eyeworth Lodge Farm SG7 5JL**

Erection of a single wind turbine.

Previously on Council Agenda

On Council Agenda 27/09/22. It was **AGREED** to write to Central Bedfordshire Council to advise that the Town Council supports the principle of a wind turbine, but it has no further comments as the area is outside of the Town Council's parish.

g. **CB/22/01520/FULL - 46 Shortmead Street, Biggleswade, SG18 0AP**

Change of use and Conversion of part of building from shop to 2 residential dwellings including internal alterations. Deadline for comments is now 16th of December.

Previously on Council Agenda

22/01520/FULL on Council Agenda 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.

h. **CB/TRE/22/00615 - 19 Ivel Gardens, Biggleswade, SG18 0AN**

Works to a tree protected by a Tree Preservation Order MB/09/00002/T6. Latterly reduce whole tree by 2-2.2 m to reduce overhang over house and make the rest of the crown more compact. Reduce top branches that may be out of shape from the lateral reduction. Crown lift the lowest branches by 2.5-3 m and crown lift the rest of the lowest secondary branches. Remove any major dead wood from the crown to Sycamore Tree in the rear garden. Deadline for comments is now 15th December.

i. **CB/22/04424/FULL - 12 Saturn Way, Biggleswade, SG18 8FF**

The addition of four skylights to facilitate a loft conversion.

j. **CB/22/04410/FULL - 29 Lilac Grove, Biggleswade, SG18 8TP**

Single storey rear extension and new porch.

This planning application was not yet live on Central Bedfordshire Council's website at the time the agenda was printed. Members can view this from Friday 9th December, 2022 through the Central Bedfordshire Council's planning portal at <http://plantech.centralbedfordshire.gov.uk/PLANTECH/DCWebPages/AcolNetCGI.gov> and enter the planning application reference 22/04410.

k. **CB/22/04681/FULL - 43 Beech Avenue, Biggleswade, SG18 0EG**

Side/infill extension and garage conversion.

This planning application was not yet live on Central Bedfordshire Council's website at the time the agenda was printed. Members can view this from Friday 9th December, 2022 through the Central Bedfordshire Council's planning portal at <http://plantech.centralbedfordshire.gov.uk/PLANTECH/DCWebPages/AcolNetCGI.gov> and enter the planning application reference 22/04681.

l. **CB/22/04682/FULL - Elmside, Potton Road, Biggleswade, SG18 0EJ**

Single storey rear extension.

This planning application was not yet live on Central Bedfordshire Council's website at the time the agenda was printed. Members can view this from Friday 9th December, 2022 through the Central Bedfordshire Council's planning portal at <http://plantech.centralbedfordshire.gov.uk/PLANTECH/DCWebPages/AcolNetCGI.gov> and enter the planning application reference 22/04682.

11. **PLANNING APPLICATION OUTCOMES**

- a. A report of the Planning Application Outcomes (by exception applications only) as of **7th December 2022**.

12. **ACCOUNTS**

a. **Financial Administration**

The November 2022 accounts are not available for this agenda.

13. **ITEMS FOR INFORMATION**

a. **Tree Felling in Biggleswade Town Square**

For Members to receive an oral update from the Head of Governance & Strategic Partnerships.

b. **CCTV Update**

For Members to receive a written update from the Place Shaping Manager.

c. **Defibrillator Report Update**

For Members to receive a written update from the Place Shaping Manager.

d. **Orchard Community Centre Update Report**

For Members to receive a written update from the Place Shaping Manager.

e. **Station Rd/ Saffron Rd/ Palace St, Biggleswade Closure Update**

For Members to receive an update from Central Bedfordshire Council regarding the Station Road/Saffron Road/Palace Street closures.

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_-vdPDemjR52aTC6lmZ_NWQ

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

15. **EXEMPT ITEMS**

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

(Land North of Biggleswade)

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



MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING
HELD ON TUESDAY 22nd NOVEMBER 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 F Foster
Cllr M Foster
Cllr M Knight
Cllr M North
Cllr H Ramsay
Cllr D Strachan
Cllr C Thomas
Cllr J Woodhead

Mr P Tarrant – Town Clerk & Chief Executive
Mr K Hosseini – Head of Governance & Strategic Partnerships (via Zoom)
Mr R Young – Finance Manager
Mr J Woolley – Public Realm Manager
Ms H Calvert – Administration & HR Manager
Ms F Gumush – Meetings Administrator

Members of the Public – 2

Meeting Formalities:

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

1. APOLOGIES FOR ABSENCE

Cllr I Bond, Cllr L Fage, Cllr R Pullinger.

NO APOLOGIES FOR ABSENCE

Cllr K Brown.

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item:

None.

b. Non-Pecuniary interests in any agenda item:

None.

3. **TOWN MAYOR'S ANNOUNCEMENTS**

a. **Armistice Day and Remembrance Sunday**

Cllr G Fage stated that the recent Armistice Day and Remembrance Sunday events at the start of November were well attended by members of the public and well publicised by the Town Council and the British Royal Legion. Cllr G Fage expressed his gratitude to staff members who worked hard over the past several months in preparation of these events, adding that the Town Council received much positive feedback from members of the public.

b. **Biggleswade Town Council Christmas Fair and Light Switch-on**

Cllr G Fage reminded Councillors of the day-long Christmas Market and Light Switch-on, taking place on Friday 25th November, adding that he hoped to see many Councillors in attendance.

c. **Land to North of Lindsell's Level Crossing**

Cllr Russell commented on land north of Lindsell's Level Crossing. Central Bedfordshire Council had discharged Condition 3 on the revised plan despite strong objection by the Town Council, adding that not enough detailed planting and landscaping has been undertaken to mitigate a satisfactory visual impact of the bridge.

d. **Access For All Meeting**

Cllr Russell pointed out that an 'Access For All' meeting was held recently where Network Rail announced additional funding to enable staircases at the station to be reinstated. This will mean the station will have a new bridge, complete with a lift to each platform and staircases to each platform.

4. **PUBLIC OPEN SESSION**

No member of the public wished to speak.

5. **INVITED SPEAKER**

No guest speaker was invited.

6. **MEMBERS' QUESTIONS**

Cllr Knight welcomed investment in the town with the opening of a new pizza restaurant, however it was questioned whether any planning permission had been made with regards to the signage of the restaurant. Officers were asked to follow up on the matter with Central Bedfordshire Council.

Cllr Knight requested an update with regards to the CCTV upgrade and asked for the item to be included on the next Town Council Meeting Agenda of 13th December 2022.

Cllr Russell requested an update with regards to tree felling in the Town Square. The Head of Governance and Strategic Partnerships commented on the matter and said the Town Council were contacted via email only by Central Bedfordshire Council with regards to the felling of four trees in the Market Square. Town Council Officers have responded via email again to question the matter and strongly suggested that this was deferred after January 2023. No response has been received. It was **AGREED** that the item should be included on the next Town Council Meeting Agenda on 13th December.

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

Members requested that future minutes are a summary of discussions and a record of actions and proposals rather than verbatim.

Members also called for the issue of electric scooters, which was discussed in the previous meeting as Item 14a under MATTERS ARISING, to be brought to the attention of the next Police Priority Setting meeting as it was now becoming a concern.

The Minutes were **APPROVED** as an accurate record of the Town Council Meeting held on 8th November 2022.

8. MATTERS ARISING

None.

9. ITEMS FOR CONSIDERATION

a. ASDA Car Parking Restriction

The Head of Governance and Strategic Partnerships briefed Members regarding recent contact with Central Bedfordshire Council and reaffirmed the position to Members of the wording of the S106 Agreement relating to the two-hour parking at ASDA supermarket and that Central Bedfordshire feel that the wording is not to force ASDA to reinstate the 2-hour parking.

No response has yet been received from ASDA top-level officials following a letter from the Town Council.

Members **APPROVED** a proposal for The Mayor write to senior officials of ASDA supermarket, including the Store Manager at Biggleswade and Central Bedfordshire Council, and to publish this as an open letter. The letter should highlight that a consultation did not take place with Biggleswade Town Council or Central Bedfordshire Council and that this matter has now become a political issue.

b. CCLA Signatories

The Finance Manager informed Members that, following the opening of a new bank account for the Council, it was the appropriate time to review signatories and the account administrator.

Members **APPROVED** the recommendations submitted in the report by the Finance Manager to sanction suggested signatories and new account administrator for both the older CCLA account and the brand new one and **NOTED** the wish by the Deputy Mayor to be removed as a signatory for the new year for transfers.

c. Unity Trust Credit Card

The Finance Manager informed Members that although all payments are made on a supplier account, a debit or credit card was needed in the case of urgent payments and the Unity Trust Account was the only option in this case.

Members **APPROVED** the recommendations made in the report by the Finance Manager of sanctioning a 'multipay card' which will only be used in accordance with the procedural rules set out in the report.

d. **Saffron Road Closure Update**

Following correspondence by Central Bedfordshire Council with regards to the closure of Saffron Road, Members discussed in detail that such a move would be problematic to the residents of Saffron Road and the Town Council.

Members **RESOLVED** for Officers to check whether the plan for the closure of Saffron Road will be implemented ahead of formally writing to Central Bedfordshire Council.

e. **Bus Route Proposal**

Members discussed the letter received from Central Bedfordshire Council regarding the bus routes and noted that the Town Council were not consulted with regards to the Interchange project as their letter stated.

Members **RESOLVED** the proposal for Officers to write to Lorna Carver from Central Bedfordshire Council explaining that closing the bus exit lane around Century House for a trial period was promised several months ago when the Town Council was responding to the planning application for the interchange. The Town Council also wanted to know the timelines for that going ahead.

f. **Memorial Bench Request**

Members were briefed by Town Council Officers regarding a letter received from a resident wishing to place a memorial bench in the Market Square.

Following discussions Members **AGREED** for Town Council Officers to draft a policy relating to commemorative plaques for benches and **RESOLVED** that the matter be brought to an agenda of the next Town Centre Management Committee in the New Year.

g. **Draft Order – Proposed Stopping Up of Highway adjacent to Drove Road**

It was **RESOLVED** has no objection to the stopping up of the western part width of Drove Road.

h. **Public Notice Underpass at Footpath 7**

Members noted that this was not a Public Notice but a letter from Northill Parish Council relating to a footpath which runs through the Industrial Development west of the A1 motorway.

Members **AGREED** that Officers write back to Northill Parish Council saying the Town Council supports the concept of a crossing but to request more detail on the proposal including finances.

i. **Public Notice Temporary Closure of Footpath 21**

Members **AGREED** that this was an issue discussed at an earlier meeting and did not need any resolutions.

k. **Town Crier Application**

Members **AGREED** to defer the appointment of Town Crier for at least 12 months due to competing priorities. If proposals are then brought forward this will require consultation with the community and advertising the role would be the process with any other vacancy.

I. **Parking Standards for New Developments**

Members discussing the proposal by Central Bedfordshire Council **AGREED** to defer the item to the next Town Council meeting to give Members more time to look at the details.

10. **PLANNING APPLICATIONS**

a. **CB/22/04157/FULL - 68 Drove Road, Biggleswade, SG18 8HD**

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

b. **CB/19/04301/OUT - Land North of Biggleswade SG18 0HB**

It was **RESOLVED** that the Town Council requested an extension to this planning application as a further meeting is required to be able to provide the necessary outcome. In the interim, the Town Council **STRONGLY OBJECTS**. The matter was then taken to the EXEMPT ITEMS for further discussion.

c. **CB/22/04159/VOC - Land at Bonds Lane and Foundry Lane, Biggleswade**

It was **RESOLVED** that the Town Council has **NO OBJECTION** to the variations to this planning application. However, the Town Council does **OBJECT** to the variation regarding changes to cycle storage due to new proposals being less accessible.

d. **CB/22/04364/FULL - 17 Hunt Road, Biggleswade, SG18 8JZ**

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

e. **CB/21/04315/FULL - PLANNING APPEAL 57 Church Street, Biggleswade**

The Town Council called for an extension to Central Bedfordshire Council's deadline of 16th December 2022 to enable this appeal to be discussed further at the next Council Meeting on 13th December 2022.

f. **CB/EN/21/0226 - PLANNING APPEAL 4 - 12 Thames Bank, Biggleswade**

It was **RESOLVED** that the Town Council supports the enforcement notice as issued by Central Bedfordshire Council on the alleged breach of planning control on the land in relation to the Highway verge outside numbers 4-12 Thames Bank, Biggleswade.

11. **PLANNING APPLICATION OUTCOMES**

This report was **NOTED**.

12. **ACCOUNTS**

a. **Financial Administration**

- i. Detailed Balance Sheet to 31/10/2022.
- ii. Summary Income and Expenditure by Committee 31/10/2022.

- iii. Detailed Income and Expenditure by Committee 31/10/2022.
- iv. Lloyds Bank Payment Listing 31/10/2022

In the absence of the Finance & General Purposes Committee Chair, all financial reports were **ACCEPTED** as laid out.

13. ITEMS FOR INFORMATION

None.

14. PUBLIC OPEN SESSION

a. Mr Tony Reynolds

Mr Reynolds expressed concern regarding the lack of dental services provided in the town and enquired what action is being taken to resolve this.

Cllr G Fage responded to Mr Reynolds' concerns noting that they had met with GP surgeries and practices in town and that this was a national issue.

Members pointed to a petition on the change.org website calling for an urgent walk-in care clinic for Biggleswade.

15. EXEMPT

a. Land North of Biggleswade

Following discussions, Members **RESOLVED** to move the matter to an Extraordinary Council meeting to allow time for the transport consultants to opine on the applicant's transport assessment.

b. Play Area Report

The Head of Governance & Strategic Partnerships presented an update with colour palette options for the play area equipment to be installed at Franklins Recreation Ground.

Members **RESOLVED** to **ACCEPT** the report made by the Head of Governance & Strategic Partnerships.

c. Public Works Loan Board Strategy Update

Following a report presented by the Town Clerk & Chief Executive, Members **RESOLVED** that the working group would consider in depth what projects will be looked at.

d. Saxon Gate Pocket Park and Linear Wood Update

Members **RESOLVED** to **ACCEPT** the report presented by the Town Clerk & Chief Executive to increase the Town Council's green spaces ownership and responsible stewardship.

The Mayor closed the meeting at 9:30pm

BIGGLESWADE TOWN COUNCIL
Full Council Committee Meeting
13th December 2022
Credit control policy

Implications of Recommendations

Corporate Strategy: FINANCIALS: Ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

Finance: Credit control policy to support and guide collecting customer payments.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background:

Please see attached Appendix A, which is the Council's credit control policy.

Ensuring that overdue payments from our customers is reduced as close to zero as is possible, requires a strong and clear policy guide. This policy will act as a guide for Officers for the process that they should undertake.

Recommendation:

Officers request that Members sanction this policy.

Rob Youngs
Finance Manager



Credit Control Policy

CUSTOMER PAYMENTS

Customer payments are expected by the due date specified on the invoice issued by Biggleswade Town Council, under the agreed terms of the contract.

It is also stated on our invoices that "We understand and will exercise our statutory rights to claim interest (up to 8% above base rate) and compensation for debt recovery costs under the late payment legislation, if we are not paid in accordance with our credit terms. Payment terms are shown above."

Payment terms are generally 14 days, but with exceptions for some larger customers where terms can be 30 days and very exceptionally, 60 days.

OVERDUE DEBT

First stage chasing

When customers have failed to pay their debt within four weeks after the due date, an email will be sent by our Credit Control team as a reminder. A copy invoice will be attached. If the customer highlights any issues, we will telephone them to discuss.

Second stage chasing

If payment has still not been received within a further fortnight, a second email and copy invoice will be issued stating that we reserve the right to claim interest of 8% over base rate and administration charges if payment is not received within a further ten days. This date will be specified very clearly. A telephone conversation may also be made to discuss the debt and check that we are using the correct communication details.

Third stage chasing

If payment has still not been received within another fortnight, a third credit control email will be issued. This will confirm that we have exercised our rights under the Late Payment Legislation to add interest and charges. An invoice for the interest and charges will also be issued along with a copy of the original invoice.

Fourth stage chasing

If the debt has not been cleared after 60 days overdue, a final email is issued confirming the debt will be passed to a Debt Recovery Service or that further action will be taken, which will be determined by the Responsible Finance Officer.

Policy adopted:

BIGGLESWADE TOWN COUNCIL
Full Council Committee Meeting
13th December 2022
Internal BACS payment procedure

Implications of Recommendations

Corporate Strategy: FINANCIALS: Ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

Finance: Modernising, robust and time efficient supplier payment process.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background:

Please see attached Appendix A, which is an internal document stipulating the steps to achieve internal BACS payments.

It is important that the internal BACS payment procedure meets the requirements of the Financial Regulations, with dual Member sign off, in addition to the Town Clerk and Chief Executive. The attached procedure allows for this in full. The payment list will be signed by the Finance Manager, the Town Clerk and Chief Executive and two Members. This is to ensure thorough checking has taken place and that no unnecessary payments are being made.

The Accounts Administrator, Assistant Accountant, Finance Manager and Town Clerk and Chief Executive will be involved in reviewing payments to be set up in Unity Trust bank and the actual setting up of these.

The full listing of invoices to be paid, along with the supplier invoices will be made available as a pack in the Finance office and will also be scanned across to signatories. As a further check, our supplier forms will be available on SharePoint. These forms are completed by our suppliers, confirming their bank details and signed by an executive person at the company.

Two Member sign off in Unity Trust will also be required. Once these have been actioned, it is requested that the Members email all on the signatory email to avoid unnecessary logging on to the bank.

Recommendation:

Officers request that Members sanction this internal process.

Rob Youngs
Finance Manager

INTERNAL PROCESS OF CREATING PAYMENT RUNS WITHIN UNITY TRUST BANK.Regularity

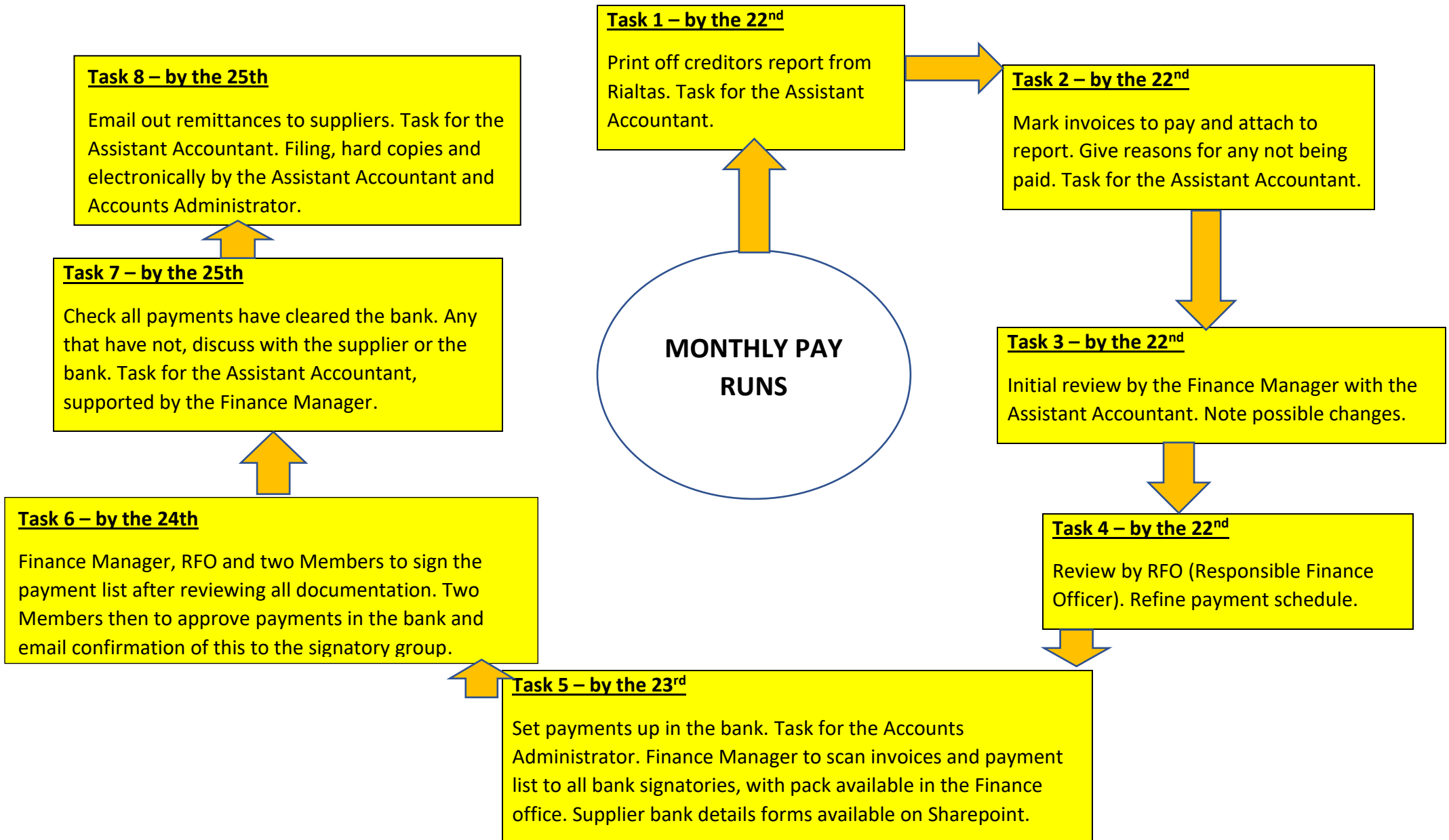
- 1) Main payment run about the 25th of the month, to ensure payments have cleared into supplier accounts before their month-end reports are run.

This should reduce debt chasing from our suppliers, which is also time-consuming/inefficient for us.

The dates below are slightly flexible to allow for weekends and other days off.

- 2) Occasional small weekly payment runs - to capture any urgent payments. Ensure that this is well communicated within the Council to help Officers when dealing with suppliers. Suggestion – every Tuesday, thus avoiding Bank Holidays. Payments outside of this should not be required.

MONTHLY PAY RUNS - OVERVIEW





Have Your Say on the Draft Parking Standards for New Developments

A well planned and managed approach to parking can help make our local communities better places to live, work and visit whilst helping deliver our commitment to tackling the climate challenge. One of the ways in which we can make a positive difference is through effective parking provision for all vehicle types in new developments, so that electric cars can be charged, and streets are useable for pedestrians and cyclists rather than dominated by parking.

The draft Parking Standards for New Developments Supplementary Planning Document sets out the number of parking spaces that will be required for bicycles, cars and other vehicles in new residential and commercial developments. It also defines disabled parking requirements, explains how to provide for loading and servicing, and gives comprehensive design guidance on types of parking.

This is a new document, and we think it is important for residents, businesses, and other interested parties to have the opportunity to have their say before it is finalised. Any feedback we receive will help us make sure our approach works effectively.

For further information, and to view and comment on the draft Parking Standards for New Developments Supplementary Planning Document between 10am on 8 November 2022 and 10am on 5 January 2023, please visit our website:

 www.centralbedfordshire.gov.uk/consultations

Development Management

Central Bedfordshire Council

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



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

Contact Joanna Baker
Direct Dial 0300 300 6990
Email planning@centralbedfordshire.gov.uk
Your Ref
Date 21 November 2022

Dear Mr Tarrant,

Application No: CB/TRE/22/00615

Proposal: Works to a tree protected by a Tree Preservation Order MB/09/00002/T6: Latterly reduce whole tree by 2-2.2 m to reduce overhang over house and make the rest of the crown more compact. Reduce top branches that may be out of shape from the lateral reduction. Crown lift the lowest branches by 2.5-3 m and also crown lift the rest of the lowest secondary branches . Remove any major dead wood from the crown to Sycamore Tree in the rear garden.

Location: 19 Ivel Gardens, Biggleswade, SG18 0AN

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

If you wish to comment on the application, please do so in writing by **12 December 2022** quoting the above application number.


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

Yours sincerely,

Joanna Baker
Tree and Landscape Officer

| OUTCOME OF CBC DETERMINED PLANNING | | | | | |
|------------------------------------|-----------------|----------------|---|--|---|
| 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 05/10/2022. 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 |
| 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, car parking, footpaths, cycle ways, drainage and utilities. Subject to Environmental statement. | See Below |
| Biggleswade Road, Land East of | 20/00959/OUT | 11/08/2020 | As above. | Outline application: seeking Planning Permission for up to 1,500 dwellings (use Class C3) and up to a 2ha of commercial development dwellings (use Class C3) and up to a 2ha of commercial development (use Class A1, A2, A3, A4, A5, B1a,bc,B2, B8) up to 5ha of primary school development (class D1) and up to 4ha of other leisure and community development (Use Classes D1 and D2) up to 61 ha of open space including play space, allotments and a country park, infrastructure including site access, internal roads, car parking, footpaths, cycle ways, drainage and utilities. | See Below |
| 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 to Environmental statement. | Awaiting Decision |
| 2021 | | | | | |
| 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 |
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| 2022 | | | | | |
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| Biggleswade, Land North of | 19/04301/OUT | 22/11/2022 | Town Council Strongly Objects and called to move the item to EXEMPT agenda. | 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. | Report from Transport Consultants to be submitted to Council for discussion before sending to CBC. |
| Drove Road, 68 | 22/04157/FULL | 22/11/2022 | It was RESOLVED that the Town Council has NO OBJECTION to this planning application provided that the neighbours are consulted and that any comments they may make are considered by Central Bedfordshire Council in their deliberations. | Planning permission is sought for a dropped kerb on a classified road. | Awaiting Decision |
| Fairfield Road, Fairfield Cottage | 22/03414/FULL | 25/10/2022 | It was RESOLVED that the Town Council has NO OBJECTION to this planning application provided that the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. | New garage and store to replace a range of existing outbuildings and garages. | Awaiting Decision. A further time extension has been agreed to the 22nd December 2022 as the applicants are intending to provide some additional information.(As per Planning Officer Nicola Stevens) |
| High Street, 19A | 22/03012/FULL | 23/08/2022 | <p>Town Council OBJECTS to the planning application for extraction system on the following grounds:</p> <ul style="list-style-type: none"> •Visual impact within the conservation area. •Nearest Noise Sensitive Receptor (residential property) - only 3 metres from the outlet of the flue and the flue passes immediately beside the property. •The business will be operating 11-11 Monday-Sunday 7 days a week which is highly intrusive for adjacent residents. •Noise level forecasts provided are for a new extraction system. Noise typically increases rapidly with age and this has not been considered. •Requests that CBC enforce the parking restrictions on the High Street from 11am to 11pm 7 days a week as per operating hours of the business. •That this is called into Development Management Committee. <p>It was RESOLVED to write to CBC that the Town Council believes the application is misleading as the applicant are likely to be operating mostly as a takeaway, and therefore the operator needs to apply for and obtain a change of use to Sui Generis before they commence trading.</p> <p>Should the applicant open business without obtaining a</p> | <p>Extraction system for pizza restaurant (Class E) in building, formerly a shop (Class E).</p>  <p>The image shows a green and white logo for 'FRANCHISING' with a pizza icon. Below it, the text reads 'CAPRINOS PIZZA FRANCHISING'. The main body of text describes Capriños Pizza as a young successful UK pizza delivery/take-away chain with rapid popularity growth. It mentions that they are one of very few pizza brands offering total menu control to their franchisees. It also states that they have been awarded awards for their best service and quality from Capriños offices. The text concludes that Capriños offers a unique business opportunity for those who want to start a pizza business, and that the single best sustainable business model is easy to operate. At the bottom, it says 'CAPRINOS MISSION STATEMENT' and that Capriños Pizza is committed to providing an outstanding business/delivery experience to its customers, and that it is its goal to exceed its customers' expectations for quality and service while paying close attention to its customer's individual needs.</p> | Awaiting Decision |

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| High Street, 19A | 22/03012/FULL | 08/11/2022 | <p>It was RESOLVED that the Town Council STRONGLY OBJECTS to the planning application for extraction system on the following grounds:</p> <ul style="list-style-type: none"> •Visual impact within the conservation area. •Nearest Noise Sensitive Receptor (residential property) - only 3 metres from the outlet of the flue and the flue passes immediately beside the property. •The business will be operating 11-11 Monday-Sunday 7 days a week which is highly intrusive for adjacent residents. •Noise level forecasts provided are for a new extraction system. Noise typically increases rapidly with age and this has not been considered. •Requests that CBC enforce the parking restrictions on the High Street from 11am to 11pm 7 days a week as per operating hours of the business. •That this is called into Development Management Committee. •The proposed change of use will lead to a considerable increase in vehicular traffic to the property. Delivery drivers to the rear would be forced to reverse onto Church Street which is a one-way road. This will pose a danger to highway and pavement users. •Lack of access to parking spaces at the rear and inability for parked vehicles to pass is likely to mean that vehicular traffic will park illegally on Church Street. •There is inconsistency in the applicant's paperwork. | Change of use to pizza restaurant (Class E) and food delivery only (sui generis) with extraction system. | Link to separate letter |
| Hunt Road, 17 | CB/22/04364/FULL | 22/11/2022 | <p>It was RESOLVED that the Town Council has NO OBJECTION to this planning application provided that the neighbours are consulted and that any comments they may make are considered by Central Bedfordshire Council in their deliberations.</p> | 17 Hunt Road, Biggleswade, SG18 8JZ - Single storey rear extension. | |

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| Land at Bonds Lane and Foundry Lane | 22/04159/VOC | 22/11/2022 | It was RESOLVED that the Town Council has NO OBJECTION to the variations to this planning application. However, the Town Council does OBJECT to the variation regarding changes to cycle storage due to new proposals being less accessible. | CB/18/02353/FULL on Council Agenda - Variation of condition numbers 11, 13, 16, 17 and 19 in respect of planning permission CB/18/02353/FULL (Demolition of existing vacant and derelict buildings and erection of 50 residential apartments with associated vehicular access, car and cycle parking, refuse storage and landscape). Variation sought to new plan numbers and substitute previously approved drawings for condition 19. | Awaiting Decision |
| Land to North of Lindsell's level crossing | 22/02881/DOC | 09/08/2022 | It was RESOLVED that the Town Council STRONGLY OBJECTS to the discharge of Planning Condition 3 on the revised plan and demand that Network Rail are obliged to implement the landscaping as per the plan approved at Development Management Committee in order to mitigate the visual impact of the bridge. | <p>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.</p> <p>Details have been received to discharge condition(s) listed below to this planning permission.</p> <p>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).</p> | Condition 3 Released |

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| London Road, Unit E, A1 Retail Park | 22/03121/VOC | 23/08/2022 | Town Council STRONGLY OBJECTS to the variation of condition for Unit B. The original condition was put in place to protect the town centre and should stand. | Variation of Condition 20 of planning permission CB/14/01181/VOC (Variation of Condition 20 of planning application No. CB/14/01109/VOC dated 11/06/2014 to allow up to 5% of the ground floor area of any one single unit only to be used for the sale of food and to allow a pharmacy to operate from part of the unit. Wording of the condition to be amended to:" The development hereby approved for the units referred to as A, B, D, E, F,G, H, J, K, L, M, N, P, Homebase, 1 & 2 as shown on plan no. 8659 P02 Revision W shall be used for A1 (retail) but shall not be used for the sale of food, as a post office, for the sale of tickets, as a travel agency, for hairdressing, for the direction of funerals, for the reception of goods to be washed, cleaned or repaired, as an internet café where the primary purpose of the premises is to provide facilities for enabling members of the public to access the internet or as a pharmacy, except for Unit B, which can be in part used as a pharmacy and can sell food in up to 5% of its total ground floor area") - The variation is to increase the range of permitted goods that can be sold from the premises to facilitate reoccupation of the floorspace by incoming tenant, Poundland. | Awaiting Decision |
| London Road, BP MFG | 22/02922/FULL | 27/09/2022 | No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. | Creation of an EV charging zone with 7 no. EV charging bays, associated canopy, substation and LV panel. | Awaiting Decision |
| Normandy lane, Unit B | 22/03438/FULL | 27/09/2022 | No Objection - There is a concern regarding the parking. | Extension to factory building to accommodate 4 additional units for flexible use comprising Class B8 (storage and distribution), B2 and Class E(g)iii (light industrial) | 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 | 22/01520/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 |
| Station Road, 12 | 22/03900/FULL | 24/10/2022 | It was RESOLVED that the Town Council has NO OBJECTION to this planning application provided that the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. | Remove part of boundary brick wall to increase existing vehicular access and replace with a gate. | Awaiting Decision |
| Stratton Upper School, Eagle Farm Road, | 22/03441/FULL | 27/09/2022 | 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. | Erection of 255 no roof mounted photovoltaic solar panels and 9 no floor level air source heat pump units. | Awaiting Decision |

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| Potton Road, Land at former Scaffolding Depot | 22/02691/FULL | 08/09/2022 | It was RESOLVED that the Town Council OBJECTS to this planning application as•The traffic impact on Furzenhall Road and Potton Road. •There are too many dwellings hence overdevelopment. •Loss of residential parking on Winston Crescent. •Properties would be very close to the railways line which will lead to noise pollution for residents. The Town Council notes that the Highways Officer has objected. | Erection of ten dwellings and the conversion of an existing building into two one bed flats. | Awaiting Decision |
| The Avenue, 8 | 22/03013/FULL | 09/08/2022 | It was RESOLVED that the Town Council has NO OBJECTION to this planning application provided that there is no loss of parking on the driveway and that the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. | First floor extension over existing garage. Two storey rear extension with dual hipped roof. Single storey rear extension. | Awaiting Decision |
| Thames Bank, 4-12 | CB/EN/21/0226 | 22/11/2022 | It was RESOLVED that the Town Council supports the enforcement notice as issued by Central Bedfordshire Council on the alleged breach of planning control on the land in relation to the Highway verge outside numbers 4-12 Thames Bank, Biggleswade. | PLANNING APPEAL 4 - 12 Thames Bank, Biggleswade | Awaiting Decision |
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BIGGLESWADE TOWN COUNCIL
Town Council
13th December 2022
CCTV Update Report

Implications of Recommendations

Corporate strategy: ASPIRATIONS: PLACE: Ensure the provision of CCTV that supports the Council's anti-crime initiatives and policies.

Finance: The cost envelope for the project is circa £58,009, which has been funded entirely by S106.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Members were last updated on CCTV at the Town Centre Management committee meeting on 18th October 2022. This outlined that whilst the full order was placed on the 26th September, the supplier could not commit to a detailed timeline due to the unknown lead times from manufacturers. It also detailed that a novation agreement would be signed shortly between BTC and CBC, and that mobile cameras would be installed as soon as possible after delivery.

Summary

The supplier has confirmed the equipment has been delivered to the sub-contractor and is ready for installation. They have stated to Officers that as soon as the novation of the BT link is made from CBC to BTC, they will be able to begin installation shortly after.

On 13th October, Officers met with the supplier and external contractors regarding the novation of the BT link from CBC to BTC and made good progress. Officers have since had conversations with CBC to finalise this and there was a hesitance to sign any agreement prior to their BT link being in place. This is despite several emails assuring CBC that the novation would not impact their existing link. A meeting is scheduled for 15th December with CBC to get the agreement over the line.

Recommendations

For Members to note the report.

Isaac Lord
Place Shaping Manager

Karim Hosseini
Head of Governance and Strategic Partnerships

BIGGLESWADE TOWN COUNCIL
Town Council
13th December 2022
Defibrillator Update

Implications of Recommendations:

Corporate Strategy: ASPIRATIONS: Community: Ensure Biggleswade is a safe and confident community.

Finance: No impact.

Equality: Not applicable.

Environment: Not applicable.

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

Background

Town Centre Management Committee Members agreed a recommendation to place a donated defibrillator unit at the Stratton Way Recreation Ground changing rooms on the 18th October.

Summary

Officers recently attended a handover of the defibrillator unit at the Orchard Community Centre with Taylor Wimpey. A few days prior to this, Officers were made aware by the Taylor Wimpey representative that the defibrillator cabinet is not waterproof and therefore cannot be placed outside, thus the proposed site is no longer suitable. Officers researched whether an outdoor cabinet could be purchased but these are in the region of £500.

Officers are in the process of determining a new location considering this new information, whilst ensuring the location provides as much value as possible. A report will come back to Council once there are several interested parties. Officers are currently reaching out to schools as Edward Peake Middle School, Stratton Upper School and Ivel Valley School are all within relatively close proximity to the previously agreed site.

Recommendations

For Members to note the report.

Isaac Lord
Place Shaping Manager

BIGGLESWADE TOWN COUNCIL
Town Council
13th December 2022
The Orchard Community Centre Update

Implications of Recommendations:

Corporate Strategy: ASPIRATIONS: FINANCIALS: Ensures value for money for the community by delivering a more efficient operating model.

Finance: Immediate impact on budget in short-term but associated savings.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Officers are in the process of delivering the changes necessary to move to the agreed new operational model at the Orchard Community Centre. This report provides an update as to where Officers are at with the agreed recommendations along with a revised hire agreement and policy for Members to review.

Summary

Both the CCTV and access control systems have been installed and reviewed by Officers as satisfactory.

Although an Assistant Caretaker was hired, they then resigned on the 27th October after misunderstanding the responsibilities of the role. Officers are conducting another round of interviews on 7th December given there was no other suitable candidate in the first round of interviews.

The revised hire agreement and newly written policy are attached in Annex A and Annex B, respectively, for Members to review.

The online booking system has been refined after several consultations and is now in a position to go live.

Recommendations

For Members to approve the hire agreement and policy.

Isaac Lord
Place Shaping Manager

Annex A – The Orchard Community Centre Standard Conditions of Hire

For the purpose of these conditions, the term **HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative. The term **COUNCIL** refers to Biggleswade Town Council.**

1. The **HIRER** must confirm they are 18 years of age or older via Squarespace Scheduling booking form.
2. The **HIRER** will receive a free 10-minute period free of charge as part of their session. Access to the building will not be granted sooner than 5 minutes before the session is due to commence. 5 minutes will be permitted after a session for cleaning and packing away. If further time is needed, this should be paid for either in the form of additional time or with Caretaker Assistance. Consistent misuse of these periods may result in cancellations and/or refusal of further bookings.
3. The **HIRER** will, during the period of hiring (this is inclusive of the 5 minutes prior and 5 minutes after), be responsible for the supervision of the premises, fabric and the contents, their care, safety from damage, however slight, or change of any sort and the behaviour of all persons using the premises, whatever their capacity, including proper supervision of car parking arrangement so as to avoid obstruction or inconvenience to other persons. This includes unsupervised sessions that do not have Caretaker assistance.
4. The **HIRER** shall be aware that the parking spaces located immediately outside the Orchard Community Centre are not Council-owned and so parking on site is at the Hirer's risk.
5. The **HIRER** should be aware that any debit/credit card details securely stored on their Squarespace Scheduling account will only be charged for sessions and any damages incurred.
6. The **COUNCIL** reserves the right to charge payment to the debit/credit card on the **HIRER'S** Squarespace Scheduling account up to one month prior to the period of hire. Event/party hire is an exception to this as these will be charged immediately.
7. The **HIRER**, if running an event/party, will have to make a mandatory payment for Caretaker assistance. If this is not selected within the Squarespace Scheduling booking form, this will be completed by Staff.
8. The **HIRER** will be liable to pay for any additional time used further to that booked on Squarespace Scheduling. This will be charged to the debit/credit card held on their Squarespace Scheduling account.
9. The **HIRER** shall indemnify the Council for the cost of repair of any damage done to any part of the property that may occur during the period of the hiring as a result of the hiring up to a maximum of £125, this being the current insurance excess relating to the Council's property. This will be charged against the Hirer's debit/credit card held securely on their Squarespace Scheduling account, with an email sent to the Hirer prior to the charge being made.
10. If the **HIRER** wishes to cancel the period of hire before the date of the event, they may do so via Squarespace Scheduling with a minimum of 72 hours' notice and will be entitled to a refund of any monies taken.
11. The **COUNCIL** reserves the right to refuse a booking without notice or to cancel or to cancel this hiring agreement at any time either before or during the term of the agreement upon giving 7 days-notice in writing to the **HIRER**. The **HIRER** shall be entitled upon such notice

to reimbursement of such monies including any deposit or a proportion of the same as have been paid by the **HIRER** to the **COUNCIL**, but the **COUNCIL** shall not be liable to make any further payments to the **HIRER**.

12. The **HIRER** shall not sub-hire or use the premises for any other purpose other than that described in the booking form and shall not hire or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon without written permission.
13. The **HIRER** shall be responsible for obtaining any licences that may be needed for the sale and consumption of alcoholic liquor, for music (PPL and/or PRS) and for the observance of the same and all other regulations appertaining to the premises stipulated by the Fire Authority and the Local Magistrates Court, or otherwise.
14. The **HIRER** shall be responsible for making arrangements to insure against any third-party claims if hiring a session on a limited company basis. This should be used for covering any claims made against them (or the organisation if acting as a representative) whilst using the premises. Proof of insurance documents should be submitted via the form link in Squarespace Scheduling.
15. The **HIRER** will, during the period of hiring, be responsible for ensuring no glassware, cans, or other receptacle is taken from the interior of the premises for whatever purpose. This also includes furniture and equipment provided at the premises.
16. The **HIRER** is responsible for ensuring that any electrical appliances or equipment brought into the premises is fully compliant with current Safety Regulations. A call-out charge may be levied by the Council in the event that the electrical supply has to be reset. Where a residual circuit breaker is provided the **HIRER** must make use of it in the interest of public safety.
17. The **HIRER** must not use any cooking equipment outside the premises as this constitutes breach of health and safety regulations and environmental issues.
18. It is the responsibility of the **HIRER** to familiarise themselves with the location of fire exits and the fire extinguishers and how to use them. If the fire cannot be extinguished safely and immediately, the fire alarm must be activated and the building evacuated by the nearest, safest, exit. If time allows, all electrical supplies should be switched off and doors and windows shut. Telephone the emergency services.
19. Ball Games including the throwing of soft balls, frisbees, and other projectiles are strictly forbidden inside the premises.
20. The use of Bouncy Castles and other inflatables is not permitted without prior, written, permission.
21. At the end of the hiring (all functions to have ceased by 11.55 pm with premises fully vacated by Midnight) the premises must be left in a clean and tidy condition, otherwise the Council will make an additional charge. Music must cease by 11:30 pm.
22. In the event that any part of the premises is rendered unfit by reasons beyond the control of the Council for the use for which it has been hired, the **COUNCIL** shall not be liable to the **HIRER** for any resulting loss or damage.

23. The **COUNCIL** shall not be liable to the **HIRER** for any loss or damage sustained by the **HIRER** as a result of any failure or delay on the part of the Council in the performance of any of its obligations under this agreement to the extent that such failure or delay is beyond the reasonable control of the Council, including but not limited to Acts of God, Labour disputes, Transportation failure, riots or civil disturbance.
24. The **COUNCIL** reserves the right to vary the Conditions of Hire applicable to this contract, including but not limited to variations in the premises, the period of hire, the rate of charge and the calculation of charges, on giving written notice to the **HIRER**.
25. If the **HIRER** opts not to pay for Caretaker Assistance within the Squarespace Scheduling booking system, they are required to have an induction with Staff. This will consist of fire safety, security and other instructions and will be coordinated via email.
26. The **HIRER**, if given a pin code to the building for their period of hire, is responsible for ensuring the code is not circulated outside of their customer base. If this is suspected, it is the **HIRER's** responsibility to make staff aware so the code can be changed.
27. The **HIRER** shall ensure that nothing is done during the period of hire in contravention of the law relating to gaming, betting and lotteries.
28. The **HIRER** shall, if preparing, serving or selling food, observe all relevant food HEALTH AND HYGIENE legislation and regulations.
29. The **HIRER** must report all accidents involving injury to the public to the Council as soon as possible. Any failure of equipment belonging to the Council must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the Local Authority. The **COUNCIL** will give assistance in completing this form. This is in accordance with the Executive Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
30. The **HIRER** shall ensure that any activities for children under eight years of age comply with the provisions of the Children Act 1989 and only fit and proper persons have access to and supervision of the children.
31. No responsibility is accepted for any loss, damage or injury to any property or persons using the premises (except for any deaths or personal injury caused but the negligence of the **COUNCIL**).
32. The **HIRER** agrees with the **COUNCIL** to observe and perform the provision and stipulations contained or referred to in the Council's Standard Conditions of Hire for the time being in force as described above (an understanding of which the hirer acknowledges, together with any special conditions set out in the schedule below):
 - No bookings to be taken more than two years in advance.
 - Hiring fee will be based on the published scale of charges which are subject to an annual review.
 - Fees for commercial bookings may vary and be dealt with on an individual basis.
 - All fees and charges will be charged up to 1 month in advance of the period of hire.
 - Noise must be kept to a minimum on arrival and departure.

- **HIRERS** cannot access the hall before the agreed time unless previously agreed with Staff.
 - **HIRERS** are responsible for removing and recycling cans, glass, cardboard and plastic bottles.
 - No more than 140 persons are allowed to attend any one letting in the Hall.
 - No more than 34 persons are allowed to attend any one letting in the Training Room.
 - An additional 10% is added to the hire charges where a **HIRER** does not have its own public liability Insurance and requests cover under the **COUNCIL'S** insurance cover.
23. This agreement is made between the **COUNCIL** and the **HIRER** whereby in consideration of the charges the **COUNCIL** agrees to permit the **HIRER** to use the premises for the purpose and period shown on the booking form.

The Orchard Community Centre Hire Policy DRAFT

December 2022



Introduction

Biggleswade Town Council (BTC) owns The Orchard Community Centre situated in the Kings Reach estate, providing a high standard service and space for the community, local organisations and businesses.

Purpose of Policy

This policy aims to:

- Support Aspirations for Biggleswade 2021-2025
- Ensure proper management of the Community Centre
- Explain the booking management system and income management
- Outline health and safety aspects

Booking Terms & Conditions

All bookings are subject to the 'Standard Conditions of Hire' form, which are available through request of the Orchard Community Centre inbox. These conditions must be accepted prior to finalisation of any booking request and Hirers will confirm they accept conditions digitally, through Squarespace Scheduling. The booking cannot be requested without acceptance of conditions.

These conditions may be varied by prior written agreement for any booking but must be authorised by BTC management.

Caretaker assistance can be requested at an additional charge. If this is requested, information should be submitted via the booking form to make Staff aware of what they will need to do to support. If the Hirer does not select Caretaker assistance, their session will be unsupervised. For events/parties, Caretaker assistance is mandatory and will be added onto the booking by Staff if not completed by the Hirer. Please see the Hirer Induction section below for more details.

As per conditions, the Hirer is fully responsible for the supervision of the premises during the period of hire. Any cost of damage shall be incurred by the Hirer up to a maximum of £125 to indemnify the Council for the cost of repair, which is the excess on the Council's insurance.

Bookings include a 5-minute set-up and 5-minute close-down time either side of the session. If an additional payment is not made for Caretaker assistance, the Hirer is responsible for organising tables and chairs unless agreed with staff under exceptional circumstances. Outside of the hiring period (including the 10 minutes), the Hirer is no longer responsible for the building.

A session includes free use of the equipment (chairs, tables, projector etc) and kitchen facilities. This use is not exclusive to a single Hirer however, as if sessions are ongoing in both the Hall and Training Room facilities will need to be shared. Hirers are therefore asked to show consideration to other and minimise disturbances or inconveniences to others.

The Council reserves the right to refuse a booking without notice, even if accepted. 7-days' notice would be given in writing to the Hirer and they would be entitled to reimbursement of any deposit monies made to the Council but the Council is not liable for any further payments to the Hirer.

Charges

The Orchard Community Centre fees are reviewed on an annual basis and determined by:

- Running costs
- Demand for hire
- Rates at similar, local facilities
- Current standard of facilities

The Council reserves the right to charge the Hirer's securely stored credit/debit card held on their Squarespace Scheduling account, up to one month in advance of the session. Party and event hirers are exempt from this, as these will be charged immediately upon booking.

Hirers are entitled to a full refund if their session is cancelled with at least 72 hours' notice.

Charging Categories

The Orchard Community Centre makes the following distinctions between Hirers as per Annex A:

- Standard, defined as all public limited companies, private sector businesses with over 25 employees and any bookings that do not fall within the bracket of other categories
- Community, defined as small businesses with 25 employees or less, local not-for-profit organisations, public sector and local charities
 - Local defined as charities and non-for-profit entities for the benefit of Biggleswade residents

Within the community category, a concession is applicable to charities and not-for-profit organisations.

Hirers are to book through the embedded Squarespace Scheduling system on the BTC website. Queries can still be directed to the Orchard staff via email or phone call and bookings can be made on the back end if the Hirer requires further support.

As per Standard Conditions of Hire, all fees and charges must be paid in advance of the booking, which is mandated by Squarespace Scheduling when booking.

The Hirer will be liable to pay for any additional time used further to that booked on Squarespace Scheduling. This will be charged to the debit/credit card held on their Squarespace Scheduling account.

Hirer Induction

To ensure health and safety compliance, Hirers will be required on entry to complete an induction of the building prior to starting a session. This will entail safe use of the premises, understanding of location of fire exits and security.

As part of the induction, session holders that do not require a staff presence will be given a more detailed induction explaining fire procedures, security, access control etc.

Restrictions on Use and Hire

As The Orchard is located on a residential estate, certain activities may be prohibited or restricted. BTC retains absolute discretion on the use and hire of facilities and reserve the right to refuse requests to hire for any reason.

As per standard conditions of hire, misuse of the facility can result in further bookings being rejected, with misuse including but not limited to the following:

- Breach of licensing relating to the consumption of alcoholic liquor and music
- Excessive noise causing disturbance to neighbours
- Causing nuisance or offence to BTC staff
- Use of facilities for anything other than the agreed purpose of hire

Contact Details

Details of BTC Staff can be found on the website, which is kept up to date on a regular basis. Otherwise, BTC Staff at the Orchard Community Centre can provide contact information on request.

Insurance

Buildings, contents, and public liability insurance is all in place. As per the conditions, the Hirer is otherwise responsible for taking out insurance to protect themselves against any third-party claims against them. Hirer must submit evidence of their insurance via the form upload link in the Squarespace Scheduling booking page.

Annex A – Charges

| MAIN HALL – STANDARD CHARGES | 2022/2023 |
|--|------------------------|
| Hire of Main Hall per hour | £32.00 per hour |
| Cost of setting up and / or clearing up hall | £10.00 per hour |

| MAIN HALL - COMMUNITY ACTIVITIES CHARGES | 2022/2023 |
|--|--------------------------------------|
| Hire of Main Hall Per Hour | £25.00 per hour |
| Cost of setting up and / or clearing up hall | £10.00 per hour |
| Refundable Deposit (for other functions) | £100.00 |
| <ul style="list-style-type: none"> Reduction for Local Charities or Local Not for Profit Organisations registered with HMRC for Gift Aid. (Local means “charities and not-for-profit entities for the benefit of Biggleswade residents”)* | 20% Reduction |
| <ul style="list-style-type: none"> Reduction for Block Bookings* | 10% Reduction for 7 or more bookings |

| TRAINING ROOM - STANDARD CHARGES | 2022/2023 |
|---|---------------------------------|
| Hire Charge | £28.00 per hour |
| Refreshments Charge | £20.00 + VAT = £24.00 |

| TRAINING ROOM - COMMUNITY ACTIVITIES CHARGES | 2022/2023 |
|---|--------------------------------------|
| Hire Charge | £20.00 per hour |
| Refreshments Charge | £15.00 + VAT = £18.00 |
| <ul style="list-style-type: none"> Reduction for Local Charities or Local Not for Profit Organisations registered with HMRC for Gift Aid. (Local means “charities and not-for-profit entities for the benefit of Biggleswade residents”) * | 20% Reduction |
| <ul style="list-style-type: none"> Reduction for Block Bookings* | 10% Reduction for 7 or more bookings |

RW-103501-001 Interchange Area 02/09/22-31/03/23, narrow lanes of carriageway Station Road, Restriction of Parking, No Waiting Order on Station Road to junction with Saffron Road.

Phase 2 Station Road 09/01/23-13/02/23. Palace Street reopen but now right turn only (for remainder of scheme and in permanent layout). Saffron Road closed at junction with Station Road. Diversion via Station Road, Bonds Lane and Foundry Lane, RW-103503-001/ RW-103504-001(A) / RW-103507-001

Phase 3 Station Road Westbound 14/02/23-13/03/23 closure of footpath south side of station road, diversion through new interchange development. RW-103505-001

Phase 4 Station Road Eastbound 14/03/23-24/03/23, closure of footpath from 13 Station Road to Biggleswade Station forecourt. RW-103506-001

Phase 5 Final Surfacing 14/03/23-24/03/22 Full closure 4 Station Road to end of highway heading South, closure of Palace Street from 10 Place Street to junction with Saffron Road, closure of Saffron Road from junction with Station Road to Biggleswade Town Council Building RW-103507-001.

Phase 1 to Phase 5, 04/10/22-31/03/23 No waiting order (Parking restricted) on Station Road from Train Station forecourt to 9 Station Road both sides. On Saffron Road from junction with Station Road to Biggleswade Town Council Building.

