



Ref: Agenda/Council – 28/03/2023

23rd March 2023

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 28th March 2023** 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_3eVkZIx5Rmmmvmr16bTV9A

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**

Mr Mike Wells, Northill Parish Resident, regarding the A1 Route/Transportation.

6. **MEMBERS' QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the minutes of the Town Council Meeting held on **Tuesday 14th March 2023** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. For Members to receive the minutes of the Finance & General Purposes Committee Meeting held on **Tuesday 17th January 2023** 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 14th March 2023**.

9. **ITEMS FOR CONSIDERATION**

a. **General Insurance Renewal Update Report**

For Members to receive and consider a report from the Head of Governance & Strategic Partnerships, Finance Manager and Deputy Administrator & HR Manager.

b. **Bike Hire Proposal Report**

For Members to receive and consider a report from the Place Shaping Manager.

c. **Drove Road Chapel Update Report**

For Members to receive and consider a report from the Place Shaping Manager.

d. **Play Streets Proposal Report**

For Members to receive and consider a report from the Place Shaping Manager.

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 on the Central Bedfordshire Council website. Click on the hyperlink (electronic copy) on the heading of each planning application listed below.

a. **CB/23/00744/FULL - 2 Holme Crescent, Biggleswade, SG18 8DA**

Demolition of existing garage & erection of a two-storey dwelling.

b. **CB/23/00010/FULL - 11 Arnold Rise, Biggleswade, SG18 8UF**

Converting part of an existing garage into a small office with new window to the rear.

c. **CB/22/04808/FULL - 14 Simpson Lane, Biggleswade, SG18 8YF**

Installation of two first floor level air conditioning units to the side elevation.

d. **CB/23/00868/FULL - 107 London Road, Biggleswade, SG18 8EE**

Rear side extension with timber posts to support flat roof and car port.

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**

Application seeking full planning permission for the demolition of 3 existing dwellings and the construction of 3 B8 units, together with associated access, vehicle parking, landscaping, and all other ancillary works.

Environmental Impact Assessment.

Previously on Council Agenda 13th December 2022

It was **RESOLVED** that the Town Council **OBJECTS** to this planning application on the grounds of traffic congestion accessing the A1 roundabout but note that if Officers are minded to pass this application, then Biggleswade Town Council would like to see Section 106 money related specifically to speeding on Stratton Business Park, access to the A1, and in terms of sustainable transport to and from the Town Centre in terms of buses.

11. PLANNING APPLICATION OUTCOMES

- a. A report of the Planning Application Outcomes (by exception applications only) as of **20th March 2023**.

12. ACCOUNTS

- a. **Financial Administration**

The March 2023 accounts are not available for this agenda.

13. ITEMS FOR INFORMATION

- a. **CCTV Update Report**

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

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_3eVkZlx5Rmmmvmr16bTV9A

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.

- a. (Risk Management Update Report).
- b. (Telephony Convergence Contracts Update Report).
- c. (Energy Broker Update Report).

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.

16. **EXEMPT ITEMS**



MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING
HELD ON TUESDAY 14 MARCH 2023
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 K Brown
Cllr F Foster
Cllr M Foster
Cllr M Knight
Cllr D Strachan
Cllr C Thomas

Mr K Hosseini – Head of Governance & Strategic Partnerships
Mr R Youngs – Finance Manager
Mr I Lord – Place Shaping Manager
Mrs S van der Merwe – Deputy Administrator & HR
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 L Fage, Cllr M North, Cllr R Pullinger, Cllr H Ramsay, Cllr J Woodhead.

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. Councillor Tim Woodward

Cllr G Fage announced the sad passing of former Biggleswade Mayor and Councillor, Tim Woodward. Cllr Woodward was Mayor of Biggleswade between 2011-2013. He was also a Central Bedfordshire Councillor from 2012 to 2019, representing the Ward of Biggleswade South. All Members and Officers stood for a moment of silence.

b. Dunstable Civic Service

On Friday 3rd March, Cllr G Fage attended the Dunstable Civic Service which took place at the Salvation Army Church. Cllr G Fage noted that it was well attended, and guests were entertained by a brass band as well as a rock choir.

c. Willow Foundation

On Saturday 4th March, Cllr G Fage opened the Willow Foundation Charity Shop in Biggleswade. Cllr G Fage, who performed the ribbon cutting ceremony, pointed out that the shop was the only one in Bedfordshire and believed it would be well supported by the community.

d. Sandy Civic Service

On Sunday 5th March, Cllr G Fage attended the Sandy Civic Service and noted that it was another well attended Civic Service with Mayors from across the County.

e. Biggleswade Civic Service

On Sunday 12th March Cllr G Fage attended his own Civic Service which took place at the St Andrews Church. Cllr G Fage thanked everyone who was able to attend and noted that the Bishop of Bedford also participated in the sermon.

f. Commonwealth War Graves Commission

On Friday 17th March at 12.00pm the Biggleswade Town Council will be hosting the Commonwealth War Graves Commission at a plaque unveiling ceremony. This will be taking place on the Rowan Crescent entrance to the Drove Road Cemetery.

4. PUBLIC OPEN SESSION

Mr Andrew Skilton

Mr Skilton who addressed the Council indicated that he wished to speak about Item 10f, which was a planning application for the erection of a telecommunications mast. Mr Skilton indicated that he had seen several posts on social media supporting this mast which is on the Land North development and one that the Town Council is opposed to.

Mr Skilton noted the area chosen for the mast is an open green space or park for the residents of Furzenhall Road, Northfields, and Winston Crescent and popular with dog walkers all year round.

He added that he was not opposed to the mast in principle as the area needs better phone signal coverage but not at the cost of amenity land. Mr Skilton indicated that he hoped the Council would take this into consideration when making their decision.

5. **INVITED SPEAKER**

No guest speaker was invited.

6. **MEMBERS' QUESTIONS**

None.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

P9 Item 6. Cllr Albone indicated that he had made a query regarding the closure of a footpath on the Biggleswade Common, but this was not recorded in the minutes.

Subject to these amendments the Minutes were **APPROVED** as an accurate record of the Town Council Meeting held on 28th February 2023.

8. **MATTERS ARISING**

Cllr Strachan asked about the outcome of the meeting invitation regarding the Ivel Medical Centre and relevant stakeholders.

The Head of Governance & Strategic Partnerships responded that the MP's office had proposed a date for mid to late April to which the Integrated Care Board responded that they would be unable to attend due to election purdah.

Cllr Russell commenting on this, indicated that another meeting of the Patient Group was to be held on the 13th of April with the Ivel Medical Centre, when Dr. Hartree hopes to reveal who will take over running of the Practice. A meeting in late April would therefore not be beneficial.

9. **ITEMS FOR CONSIDERATION**

a. **Design Guide Topic Session**

Cllr Russell set out a proposed comprehensive Town Council response to the Central Bedfordshire Council's Design Guide and Housing Policy Technical Guidance.

Cllr Russell noted that the reference to the Biggleswade Neighbourhood Plan is less clear and the guide simply says that their policies 'should be taken into consideration'.

Following discussion, Members **RESOLVED** for Officers to send the proposed response adding that wording was needed to clarify where the design guide sits in the hierarchy of planning guidance.

b. **Land North of Lindsells Level Crossing Update**

Members **NOTED** the update following Central Bedfordshire Council's decision to release 'Discharge of Condition 3'.

c. **Biggleswade Baptist Church Workshop Request**

Members **VERBALLY ENDORSED** the request from Biggleswade Baptist Church to apply for a planning approval to Central Bedfordshire Council and a grant from the Wind Farm Committee to enable the provision of a workshop.

d. **Biggleswade Substation**

Members **NOTED** the correspondence as a meeting had been arranged on a separate day to discuss the matter of the substation.

e. **Anglian Water Proposed Works**

The Deputy Administration & HR Officer who presented the report, indicated that Anglian Water sent a further email informing that if the proposal is approved, there would be a carriageway lane closure to Dells Lane adjacent to the Spinney, with a three-way traffic lock system in place during the trial excavation. The Deputy Administration & HR Officer added that the PRV excavation would take a total of 15 working days.

Members noted that the work should improve water pressure for quite a few houses in in the town. Members also indicated that the contractor has suggested a good will remuneration of about £200 for landscaping.

Members **RESOLVED** to accept the recommendation to approve the installation of the PRV to enhance water provision but to add that Town Council would like to see an increase to the landscaping that is being offered.

Members also wanted it to be noted that they were concerned about the amount of time the project will take to complete.

f. **Commemorative Plaques, Benches & Memorials Policy Update**

The Place Shaping Manager who presented the report, noted that Officers would, in future, be using SharePoint for all policies when sharing tracked changes with a final policy version being submitted to Town Council meetings for resolution.

Following a discussion, Members **AGREED** for an informal meeting to be held with the Place Shaping Manager to discuss the policy.

Members **RESOLVED** to **DEFER** the policy to the next Town Council meeting

10. **PLANNING APPLICATIONS**

a. **CB/23/00464/FULL - 1 Rowletts View, Biggleswade, SG18 0FD**

The Town Council has **NO OBJECTION** to this application, subject to consultation with neighbours and consideration of their comments.

b. **CB/22/04939/ADV - 8 High Street, Biggleswade, SG18 0JL**

The Town Council noted that they **OBJECT** to this planning application on the grounds that:

- The building is in a conservation area. No consideration has been given to this in the application.
- It is visually disruptive to the street scene.
- It is inconsistent with the Central Bedfordshire design principles.

Members **OBJECTED** to the application as it is non-compliant with CBC design principles as listed in the CBC Design Supplement 6: Shopfronts and Signage, section 5.04 E.

"5.04E On traditional buildings or new buildings in sensitive areas (in conservation areas or adjacent to or within the setting of listed buildings) in particular, internally illuminated fascias and projecting signs are out of character and will be resisted."

c. **CB/22/03466/ADV - 17 Market Square, Biggleswade, SG18 8AS**

The Town Council noted that they **OBJECT** to this planning application on the grounds that:

- The building is in a conservation area. No consideration has been given to this in the application.
- It is visually disruptive to the street scene.
- It is inconsistent with the Central Bedfordshire design principles.

Members **OBJECTED** to the application as it is non-compliant with CBC design principles as listed in the CBC Design Supplement 6: Shopfronts and Signage, section 5.04 E.

"5.04E On traditional buildings or new buildings in sensitive areas (in conservation areas or adjacent to or within the setting of listed buildings) in particular, internally illuminated fascias and projecting signs are out of character and will be resisted."

d. **CB/23/00441/FULL - 27 Sun Street, Biggleswade, SG18 0BP**

The Town Council has **NO OBJECTION** to this application, subject to consultation with neighbours and consideration of their comments.

e. **CB/23/00480/FULL - 220 London Road, Biggleswade, SG18 8PJ**

The Town Council has **NO OBJECTION** to this application, subject to consultation with neighbours and consideration of their comments.

f. **CB/23/00691/TDM - Land adj to Furzenhall Road, Biggleswade, SG18 0ES**

The Town Council has **NO OBJECTION** to this application, subject to consultation with neighbours and consideration of their comments.

However, the Town Council noted that they **OBJECT** to the telecommunications mast being moved closer to homes in the area. The Council believes the planning application, which currently shows the location of the mast, is the best possible situation for its location.

g. **CB/TCA/23/00098 - 43 Shortmead Street, Biggleswade, SG18 0AT**

The Town Council has **NO OBJECTION** to this application, subject to consultation with neighbours and consideration of their comments.

11. **PLANNING APPLICATION OUTCOMES**

This report was **NOTED**.

12. ACCOUNTS

a. Financial Administration

- i. Balance sheet to 28/02/23.
- ii. Detailed Income and Expenditure to 28/02/23.
- iii. Payment Listing from 01/01/23 to 28/02/23.
- iv. Summary Income and Expenditure to 28/02/23.

Members **ADOPTED** the February Accounts as laid out.

13. ITEMS FOR INFORMATION

a. Contracts Database Update Report

Members **NOTED** the report by the Head of Governance & Strategic Partnerships.

b. Internal Audit Interim Report

Members **NOTED** the report by the Finance Manager and thanked Officers for all that they were doing.

c. Minutes of the Community Engagement Group

Members **NOTED** the minutes.

d. Minutes of the Allotment Meeting

Members **NOTED** the minutes.

e. Good Friday Parade

Members **NOTED** the parade which is an annual event.

f. Planning Application Potential Breach

Members **NOTED** the item and requested that in future it would be helpful for the name of the planning application to be written in the heading the item.

g. Closed Bridleway Update

Members **NOTED** the update from Central Bedfordshire Council regarding closed bridleways and footpaths on Biggleswade Common.

14. PUBLIC OPEN SESSION

No member of the public wished to speak.

15. EXEMPT

a. Energy Broker Advice

Members **NOTED** the Energy Broker's insight on market turbulence and the Broker's view that it was prudent not to cancel existing energy contracts early due to prohibitive penalties.

The new Brokers will be providing Officers with new energy quotes.

Members **AGREED** for Officers to report to Town Council on 28th March.

b. **Franklins Recreation Ground Vandalism**

Members **NOTED** the good work Officers had done to mitigate the effect vandalism had on the recreation ground as well as the good progress by the Contractor to recover some of the lost time due to this. The Contractors are now working to a mid-April completion date.

Members also **NOTED** that Officers had engaged with Police with regards to vandalism.

c. **Risk Framework Update Report**

Members **NOTED** the Risk Framework Update report and **AGREED** to put it forward to the Finance & General Purposes Committee on the 21st of March followed by the Town Council Meeting on the 28th of March.

The Council is required to maintain an overview of its risks and this will be shared as part of its internal and external audit process and will be referred to as part of the AGAR.

The Mayor closed the meeting at **8.55pm**



MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
MEETING ON TUESDAY 17th JANUARY 2023 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 M Foster (Deputy Chairman)
Cllr I Bond
Cllr G Fage
Cllr M Knight
Cllr M North
Cllr H Ramsay
Cllr M Russell
Cllr D Strachan

Mr P Tarrant – Town Clerk & Chief Executive
Mr K Hosseini – Head of Governance & Strategic Partnerships
Mr R Youngs – Finance Manager
Mr I Lord – Place Shaping Manager
Ms S Van der Merwe – Deputy Administration & HR Manager
Mr K Kareem – Assistant Accountant
Ms F Gumush – Meetings Administrator

Members of the Public – 9

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.

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item:

Cllr G Fage for Parking Fees under Item 9c.

b. Non-Pecuniary interests in any agenda item:

None.

3. **CHAIRMAN'S ANNOUNCEMENTS**

a. **Korede Kareem**

The Chairman welcomed Korede Kareem, Assistant Account, who is a recently appointed member of staff to the Town Council.

The Chairman also announced that he would be making a slight change in the order of the agenda by bringing Item 9C, Annual Fees Review, to the top of the agenda as it will have an impact on the item concerning the general precept for next year.

4. **PUBLIC OPEN SESSION**

There were two members of the public who wished to speak at the meeting.

Gavin Day, Biggleswade

Mr Day commented on Item 9a, the Precept Determination 2023/2024, and noted that the precept was to increase by 9.95% and believed that over the four years of the Council, the increase was close to 46%.

Mr Day went on to add that in the current climate, he believed an increase of 35p a week was unaffordable and suggested that the Council review the numbers again.

Dave Hindle, Biggleswade

Mr Hindle, who was attending as one of the grant applicants, Bigg Welcome, thanked the Council, and shared that he would be more than happy to provide further information on the work that Bigg Welcome completes.

5. **INVITED SPEAKER**

No guest speaker was invited.

6. **MEMBERS' QUESTIONS**

None.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

Members indicated that Item 10d, Credit Control Policy, the minutes should read 'It was RESOLVED to recommend this report to Council'.

Subject to these amendments the Minutes were **APPROVED** as an accurate record of the Town Council Meeting held on 29th November 2022.

8. **MATTERS ARISING**

None.

9. **ITEMS FOR CONSIDERATION**

a. **Annual Fee Review**

The Finance Manager updated Members that a change was made on page 24 of the Agenda Pack to remove the discount for pensioners, students, benefits claimants as this was consistent with the resolution of the Town Council on 26th July 2022.

The Committee reviewed each fee individually.

i. **Scale of Charges for Market Stall Rents Etc**

Members noted that the rates of market stalls had remained the same since pre-Covid times despite the growth in demand. It was suggested that a change in policy could be implemented to allow new traders time to grow their business before being charged full rates.

Members **RESOLVED** to adopt the charges for Market stall rents as set out, with the exception of the rate for charitable/voluntary organisations that support Biggleswade, which should be aligned with other stalls at £17.

The Chair clarified that charitable voluntary organisations, which support Biggleswade, are charged a returnable deposit and not a fee.

ii. **Scale of Charges for Allotment Holders**

The fees for 2022/2023 and 2023/2024 are for information purposes as they have already been agreed. Fees for 2024/25 will be reviewed future in November consistent with previous practice.

Members **NOTED** the report.

iii. **Drove Road and Stratton Way Burial Grounds Fees**

Members commented on the fees for burials and pointed out that taking into account the budget there was potential for burial fees to be slightly higher. Members comparing fees to other Council's noted that a bigger increase in fees would be more beneficial.

Members asked if a variance of 5% was made what impact would this have to the revenue. The Finance Manager responded that the impact would be a £3000 increase per 5%.

It was **RESOLVED** to implement an increase of 15% on all burial fees.

iv. **Scale of Charges for Orchard Community Centre**

Members commented on the use of the Orchard Community Centre and noted that the Centre was not yet at full capacity and increasing fees could result in a loss of custom.

Members suggested further marketing of the facilities could help to increase usage.

Members **RESOLVED** to adopt the charges as laid out.

v. **Scale of Charges for Hiring of Sports Facilities**

The Town Clerk & Chief Executive pointed out that there was now an online booking system for ease of use for the football pitches.

Members asked whether there was a policy for teams outside of Biggleswade to be charged slightly higher fees than compared to local teams and it was confirmed that this was not the case but that it would be looked at when putting together the next budget.

Members **RESOLVED** to adopt the charges as laid out.

vi. **Scale of Charges for Parking Permits**

Members **RESOLVED** to adopt the charges as laid out.

b. **Original Estimate & Precept 2023/2024**

The Town Clerk & Chief Executive summarised some changes made to the report and noted that this paper supplemented the paper submitted to the Finance and General Purposes Committee on 29th November 2022.

The new paper included the additional information requested by Members, namely the 22/23 indicative projected outturn and the main drivers impacting upon any increased precept.

Members commented on the report and noted that the rates for the Council depot had increased from £16,000 to £28,000 and asked if this could be clarified at the next Council meeting.

Members noted that a considerable proportion of the budget relates to staff pay which is driven by the NJC national pay settlement.

Members **RESOLVED** to ask Officers to update the precept calculations based on their observations for the Town Council Meeting scheduled for Tuesday 24th January 2023.

Members also **RESOLVED** to recommend to Council Option 2 budget with the following amendments:

- Remove upgrades to the white fleet, removing £24,000.
- Reduce ICT budget by at least £3,000 and then go to tender.
- Reflect any changes made to fees and charges made during the F&GP Committee meeting.
- This should be presented to council in a form that shows this year's budget, projected outturn and next year's budget and explain any variances.

c. **Grants Process 2022/2023**

Members asked for clarification regarding the policy of grants whereby if an applicant has applied in the first tranche of the process, whether they are not eligible to apply in the second tranche.

The Chairman clarified that currently there is nothing in the Council policy to this effect.

The table below shows the amounts awarded to grant applicants.

APPLICANT	AMOUNT REQUESTED	AMOUNT AWARDED
Biggleswade Community Carnival	£1,189	£500
Biggleswade Good Neighbours	£500	£250
Biggleswade Sea Cadets	£1,500	£1,000
Carers in Beds	£600	£600
Biggles FM	£1,850	£1,850
For Men To Talk Community Interest Group*	£500	£500
East Beds Community Bus Ltd (Ivel Sprinter)	£750	£250
Keech Hospice	£1,000	£1,000
Royal British Legion – Biggleswade Branch	£750	£750
Biggleswade Community Group	£2,000	£1,500
Hear2Listen	£1,000	£1,000
Bigg Welcome	£2,000	£1,500
Biggleswade Community Garden	£1,500	£500

* As no accounts had been presented with the application from For Men to Talk, the grant was awarded on the condition of receipt and review of these accounts by Officers.

Cllr Bond raised a concern that there was no application from Biggleswade History Society listed for consideration, as he was assured this was delivered by hand before the deadline. The Clerk and Chairman advise Cllr Bond that this would be investigated, and if necessary, the application will be brought to the next F&GP meeting for consideration on its merits (regardless of budget remaining).

d. **Orchard Centre Policy and Terms & Conditions**

Members **RESOLVED** to approve the policy and the terms & conditions subject to changing the word standard to commercial under charging policy and remove the Annex A which includes the charges.

10. **ITEMS FOR INFORMATION**

a. **Risk Assessment**

The Head of Governance and Strategic Partnerships provided an oral update to Council. A report and recommendations will be provided by the Finance and General Purposes Committee on 21st March 2023.

Members **NOTED** the report.

b. **Unity Trust Bank**

The Finance Manager indicated that the Town Council should be receiving the credit card for Unity Trust Bank in the next 7-10 days.

Members **NOTED** the written report.

11. **PUBLIC OPEN SESSION**

a. **Dave Hindle, Biggleswade**

On behalf of Biggs Welcome, Mr Hindle wanted to thank the Council for the grant.

12. **EXEMPT**

a. **Financial Assurance**

External Audit identified significant weaknesses in internal control during 2021/22 in respect of financial regulations regarding the reporting and authorisation of regular payments not being fully complied with. However, the Council answered yes to assertion 2 of the annual governance statement.

Whilst the Council undertook sufficient budget monitoring to comply with Proper Practice in the Practitioner's Guide, they identified significant expenditure on overtime, which they understand would have been challenged if had been separately identified in budget monitoring reports.

The Council complied with the statutory requirements regarding publication of external audits and the information was shared with Members via email on 28th September 2022, although had not been formally reported to Council or this committee.

Recommendations made in the audit report were:

1. The Council should ensure that financial regulations are fully complied with in future and consider answering no to assertion 2 of the 2022/23 annual governance statement if these weaknesses remained for a significant part of the 2022/23 financial year.
2. When setting the 2023/24 budget we recommend that the Council approves a separate overtime budget and monitors expenditure against it through the year.

The Clerk & Chief Executive reported that a robust process for the authorisation, reporting and monitoring of overtime was now in place using the CITRUS HR system and that overtime would be itemised separately in the 2023/24 budget.

Members **RESOLVED** to note the report and to observe that future discussions on financial assurance should be held in open session and be within one month of receipt of any external reports.

b. **Utility Contract**

Members **RESOLVED** to follow the advice of the legal team and write to the Utility Company as well as to invite the Energy Broker to a future Council meeting.

Members also **AGREED** to the recommendations made by the Town Clerk & RFO regarding lessons learned with any changes to be reported to either Town Council or the Finance and General Purposes Committee.

c. **Capital Assets Review – Working Group Update**

Members **NOTED** the progress of the project and agreed the recommendation of the report which was to instruct the chartered surveyor to complete an exercise to provide commercial valuations of assets.

Members **NOTED** that the Capital Assets Working Group will meet to focus on several aspects including a way forward and improvement costs.

The Chairman closed the meeting at **9.22pm**

BIGGLESWADE TOWN COUNCIL
Report to Town Council Meeting 28th March 2023
Town Council Insurance Renewal 23/24

Implications of Recommendations:

Corporate Strategy: FINANCE: Engage the services of professional support service providers to ensure best practice.

Finance: General budget 23/24 financial year.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Officers met with the representative from BHIB Insurance Brokers in early March 23 to discuss the current policy and review the policy requirements for renewal in the 2023-2024 financial year.

BHIB is nationally recognised, accredited by SLCC and the official partner of NALC. BHIB is the leading provider of insurance to local authorities across England and Wales and a valued partner of the Town Council.

Following a recommendation and meeting with the internal auditor on fidelity cover levels, Officers increased the present fidelity cover level from £1 million to £1.6 million. The latter would in turn be increased to £1.9 million subject to PWLB draw down later in 2023.

Officers reinforced the need for the Broker to provide three renewal quotes in line with the Town Council's Financial Regulations (section 11.1 H).

The Town Council's current insurance policy expires at midnight on the 31st March 2023.

Summary

BHIB provided a response to the Town Council on 15th March 2023, and this response and quote is available at Appendix A. The Broker highlighted that, due to challenging market conditions and the current high inflation rate, he was only able to source one quote which was with the Town Council's current Insurance Provider. Other Insurance Providers had responded stating they would not be able to provide a quote a) to the current policy requirements and b) could not quote competitively. BHIB noted they had exhausted their trawl of the market, were not able to provide any further quotes and recommended the Town Council to renew with the current Insurance Provider and offered premium.

The insurance cover premium for the 23/24 financial year was £22,408. The new quote with an increased fidelity cover for 23/24 financial year is £24,192. This equates to a 7.9% increase, which is below the current rate of inflation at 10.4%. Although the quote was for a single year and three years, BHIB advised Officers not to go with multi-year policy in the current challenging market and to renew for 12 months only. This is due to market volatility and not locking the Town Council into a multi-year deal to the detriment of future potential market price reductions.

The 23/24 insurance budget allocation is £23,000 and there is a shortfall of £1,192 due to the relatively tight budget settlement for 23/24. The £1,192 should be vired from the Christmas lights budget to the Insurance budget as the Christmas lights have already been purchased.

In order to comply with Financial Regulations (section 11.1 H) to obtain three quotes, Officers approached two new insurance brokers and two insurance providers. One broker confirmed they could not provide competitive quotes due to the challenging market and low number of insurance providers. The insurance providers declined to provide Officers with quotes due to complexity.

Recommendation

That Members note this report and efforts Officers have made to obtain alternative quotes and:

- a) The Town Council suspend Section 17.2 of the Financial Regulations:

17. Suspension and revision of Financial Regulations

17.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all Members of Council.

- b) That Members resolve to renew the insurance policy as per the quote provided in Appendix A.
- c) That a value of £1,192 be vired from the Christmas lights budget to the Insurance budget as the Christmas lights have already been purchased.

Karim Hosseini
Head of Governance & Strategic
Partnerships

Rob Youngs
Finance Manager

Sian van der Merwe
Deputy Administration & HR
Manager

Appendix A: BHIB Insurance Quote 23/24



2023 Renewal Review Summary

Biggleswade Town Council

Produced: 14th March 2023



Details of your Quote:

Your Details	
Name of Council:	Biggleswade Town Council
Address of Council:	The Old Court House 4 Saffron Road Biggleswade, Bedfordshire SG18 8DL
Terms Produced:	14 March 2023

Period of Insurance	
Local Council Package Renewal Date:	1 st April 2023

Premium Details	
Local Councils Combined Underwritten by Aviva Insurance Plc	
Renewal Terms:	LCO00076
Annual Premium: 1 Year Deal	17,897.91
Insurance Premium Tax (IPT):	2,147.75
Policy admin	25.00
Total Amount Due	20,070.66
Annual Premium: 3 Year Deal	16,360.33
Insurance premium Tax (IPT):	1,963.24
Policy admin	25.00
Total Amount Due	18,348.57
Motor Fleet Underwritten by MS Amlin Insurance SE	
BHIB have renewal terms based on the claims held by Biggleswade Town Council.	
Policy Number:	AGRI/111342/2022
Annual Premium:	3,656.78
Insurance Premium Tax (IPT):	438.81
Policy Admin	25.00
Total Amount Due:	4,120.59

Alternatives	
Indications obtained on your behalf following a request to obtain 2 further options quotes on top of the renewal terms from our BHIB Council Scheme	
Insurer(s) Approached	Premium Quoted
Ecclesiastical	No Quote as would be uncompetitive
AXA	Unable to compete at renewal level

Why choose us?

BHIB Councils Insurance is a specialist Insurance Broker for Town and Parish Councils and the official Insurance partner to the National Association of Local Councils (NALC). Brought to you by BHIB Insurance Brokers, one of the UK's leading Chartered Independent Insurance Brokers with over 50 years of trading history.

We provide our Councils with:

- Exclusive risk management training and site visits carried out by our Councils Specialist Risk Manager.
- One years free Parish Online subscription (worth up to £9,000), if you sign up to a 3 year agreement with us to provide you with the latest digital mapping technology and digital asset register.
- A dedicated Councils service team based in our Leicester office along with an in-house claims team to assist you with any queries.
- Access to toolkits, guides and checklists to assist you with risk management in your Council.
- Access to a legal and tax helpline, risk solutions helpline and counselling service helpline.

What our customers say:

"BHIB promised to match the high standards of customer service provided by our former broker and have not disappointed. Not only was their price considerably cheaper than our renewal quotation, they have been excellent in providing support during a number of challenging situations over recent months.

They are not only happy to provide pre-emptive guidance but will also liaise with the insurance company during the processing of claims.

I have, on behalf of Wetherby Town Council, been very pleased with the service provided by BHIB during the first half of our long-term agreement for Local Council insurance services."

- **Iona Taylor, Town Clerk, Wetherby Town Council**

Breakdown of your Terms:

This is a summary of each section of your policy/policies. Please refer to the quotation schedule, statement of fact, summary of cover and policy wording and additional documents forwarded with the Council Quote document. These documents provide all the additional details you need to be aware of in regards to cover, extensions, endorsements, conditions and exclusions. Please read all documents carefully and let us know if you have any questions, or require clarification of any points or terms that you do not fully understand’.

Section Of Cover	Cover Operative	Limit of Indemnity
Property Damage	Covered	As per BHIB schedule
Money	Covered	As per BHIB schedule
Business Interruption	Covered	As per BHIB schedule
Employers’ Liability	Covered	As per BHIB schedule
Public and Products Liability	Covered	As per BHIB schedule
Fidelity Guarantee	Covered	As per BHIB schedule
Libel and Slander	Covered	As per BHIB schedule
Officials Indemnity	Covered	As per BHIB schedule
Personal Accident	Not Covered	As per BHIB schedule
Legal Expenses	Covered	As per BHIB schedule
Data Breach Response	Not Covered	As per BHIB schedule

Next steps?

If our terms continue to be of interest please read and review the attached Statement of Fact and Schedule of Cover documents to ensure they are accurate and factually correct and notify us immediately if any alterations or corrections are required.

Please do get in touch should you wish to discuss further. We look forward to hearing from you as to how you wish to proceed and should you have any questions please do contact your dedicated Account Executive, Andy Kirton directly. Contact details as follows :-

Tel : 07368 451838

email: akirton@bhbinsurance.co.uk.

BIGGLESWADE TOWN COUNCIL
Town Council
28th March 2023
Bicycle Hire Proposal

Implications of Recommendations:

Corporate Strategy: ENVIRONMENT: Work with BRCC and Central Bedfordshire Council on the wider development and management of the Green Infrastructure Plan.

Finance: Not applicable.

Equality: Accessible cycling for lower-income families.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Officers presented a report on 14th February 2023 illustrating Bedfordshire Rural Communities Charity's (BRCC) proposal for the bicycle hire scheme. It was resolved to accept the recommendation to support the trial with the extra installation of bicycle racks at Dan Albone, Franklins Recreation Ground and the Lakes Recreation Ground at no cost to the Council. Officers gave a further update to Council on the 14th March 2023 to inform Members that Central Bedfordshire Council (CBC), in collaboration with BRCC, had decided to amend some of the agreed locations they propose to use for the scheme.

Summary

CBC would prefer not to adopt the existing bicycle racks location at the Dan Albone car park, stating that the existing stands are rarely used and are out of public view, which may risk vandalism. Instead, they are proposing that it would be better to install the bicycle racks closer to the main road and car park entrance. Given the increased costs this would incur to the project though, they are yet to confirm the exact location they would like to proceed with.

As it stands, Franklins Recreation Ground will still go ahead with the installation of bicycle racks.

CBC are now proposing that the bicycle hire scheme does not incorporate the Lakes Recreation Ground and instead, uses Biggleswade Town Council owned land at Grasmere Road/Lincoln Crescent. This is because CBC Officers feel the initially proposed site is out of view and an easy target for vandalism. As indicated in Appendix A, the newly proposed site is in close proximity to the site initially proposed at the Lakes Recreation Ground.

As per the update provided on the 14th February 2023 by the invited speaker, BRCC and CBC are looking to install bicycle racks elsewhere in Biggleswade. This includes the Saxon Gate Leisure Centre, A1 Retail Park and Kings Reach. CBC have also confirmed that they are proposing to use the existing bicycle racks in the Town Centre for the scheme.

A further report would come back to Council once CBC have confirmed their preference of locations.

Recommendations

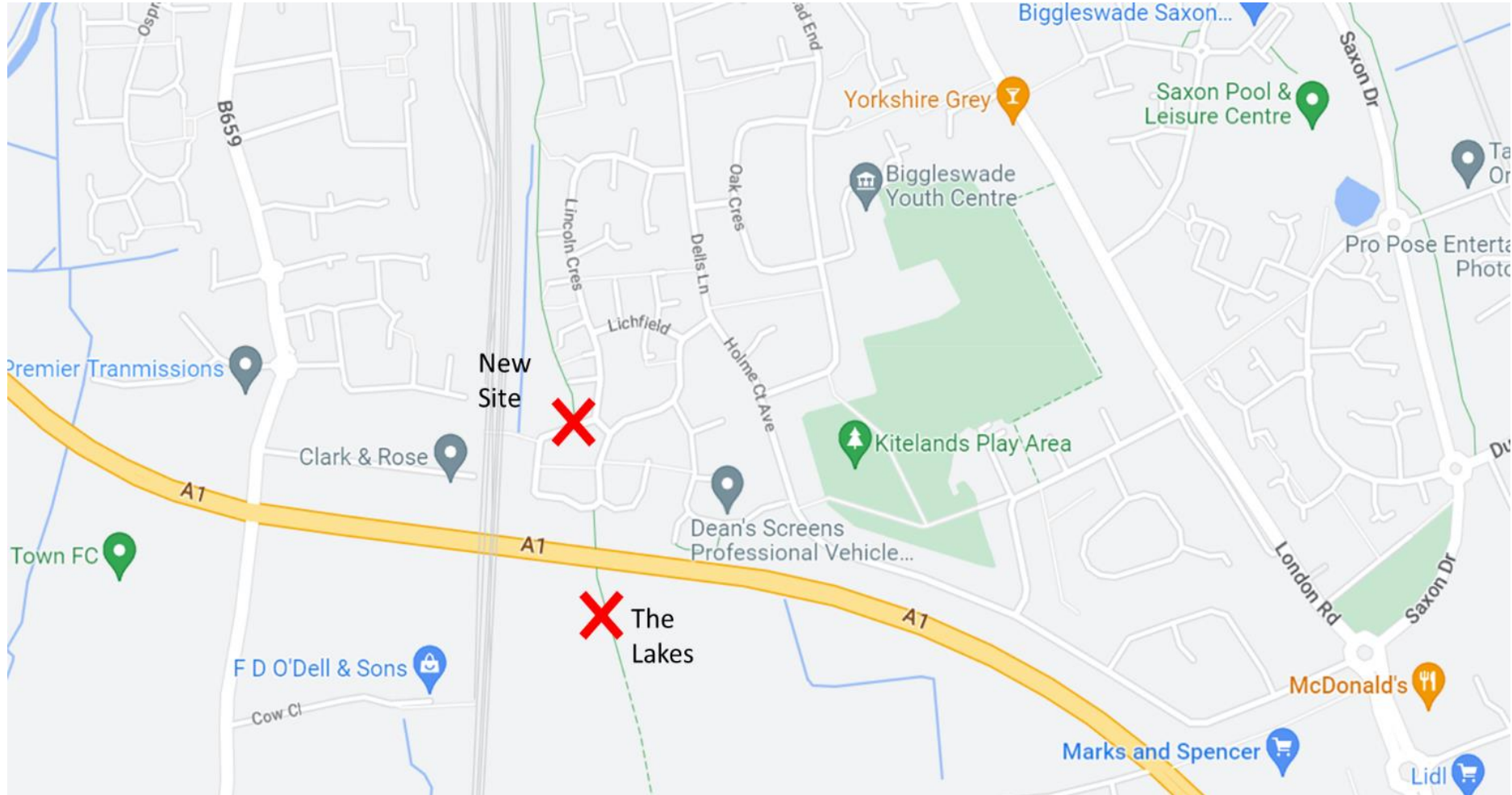
For Members to agree:

- To provisionally agree installation of bicycle racks at Dan Albone car park closer to the main road, if CBC budget allows, subject to further detail of location and CBC confirming their final decision on all locations.
- To provisionally agree to install bicycle racks at Grasmere Road/Lincoln Crescent instead of the Lakes Recreation Ground subject to confirmation from CBC on their preference of all locations.

Isaac Lord
Place Shaping Manager

Appendix A: The Lakes Recreation Ground Site Change

Appendix A – The Lakes Recreation Ground Site Change



BIGGLESWADE TOWN COUNCIL
Town Council
28th March 2023
Drove Road Chapel Update

Implications of Recommendations:

Corporate Strategy: ASPIRATIONS: PLACE: Improve the environment of the cemeteries in Drove Road and Stratton Way and upgrade and re-purpose the Grade II listed chapel in Drove Road.

Finance: Funded from phase 1 Public Works Loan Board (PWLb) grant.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Officers provided an update report to Council on the 14th of February 2023 detailing that at the time, the contractors had advised that phase one of the Drove Road Chapel project was due to be completed by the end of February. This report provides an update on phase one and future phases.

Contractors completed a survey before the project started to understand the scope of works required. This survey was used to inform the specification, which Members signed off on 14th December 2021.

As the survey was only able to be completed from the ground floor, the contractors have since discovered that additional works are required at high-level. This was reported to Officers on the 16th of February with the impact on figures sent through by the contractors on the 22nd of February. The Mayor Cllr G Fage was made aware of the emerging situation.

Given the significant cost of scaffolding and importance of continuity with respect to construction workers, Officers worked with the contractor to incorporate the additional works into phase one. Please refer to Fig 1. The contractor has amended the specification of phase one to exclude works that did not require scaffolding. Please refer to Fig 2.

Fig 1: Phase 1 additions

Phase One Specification Additions		
Item Number	Work Item	Cost
N/A	Repointing	£ 9,950.00
N/A	Stonemasonry	£ 5,713.00
N/A	Scaffolding	£ 1,350.00
		£ 17,013.00

Fig 2: Phase 1 (Part Specification) moving to year 2

Phase One Specification moving to year 2		
Item Number	Work Item	Cost
3.05	Rainwater goods	£ 2,150.00
	Repair patch Prov sum	£ 250.00
3.07	Entrance Gates	£ 6,450.00
3.08	Fire Alarm Prov sum	£ 4,200.00
3.09	Security Alarm Prov sum	£ 4,000.00
		£ 17,050.00

The impact of these changes is a positive variance of £37 - £53,563 as opposed to £53,600. Please refer to Fig 3.

Fig 3: Overall Year 1 cost comparison

Overall Costs		
Cost Line	Agreed Cost	Revised Cost
Preliminary	£ 6,950.00	£ 6,950.00
Scaffolding	£ 15,500.00	£ 16,850.00
Operational	£ 28,039.00	£ 26,652.00
Project Management	£ 3,111.00	£ 3,111.00
Total	£ 53,600.00	£ 53,563.00

The outstanding work that has been paused to accommodate the completion of the additional high-level work incurs an additional cost of £17,050 and nets down to £15,050 after taking into consideration the Ward Councillor grant from Cllr I Bond.

The additional £15,050 will be sourced from the year 1 underspend of £176,903 that moves across to the 2023/2024 available budget. A position statement was presented to Members 14th February 2023.

The contractor is a listed building expert with many years of experience associated with similar building renovations. Members agreed that he would project manage the delivery of this important renovation.

The Project Manager should have delegated power to make any timeline adjustments to the overall three year specification unless this impacts upon the project timeline, cost or raises any issues of concern around risk. The Place Shaping Manager acts as the Councils internal project manager in this regard and will escalate any issues if considered appropriate and provide appropriate status reports.

Recommendations

For Members to agree the following:

- An additional £15,050 is drawn down from year one PWLB underspend to fund paused phase one works, to be completed in future phases.
- The external Project Manager be given delegated authority to manage the 3 year project within the agreed specification, cost and timeline subject to the constraints above.

Isaac Lord
Place Shaping Manager

BIGGLESWADE TOWN COUNCIL
Town Council
28th March 2023
Play Streets Proposal

Implications of Recommendations:

Corporate Strategy: ASPIRATIONS: HEALTH & WELLBEING: Continue to develop indoor and outdoor recreational and leisure facilities.

Finance: Not applicable.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Requires small group of resident volunteers to coordinate road closures.

Background

Officers received an email from Central Bedfordshire Council (CBC) on 16th March 2023 regarding their proposal to introduce Play Streets into Biggleswade. They are looking to receive support from the Council.

Summary

A PowerPoint is attached in SharePoint summarising the proposal.

Recommendations

For Members to agree:

- Officers liaise with the CBC Officer to agree the scheme goes ahead.

Isaac Lord
Place Shaping Manager

SharePoint : Play Streets Presentation

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 and 11/08/2020, 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 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
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

2022

A1 Retail Park, Unit E, London Road	22/03121/VOC	13/12/2022	It was RESOLVED that the Town Council STRONGLY OBJECTS to the variation of condition for Unit E. 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. 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.	Awaiting Decision
Biggleswade, Land North of	19/04301/OUT	22/11/2022	Town Council Strongly Objects and called to move the item to EXEMPT agenda.		Report from Transport Consultants to be submitted to Council for discussion before sending to CBC.
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

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
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
Springfield Bungalow & Stratton Farm Cottages Land, land at bridleway 58 to the south of Dunton Lane and land south of Stratton Business Park	22/04252/FULL	13/12/2022	It was RESOLVED that the Town Council OBJECTS to this planning application on the grounds of traffic congestion on the A1 south but note that if Officers are minded to pass this application then Biggleswade Town Council would like to see Section 106 money related to speeding, access to the A1, leisure facilities and in terms of sustainable transport to the Town Centre in terms of buses.	Demolition of 3 existing dwellings and the construction of 3 B8 units, together with associated access, vehicle parking, landscaping, and all other ancillary works.	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
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

2023					
Biggleswade, Land North of	19/04301/OUT	10/01/2023	It was RESOLVED that the Town Council STRONGLY OBJECTS to this planning application on the grounds of the letter circulated in the Town Council agenda pack, which must be sent to Senior Central Bedfordshire Council Officers, and attaching with it the Transport Consultants' Review.		Awaiting Decision
Dhillion Farm, Dunton Lane,	22/04966/FULL	14/02/2023	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.	Erection of palisade fencing and CCTV/lighting columns	Awaiting Decision
Drove Road, 36	23/00238/FULL	14/02/2023	The Town Council OBJECTS to this planning application on the grounds that the application is different from its first application in 2019 and there is not an up to date transport and traffic survey.	Erection of 3 no. dwellings. Demolition of a single storey side and rear extension to existing dwelling	Awaiting Decision
8 High Street, Biggleswade, SG18 0JL	22/04939/ADV	14/03/2023	The Town council objects to the planning application on the grounds that - a. The building is in a conservation area. No consideration has been given to this in the application.b. It is visually disruptive to the street scene. And c. It is inconsistent with the Central Bedfordshire design principles.	Advertisement: sign 1 - 1 x Internally illuminated fascia, sign 2 - 1 x internally illuminated fascia, sign - 3 1 x internally illuminated fascia, sign 4 1 x IIPS wall mounted projection sign DS internally luminated, sign 5 - 2 x Double sided illuminated poster display unit, sign 6 - 2 x window vinyls, sign 7 - 1 x window vinyl, 8 - 2 x window vinyls	Awaiting Decision
Land off Drove Road, adj to 1A Drove Road	23/00003/DOC	24/01/2023	The Town Council STRONGLY OBJECT to the discharge conditions on this application as Council would like to see the conditions in place ahead of any planning approval.	Discharge of Conditions 6,8,9,11,12,13 and 21 against planning permission CB/22/00575/FULL (Erection of 5 dwellings with associated car park, access road and amenity space and proposed stopping up of the highway)	Discharge of Condition Decision Released
Land north of Lindsell's Level Crossing, Biggleswade	22/04935/ VOC	24/01/2023	The Town Council NOTED the shorter ramps and changes to right of way; however Council STRONGLY OBJECT, as they have done previously in August 2022, as this will present even less landscaping.	Variation of condition 8 of 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. Revised Plans	Variation of Condition - Granted
Land adj to Furzenhall Road, Biggleswade, SG18 0ES	23/00691/TDM	14/03/23	The Town Council has NO OBJECTION to this application, subject to consultation with neighbours and consideration of their comments. However, the Town Council noted that they OBJECT to the telecommunications mast being moved closer to homes in the area. The Council believes the planning application, which currently shows the location of the mast, is the best possible situation for its location.	Telecommunications Determination Masts: Installation of a 22.5m high monopole supporting 6no. antennas and 2no. 300mm dishes along with 4no. ground based equipment cabinets within a 6m x 6m compound and development ancillary thereto.	Awaiting Decision
London Road, 220, SG18 8PJ	23/00480/FULL	14/03/23	The Town Council has NO OBJECTION to this application, subject to consultation with neighbours and consideration of their comments.	Proposed conversion of an existing bungalow with loft conversion to a two storey house with loft conversion	Awaiting Decision
Market Square,17, Biggleswade, SG18 8AS	22/03466/ADV	14/03/23	The Town council objects to the planning application on the grounds that - a. The building is in a conservation area. No consideration has been given to this in the application.b. It is visually disruptive to the street scene. And c. It is inconsistent with the Central Bedfordshire design principles.	Advertisement: Retrospective illuminated fascia sign and illuminated projecting sign	Awaiting Decision

1 Rowletts View,	23/00464/FULL	14/03/2023	The Town Council has NO OBJECTION to this application, subject to consultation with neighbours and consideration of their comments.	First floor rear extension	Awaiting Decision
Shortmead Street, 43, SG18 0AT	TCA/23/00098	14/03/23	The Town Council has NO OBJECTION to this application, subject to consultation with neighbours and consideration of their comments.	Works to a tree within a Conservation Area: Prune back overhanging branches of Willow tree.	Awaiting Decision
Shortmead Street, 46	23/00170/LB	14/02/2023	It was RESOLVED that the Town Council has NO OBJECTION to this planning application, however the Council raised concerns to CBC with regards to parking on such a busy street.	Listed Building: change of use and conversion from shop to 1 residential dwelling and internal alterations.	Awaiting Decision
Sun Street, 27, SG18 0BP	23/00441/FULL	14/03/23	The Town Council has NO OBJECTION to this application, subject to consultation with neighbours and consideration of their comments.	Erection of 6'6" fence along the boundary of the property, where it meets the public footpath on both Sun Street and Fairfield Road.	Awaiting Decision
Woodlands, 11&12, Dunton Lane	22/04516/REG3	10/01/23	The Town Council OBJECTS to this planning application on the grounds that there is no flood risk or noise analysis reports present for this area. The item came back to the agenda on the 14th of Feb after which the Council OBJECTED to the use of transit pitches and noise levels coming from them when used as permanent pitches.	Change of use of land, from the stationing of two transit pitches to two permanent pitches for gypsy and traveller use, with associated parking and amenity units	Awaiting Decision

BIGGLESWADE TOWN COUNCIL
Town Council
28th March 2023
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: Drawn from agreed S106 funding.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Supports with deterring and capturing criminal activity in Biggleswade.

Background

On the 28th February 2023, Members considered a response letter on CCTV from Central Bedfordshire Council (CBC) regarding the Council's request for a novation agreement to novate the existing line to the Town Council. Members noted that the Town Clerk & Chief Executive Officer would provide an update to Council following his next meeting with CBC's Director of Place and Communities. This report provides an update on the meeting.

Summary

An email was received by Officers on 6th March 2023 from the Personal Assistant of the Director of Place and Communities to advise that the meeting should be held with the Head of Service for Community Safety, Parking & Programme, and the Community Safety Manager. This meeting was held on 21st March 2023 and reiterated the points raised in the initial letter response from CBC. They will not consider novation of the line earlier than their project is due for completion. Officers have requested to be kept up to date by CBC Officers with the progress of works.

Works to complete a new CBC fibre line in Biggleswade have reached a good stage with the ducting work completed and only cabling work to be done. The CBC new line installation is likely to take only two to six weeks from the date of the meeting, and once completed, CBC Officers will have the line tested within a matter of days and then would be content to sign the novation agreement. CBC Officers would not expect any delays on signing a novation agreement at this stage, but advised they cannot provide any assurances as to what length of delays to expect with British Telecommunications (BT). Officers have reached out to BT Open Reach for absolute clarity on how long they would expect it to take to process the novation agreement and install the digital line.

Recommendations

For Members to note the report and CBC's expectations that by mid-May, the existing line will be novated to the Town Council.

Isaac Lord
Place Shaping Manager