



Ref: Agenda/Council – 10/10/23

5th October 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 10th October 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

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

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk.

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_B5XeyvgQBGqIEGwYZUZmq

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

6. MEMBERS' QUESTIONS

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. For Members to receive the minutes of the Town Council Meeting held on **Tuesday 12th September 2023** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. For Members to note the draft minutes of the Finance & General Purposes Committee Meeting held on **Tuesday 19th September 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 12th September 2023**.

9. ITEMS FOR CONSIDERATION

a. All Play Areas Equipment Replacement Report

For Members to receive and consider a written report by the Public Realm Manager and the Head of Governance & Strategic Partnerships.

b. Brunel Drive Play Area Update Report

For Members to receive and consider a written report by the Public Realm Manager and the Head of Governance & Strategic Partnerships.

c. Kitelands Play Area Update Report

For Members to receive and consider a written report by the Public Realm Manager and the Head of Governance & Strategic Partnerships.

d. Stratton Way Cemetery Project Report

For Members to receive and consider a written report by the Public Realm Manager and the Head of Governance & Strategic Partnerships.

e. PWLB Report

For Members to receive and consider a written report by the Town Clerk & Chief Executive and Head of Finance & Deputy RFO.

f. Drove Road Chapel Update Report

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

g. Orchard Community Centre Boiler Report

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

h. **Urban Designer Update Report**

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

i. **Civic Functions, Town Mayor's Expenses & Town Mayor's Charitable Activities Policy**

For Members to receive and consider a written report by the Head of Finance & Deputy RFO and the Town Clerk & Chief Executive.

j. **Grants Policy Update Report**

For Members to receive and consider a written report by the Head of Finance & Deputy RFO.

k. **Change of meeting on 24th October 2023**

For Members to receive and consider a written report by the Head of Finance & Deputy RFO.

l. **Consultations on Local Plans, Model Financial Procedure Rules, Biodiversity Duty**

For Members to receive and consider the correspondence from the BATPC.

m. **Creation of Biggleswade Footpath Nos. 78 and 79 and Bridleway No. 80 and the Extinguishment of Parts of Biggleswade Footpath Nos. 16, 19 and Bridleway No. 11**

For Members to receive and consider the correspondence from Central Bedfordshire Council.

n. **Football Pitches Report**

For Members to receive and consider a written report by the Public Realm Manager and the Head of Governance & Strategic Partnerships.

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/23/02524/ADV - Unit B, Normandy Lane, Biggleswade, SG18 8QB**

Advertisement: Two illuminated fascia signs.

b. **CB/23/02506/FULL - 93 Rose Lane, Biggleswade, SG18 0JY**

Proposed two storey side extension.

c. **CB/23/02339/FULL - 45 High Street, Biggleswade, SG18 0JF**

Decommissioning of this Bank. Removal of existing external signage, removal of external ATM and reinstating the door. Removal of CCTV camera, removal ADT alarm box.

d. **CB/23/02696/FULL - 41 High Street, Biggleswade, SG18 0JH**

Erection of outbuilding (retrospective).

e. **CB/23/02930/FULL - 26 Ivel Gardens, Biggleswade, SG18 0AN**

Erection of part single and part two storey front extension.

f. **CB/23/02798/FULL - 20 Eagle Farm Road, Biggleswade, SG18 8JH**

Demolition of existing conservatory. Erection of single storey rear extension and detached single garage with storage.

g. **CB/23/03004/FULL - 19 St Johns Street, Biggleswade, SG18 0BT**

Single storey rear extension.

h. **CB/TCA/23/00449 - 5 Chapel Fields, Biggleswade, SG18 0ND**

Works to trees within a Conservation Area: Fell, process and remove Tree of Heaven in rear garden.

11. PLANNING APPLICATION OUTCOMES

- a. A report of the Planning Application Outcomes (by exception applications only) as of **Tuesday 3rd October 2023**.

12. ACCOUNTS

a. **Financial Administration**

The Management Accounts report is attached in the agenda pack.

In addition, the usual financial documentation is available on the Council website as follows:

[Biggleswade Town Council website/About the Council/Organisation/Finance Transparency Documents/Monthly Accounts/2023-24/September 2023](#).

- i) Balance sheet to 30/09/23.
- ii) Detailed Income and Expenditure to 30/09/23.
- iii) Payment Listing from 01/09/23 to 30/09/23.
- iv) Summary Income and Expenditure to 30/09/23.

13. ITEMS FOR INFORMATION

a. **UK Shared Prosperity Fund**

For Members to receive and note the correspondence from Central Bedfordshire Council.

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_B5XeyvqGQBGqIEGwYZUZmq

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.

(None).

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 12th SEPTEMBER 2023
AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL



PRESENT:

Cllr M Foster (Mayor)
Cllr M Knight (Deputy Mayor)
Cllr I Agnew
Cllr D Albone
Cllr G Barrett
Cllr P Guilcher
Cllr M North
Cllr S Patel
Cllr M Russell
Cllr A Skilton
Cllr D Strachan
Cllr C Thomas
Cllr J Woodhead

Mr P Tarrant – Town Clerk & Chief Executive
Mr K Hosseini – Head of Governance & Strategic Partnerships
Ms F Gumush – Meetings Administrator

Members of the Public – 1 (online)

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 J Jones, Cllr S Sajid.

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item:

Cllr Patel for Items 9c and 11b.

b. Non-Pecuniary interests in any agenda item:

None.

3. **TOWN MAYOR'S ANNOUNCEMENTS**

The Mayor did not have any formal announcements; however, he indicated that there were two urgent items which needed to be discussed in the meeting:

- nomination for the 2023 BATPC County Committee,
- proposed one way system for Lawrence Road.

b. **Access for All Meeting**

The Mayor invited Cllr Russell to brief Members on a recent 'Access for All' meeting she attended with Richard Fuller MP.

Cllr Russell explained that the following updates were given during the meeting:

- The new access at the station is still in the detailed design phase. It should be completed and up-to-date costings in place by end of November. It is expected that final financial approval will be given in December. Enabling work will start on site in January and it is expected that the project will be completed by December 2024.
- The new toilets at the station opened on 20th June but are only available when the station is staffed. Future staffing hours will be dependent on the outcome of the ticket office closure consultation and the position is not likely to be known until March/April 2024. The staffing position will also affect the availability of the new lifts.
- There is a problem with the transport interchange where the cambers of the exit road and Station Road meet producing a dip. The contractors will rectify this but there is no timescale yet for the interchange to open.
- The work at Lindsells Crossing will resume in October when the ramps on the eastern side will be installed. The ramps on the western side will be lifted over the track during a track possession over the Christmas period and then installed. Completion is expected March 2024.

4. **PUBLIC OPEN SESSION**

No member of the public wished to speak.

5. **INVITED SPEAKER**

None.

6. **MEMBERS' QUESTIONS**

Cllr Skilton expressed concern over the increase in anti-social driving around the Rose Lane area and the Asda Car Park, and the potential illegal modification to vehicles. He indicated that this matter had been brought to his attention by Biggleswade residents and asked if Officers could raise the matter with the police as well as the Community Safety Group.

The Town Clerk & Chief Executive responded that Officers could work with the nominated Member to the Police Liaison Committee as well as report it to the responsible Inspector and bring the item back to Council.

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. P7 Item 6. Members Questions - paragraph 4. The sentence should read 'the building was being prepared for use other than...'
- b. P11 Item 15d. Minutes & Recommendations of the Personnel Meeting.

Cllr Skilton asked for it to be recorded that members of the Appeals Committee left the Chamber at the start of one Agenda item as required.

Subject to these amendments the Minutes were **APPROVED** as an accurate record of the Town Council Meeting held on Tuesday 22nd August 2023.

- c. Members **NOTED** the Minutes of the Finance & General Purposes Committee Meeting.

8. MATTERS ARISING

P7. Cllr Albane inquired about a previous item relating to the Bus Gate and noted that it was not in this agenda. Members discussed and agreed that since they had been briefed with regards to the issue, the item did not need to come back to the agenda again.

P9. Cllr Albane asked whether any new information had been received with regards to the Stratton Way football pitch. The Town Clerk & Chief Executive responding indicated that he would be briefing Members outside of the meeting with further contextual information.

P10. Cllr Thomas noted that the Bigg Eats event was being held on the 14th of September and asked if the Council had advertised this through its communication channels. The Head of Governance & Strategic Partnerships responded that the same method of advertising as before was being implemented such as social media, posters and the Council's website. In future as the event grew, other methods would be considered.

9. ITEMS FOR CONSIDERATION

a. Nominations for the BATPC County Committee

The Bedfordshire Association of Town & Parish Council's County Committee will be holding elections this year. The Committee comprises 21 representatives, seven from Parish Councils in the Bedford Borough area, and seven each from parish councils and Town Councils in the Central Bedfordshire area.

BATPC are seeking one nomination from the Town Council. Currently the Council is represented by Cllrs Russell and North at the County Committee. This is separate from already nominated AGM representation where the Council is represented by Cllrs Knight, North and Thomas.

Members **RESOLVED** to nominate Cllr Russell to represent the Town Council at the Association's County Committee.

b. New Town Council Meeting Structure Schedule

Following the Town Council resolution on 22nd August 2023, Officers produced a new meetings schedule within the current municipal year.

Members asked for Officers to obtain written confirmation from Central Bedfordshire Council that this would not pose any significant issues for them in agreeing deadline extensions on an ad hoc basis for planning applications.

Members **RESOLVED** to accept the new meeting schedule, which would enable Officers to update the Town Council noticeboards and website.

Members **RESOLVED** for the trial period to run until the end of the current municipal year.

c. **A00407 Lawnside, Biggleswade, Part Time No Entry**

Members discussed the public notice provided by Central Bedfordshire Council who were proposing to introduce a part-time no-entry on Lawnside, Biggleswade.

Members recognised that there are significant safety issues on Lawnside that need to be addressed, but felt this specific proposal is flawed with negative impacts that need to be considered and mitigated in a revised scheme:

- The proposed time restrictions do not match the local school's opening and closing times.
- The closure will adversely impact school staff, school deliveries, and parents accessing the school. Mitigation should be provided to address the needs of those with disabilities and minibus traffic to Lawnside and Ivel Valley schools.
- Access to several dwellings will be significantly impacted, with similar impacts to deliveries to those dwellings.
- There's no evidence that the knock-on impact on Lawrence Road has been considered or addressed.
- There's no evidence of consultation with residents to assess their views of these proposals.
- How will any regulations be enforced?
- An alternative solution may be to consider how Lawnside could be widened, or the introduction of a 5mph speed limit.

For these reasons, the Town Council is opposed to the current proposal but would welcome the opportunity to consider a revised scheme that ensures the safety of pedestrians and cyclists using Lawnside.

Members **RESOLVED** for Officers to write to CBC with their concerns and **REJECT** the current proposal.

d. **A00404 Lawrence Road, Biggleswade – One Way**

Members discussed the correspondence from CBC which looked to introduce a one-way traffic system on Lawrence Road, from the junction with the northern section, extending in a south easterly direction to the junction of Crab Lane.

Members indicated that although they were broadly in favour of the proposal a number of concerns were raised due to the challenging aspects of the road in question:

- Who and how will enforcement of the new order be implemented? It is highly possible that drivers will ignore a no entry sign.

- By making the area one-way, existing parking spaces will be impacted and vehicles will potentially be displaced into other areas and streets. There is already a parking issue with that section of the road and this measure would make it worse.
- What is the anticipated impact of restricting access to emergency vehicles?

Members **RESOLVED** for Officers to respond to CBC with the above concerns.

Members **RESOLVED** that they want to see a review conducted once this proposal is implemented to assess its effectiveness, especially regarding the above points.

10. **PLANNING APPLICATIONS**

a. **CB/23/02689/FULL - 58 Rowan Crescent, Biggleswade, SG18 0PG**

Single storey side extension and installation of new access ramp at front and rear of the property.

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

However, Members indicated a concern that the flat roof being proposed is quite large and a pitch roof would be more appropriate and weatherproof for an annex extension.

Members asked for the planning officer to consider and note this.

b. **CB/23/02695/FULL - 43 St Johns Street, Biggleswade, SG18 0BT**

Single storey front porch extension.

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

c. **CB/TRE/23/00382 - The Close Cottage, 17A Shortmead Street, Biggleswade, SG18 0AT**

Works to a tree(s) protected by a Tree Preservation Order: MB//TPO/00004/G1 (T1) - Yew tree front of drive to remove leaning Ivy-covered stem over the drive back to crown break (T2) - Yew tree side of drive to dismantle to near ground level.

Members **OBJECT** to this planning application for the following reasons:

- The sketch is of poor quality to allow detailed assessment.
- The suggestion that providing space for a removal lorry is not an appropriate reason to remove the ivy on tree T1 shown on the plan.
- It is also suggested that tree T2 on the diagram be removed to near ground level because it is encroaching the drive. A TPO will have been placed to protect the tree, a small amount of pruning would suffice.

11. **PLANNING APPLICATION OUTCOMES**

a. The Planning Application Outcomes report was **NOTED**.

b. **The Red Lion Planning Appeal**

CB/22/00857/FULL & CB/22/01357/LB PINS refs: APP/P0240/W/22/3313193 & APP/P0240/Y/22/3313199

Members **RESOLVED** to nominate representatives on behalf of the Council closer to the date of the hearing when the formal notification will be provided.

12. ACCOUNTS

a. **Financial Administration**

- i) Balance sheet to 31/08/23.
- ii) Detailed Income and Expenditure to 31/08/23.
- iii) Payment Listing from 01/08/23 to 31/08/23.
- iv) Summary Income and Expenditure to 31/08/23.

The Council **RESOLVED** to accept the reports as laid out.

13. ITEMS FOR INFORMATION

- a. None.

14. PUBLIC OPEN SESSION

No one from the public wished to speak.

15. EXEMPT

None.

The Mayor closed the meeting at **8.06pm**

**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
MEETING ON TUESDAY 19th SEPTEMBER 2023 AT THE OFFICES OF
BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE, 4
SAFFRON ROAD, BIGGLESWADE COMMENCING AT 7.00PM**

PRESENT:

Cllr D Strachan (Chairman)
Cllr I Agnew (Deputy Chairman)
Cllr D Albone
Cllr G Barrett
Cllr M Foster (ex-officio voting Member)
Cllr M Knight (ex-officio voting Member)
Cllr M Russell
Cllr C Thomas

Mr R Youngs – Head of Finance & Deputy RFO
Mrs S van der Merwe – Deputy Administration & HR Manager

Members of the Public – 13

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 Sajid and Cllr North.

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item:

None.

b. Non-Pecuniary interests in any agenda item:

Cllr Thomas – Item 9a – he is a member of the Biggleswade Community Garden and they have applied for a grant.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman had no announcements.

4. PUBLIC OPEN SESSION

The Committee agreed to extend the presentation time beyond the allotted 15-minute time period in order to give all the attendees an opportunity to speak.

Representatives from various organisations that have submitted applications for grants gave a short presentation to Members in support of their grant applications and the intended purpose for the use of those funds.

Those representatives were:

Dr Robert Butcher – St. Andrew's Church, Biggleswade
Ms Hazel Clarke – Biggleswade Community Carnival
Ms Kathy Hindle – BIGG Welcome
Mr Gwyn Williams – Stratton Community Farm CIC
Ms Eloise Adger – MIND BLMK
Ms Sharon May – Veg Box Donation Scheme
Mr Marcus Bale – Biggleswade Community Garden
Ms Helen Kingerley – Biggleswade Scout Group
Ms Monika Carpenter – Biggleswade & Sandy District NCT
Mr Tim Soden – Biggleswade Arts Collective CIC

5. **INVITED SPEAKER**

No guest speaker was invited.

6. **MEMBERS' QUESTIONS**

There were no Members' questions.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

No amendments were made to the Minutes.

The Minutes were **APPROVED** as an accurate record of the Finance & General Purposes Committee held on Tuesday 18th July 2023.

8. **MATTERS ARISING**

- Cllr Russell – Item 9b – Sourcing of Growth Items: Cllr Russell requested that funding for Councillors should be added to the budget every year to allow Councillors to attend training offered by NALC and the Bedfordshire Association of Town & Parish Council as these cover many aspects of the role of a Councillor.
- Cllr Russell – Item 9b – Sourcing of Growth Items - regarding virements: Cllr Russell said the wording in the Minutes refers only to approving the “four requested virements” but these are not listed. Cllr Russell asked that future Minutes list the requested virements in full to provide clarity on what is being decided on without having to refer back to the agenda.
- Cllr Albone – Item 9b – Sourcing of Growth Items – regarding the IT Maintenance Agreement: The Minutes state Officers will provide further recommendations in a detailed report and he asked when Members can expect these. The Chairman requested Officers advise Members on these details separately.
- Cllr Albone – Item 10f – Risk Management Update Report: Cllr Albone noted that the Minutes reference mitigating ICT security risks for training and asked if Members will be getting training as well. Mr Youngs confirmed this will be implemented over the next month.
- Cllr Russell – Item 10f - Risk Management Update Report: Cllr Russell requested a detailed schedule of replacement for the aging fleet for the budget process for the next financial year.

9. **ITEMS FOR CONSIDERATION**

a. **Grant Applications First Tranche**

The Chairman noted that there had been an unprecedented number of grant applications for this Grant Application tranche, with the requested amounts far exceeding the funds available. There is a large amount of paperwork associated with each application and Members need further time to review all the applications in order to make a fair and effective allocation of funding.

Members **RESOLVED** to **DEFER** the decisions on the grant applications to an Extraordinary F&GP Committee Meeting to be held on 24th October 2023 at 7pm.

Members of the Committee **RESOLVED** to meet at an informal meeting on 26th September 2023 to scope an objective, considered and appropriate criteria framework for consideration of these grants.

As a result of the resolution to defer this tranche of grant applications, the Chairman requested that Officers put a report to the next Town Council meeting to request the deadline for the second tranche be moved from 31st December 2023 to January 2024, with the decision meeting be moved to March 2024.

Cllr Barrett requested that Members review the Town Council's Grants Policy as this is the guiding document on allocations. The Chairman requested this be circulated to Members before their framework scoping meeting on 26th September 2023.

b. **Sourcing Current Year Growth Update**

The Head of Finance & Deputy RFO presented a report to the Committee related to planned expenditure for the 2024-2025 Financial Year.

Cllr Albane asked if any considerations have been investigated for a non-gas boiler at the Orchard Community Centre, such as a heat pump as they may have longer-term cost reductions. The Head of Finance & Deputy RFO will ask the Place Shaping Manager to consider this. The Chairman noted that there are government targets related to green energy so this would fit those criteria.

Cllr Knight asked if there has been a review of the quality of the products based on the replacement quote values for the boiler for the Orchard. The Head of Finance & Deputy RFO added this was being considered.

Members commented on the need to consider budgeting for longer-term maintenance and replacement costs being included into the budget on a regular basis and the current process of virement of unused funds.

It was **RESOLVED** to **DEFER** the Orchard Centre Boiler decision to the Town Council Meeting on 10th October 2023 for a final decision.

It was **RESOLVED** by the Committee to **APPROVE** the virement to the Town Council website from the Vehicle Leasing Budget of £1,000 as recommended.

10. ITEMS FOR INFORMATION

a. Original Estimate Planning Cycle 2024 – 2025

The Head of Finance & Deputy RFO presented the report to the Committee.

Cllr Russell noted that the F&GP Meeting of 16th January 2024 needs to be included into the Original Estimate schedule. Also, the meeting of 28th November has been moved back to 5th December 2023. The Head of Finance & Deputy RFO advised he will include these.

The Head of Finance & Deputy RFO updated Members that the Finance Team carry out regular scrutiny of each budget code to highlight savings or costs re-allocations and if Members are interested in seeing the detail this could be arranged. He confirmed a full budget review by Town Council Management will be completed by 31st October 2023.

Members **NOTED** the report.

b. Finance Review Update

Members **NOTED** the report.

c. Virements processed July and August 2023

The Head of Finance & Deputy RFO presented the report to the Committee.

He advised Members that he is in discussion with Place Shaping Manager regarding virements from the Christmas Budget because there is funding available following an updated requirements list for the Christmas events budget. Cllr Russell stated the Chairman of the Town Centre Management Committee should have final say on these virements but the Head of Finance & Deputy RFO clarified these virements were agreed at a previous Town Council meeting.

The Chairman noted that the approved process of making budget amendments requires consultation with the relevant Committee and sign-off by the Committee Chairman.

Members requested that virement reports include further detail to allow Members a better understanding of how each budget code will be affected over the full financial year. The Chairman of the Committee will consult with the Finance Team on alternatives to virements.

Members **NOTED** the report.

d. Risk Management Update Report

The Head of Finance & Deputy RFO presented the report to the Committee.

Members requested a programme of replacement to assets/equipment mitigate risk. Cllr Barrett requested consistency in recording dates related to resolution or mitigation of risk.

11. PUBLIC OPEN SESSION

No member of the public wished to speak.

12. **EXEMPT**

None.

The Chairman closed the meeting at 8:11pm

DRAFT

BIGGLESWADE TOWN COUNCIL **Town Council 10th October 2023** **Play Areas Equipment Replacement Report**

Implications of Recommendations

Corporate Strategy: ENVIRONMENT A GREEN TOWN: Consider the recommendations of the audit of play areas and how we might invest to improve those areas.

Finance: Financial implications for 2023-24 PWLB funding and future maintenance budgets.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background:

Officers presented a play areas condition report covering all play areas owned by the Town Council to the PLOS Committee in October 2021. The report highlighted that existing play equipment was safe to use although it was ageing, and the ground surfacing below equipment was overall in an average to poor condition. Some specific equipment in some areas was in poor condition and had been closed off to the public or removed by the Public Realm (PR) Team. The report was noted by Members and subsumed within the wider play areas improvement project which has since delivered improvements to Buttercup Mead and Franklins recreation ground.

Summary:

The Town Council is now in the second year of its presented five-year play areas project. In August 2023, Officers conducted a detailed review, drawing from the October 2021 report, new site visits and play equipment/ground surfaces inspection reports covering the last 2 years. The 11 play areas included in the review are set out in figure 1 with recommendations for replacing only the play equipment items and ground surfacing in poor condition. Most of the existing play equipment in place across the play areas is assessed as being in average condition and safety compliant. This report summarises the review's key findings in the context of equipment and surfacing, which has further aged in the last 2 years and now needs intervention. All rubber matting needs to be replaced and this is a mitigation action in the risk register.

Fig 1: The play equipment and ground surfacing need direct replacement. Costs are indicative, excluding delivery, installation and removal. These additional costs sum to an indicative £49,000.

Play Areas	Play Equipment	Condition	Play Areas	Play Equipment	Condition	Play Areas
Watkins Walk	Seesaw, springer	Poor	10,500	Rubber mats	Poor	4,000
Stratton Way	2 springers	Poor	9,400	Rubber mats	Poor	4,000
Poppyfields 2	Seats toddler swing, paint frame	Poor	1,000	Wet pour	Good	0
Poppyfields 1	2 springers, e-Cup, hopscotch tiles	Poor	15,700	Rubber mats	Poor	4,000
Playfield Close	e-cup, 4-way springer	Poor	11,800	Rubber mats	Poor	4,000
Kaiser Court	Slide, 2 springers, seat for swing	Poor	21,700	Rubber mats	Poor	4,000
Heather Drive	Fence needs repainting, wood equipment maintenance	Poor	2,000	Wet pour	Good	0
Foxglove Drive	E-cup, swing	Poor	10,000	Rubber mats	Poor	2,000
Fairfield Road	3 Toadstools, table	Poor	3,000	Wet pour	Good	0
Berkeley Close	4-way Seesaw, e-cup, seats for swing	Poor	11,900	Rubber tiles	Poor	5,000
Lilac Grove	E-cup	Poor	7,000	Rubber mats	Poor	3,000
Totals	18 items		104,000	Circa 150 sqm		30,000

Affordability:

Under normal circumstances, the Town Council would deploy its maintenance budget routinely to address any identified shortcomings or deficiencies in play equipment and ground surfaces. The 2023-2024 recreational grounds maintenance budget allocation is £1,500. This allocation is insufficient due to the fact that the play areas contain specialist play equipment, and the PR team will need to undergo specialist equipment maintenance training courses and procure specialist tools and supplies tailored to the specialist equipment to maintain items properly.

To date, Officers have been using diminishing spare parts left by suppliers to maintain some equipment and this position is no longer tenable due to the specialist nature of the items. An increased annual maintenance budget will allow the Town Council in future to use this allocation to replace equipment and ground surfaces at the end of its life cycle and to prolong the lifespan of existing equipment.

This report calls for the replacement of identified play equipment and ground surfaces in figure 1 which are in poor condition, to ensure the Town Council remains within current health and safety standards and efficiently mitigates the risk. Officers assess that it is possible to replace the majority of the identified 18 equipment items this financial year, with any remaining items being replaced early in 2024-2025.

There are some options for funding this work;

- a) Drawing down an indicative £183,000 from PWLB funds in 2023-24 to complete full replacement, along with a £20,000 growth bid for the 2024-25 precept funding round for annual maintenance
- b) Submitting an indicative £183,000 bid under the 2024-25 precept funding round for consideration, along with a £20,000 per annum growth bid for regular maintenance of specialist play equipment.
- c) Drawing down an indicative £100,000 from PWLB funds for 2023-24, followed by another PWLB bid of circa £83,000 under the 2024-25 PWLB funding application, along with a £20,000 per annum maintenance growth bid. This option will enable the identified works to be started as soon as possible in late 2023.

Officers have completed the review and are recommending that Members discuss the options, with a preference for option A. This option acknowledges the pressing requirement to replace identified equipment and ground surfacing this financial year whilst preserving the need to put in place a rigorous maintenance schedule for all equipment (new and existing) in future years.

Recommendations:

The Public Land and Open Spaces Committee met on the evening of 3rd October and Members unanimously resolved to support the following recommendations of Officers:

That Members resolve to approve option A. This will enable Officers to draw down an indicative £183,000 in 2023-24 from PWLB funding.

Officers will also make the case in October 2023 for a growth allowance of £20,000 maintenance funding for 2024-25. This will enable Officers to deliver timely improvements to play equipment with ground surfacing across all 11 play areas on a worst condition replaced first basis. Members will determine this as part of the new precept cycle once in receipt of all such growth requests.

Officers request that Council resolve to support this recommendation.

Jonathan Woolley
Public Realm Manager

Karim Hosseini
Head of Governance & Strategic Partnerships

Implications of Recommendations

Corporate Strategy: ENVIRONMENT A GREEN TOWN: Consider the recommendations of the audit of play areas and how we might invest to improve those areas.

Finance: An indicative £49,233 of Public Works Loan funding (PWLb) will be sourced for this project in 2023.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

In 2021, Officers reported on the poor condition of the Brunel Drive play equipment noting that it remained safe. The Brunel Drive play area was discussed at both the PLOS Committee on 31st January and the Town Council meeting on 14th February. Members agreed to focus on Brunel Drive and Kitelands as strategic areas and consider funding for those, with further consideration of smaller sites in due course. This project has been discussed at the CAWG working group on two occasions since February.

Summary

Recent inspections show that the equipment's and ground surfacing condition has degraded further in the last two years. The play area currently has two modest pieces of equipment, a swing set and a seesaw. The latter should be removed as it is in poor condition. In its place, a new timber saw-saw will be installed. The swing set will be retained.

Appendix A includes a visual installation plan for Brunel Drive play area.

Officers have finalised the specification to include only two new pieces of equipment to contain costs. It should be noted that the live tender exercise which closed on 30th September should produce fresh bids shortly for Officers to assess.

Table 1: Brunel Drive Minimum Specification- Indicative current costs excluding VAT.

Play Area	Indicative Cost (£)
Timber see-saw	6,119
Timber parallel ropes and trail medium size	11,219
Grass matting and levelling	12,150
Removal, disposal, delivery, installation	19,745
Total	49,233

Recommendation

The Public Land and Open Spaces Committee met on the evening of 3rd October and Members unanimously resolved to support the following recommendations of Officers:

That Members support the contents of this report and recommend that Officers and Members assess the anticipated bids with a view to selecting a winning supplier, based on the specification and indicative budget set out above.

Officers request that Council resolve to support this recommendation.

Jonathan Woolley
Public Realm Manager

Karim Hosseini
Head of Governance & Strategic Partnerships



BIGGLESWADE TOWN COUNCIL
Town Council 10th October 2023
Play Areas Project- Kitelands Update Report

Implications of Recommendations

Corporate Strategy: ENVIRONMENT A GREEN TOWN: Consider the recommendations of the audit of play areas and how we might invest to improve those areas.

Finance: The project will be funded in full by the external contribution from the Community grant fund in two tranches.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Officers met with an external company on 10th August to agree the scope and outline for the Kitelands project. Governance arrangements would be consistent with Town Council process. The first tranche of Community Grant funding (£57,700) would be provided to the Town Council as soon as a viable contractor had been selected following a tendering exercise.

The Town Council would fully sight the company on all project operational aspects. The Childrens' play area within the recreation ground would be completed first, followed by the larger play area section which would receive the second tranche of funding (£92,700) once the company provided the project progression go-ahead.

Summary

Officers have scoped the Kitelands recreation ground, collaborated with external suppliers and assessed that circa four medium/large items of existing play equipment in the main section can remain unchanged as they are in decent condition and fully health and safety compliant.

The Childrens' play area needs full regeneration and it can be moved at no additional cost to a new location in line of sight with the main section of the recreation ground. The new Childrens' play area will be located on the opposite side of the pathway to the main section and will project towards the recreation ground outer edge.

The new play area will no longer have any perimeter metal fencing as current legislation no longer requires this. Any new play area fencing installation estimate is circa £15,000 which is beyond the scope of first tranche funding. The old children's play area will be left in situ as the play equipment is safety compliant, until the second part of the project has been delivered. The old children's play area will be dismantled and returned to grass once the second phase of the project has been completed.

Officers have collaborated with several external contractors and established that the project can be completed in two distinct phases each with their own bespoke legal agreements and within the overall total budget allocation of £150,400. The live tender exercise closes on 30th September and Officers anticipate there will be several bids to assess. Officers are separately factoring in sufficient annual maintenance budget provision into the growth budget planning cycle over multiple years to ensure that in future the Town Council will be able to use its maintenance budget to maintain and replace any degraded play equipment.

Appendix A includes a Kitelands recreation area drawing. The proposed new children's play area should be shown in the map at the bottom of the page to the south of the footpath.

Table 1 shows the indicative costs excluding VAT for tranches one and two:

Kitelands Recreation Ground	Indicative Cost (£)
First Tranche Kitelands Child area- Play Equipment	
Grass matting	
Removal, installation, delivery, disposal etc.	
Tranche one total	57,700
Second Tranche Kitelands Main area- Play Equipment	
Grass matting	
Removal, installation, delivery, disposal etc.	
Tranche two total	92,700
Total	150,400

Recommendations

The Public Land and Open Spaces Committee met on the evening of 3rd October and Members unanimously resolved to support the following recommendations of Officers. Members also agreed that special needs schools such as the Ivel should be consulted when selecting play equipment especially identified for children with special educational needs.

That Members support the findings of this report and recommend that Officers and Members now proceed to assess all anticipated bids and select a successful supplier. Officers will keep the external company informed on all progress and decisions.

Officers request that Council resolve to support this recommendation.

Jonathan Woolley
Public Realm Manager

Karim Hosseini
Head of Governance & Strategic Partnerships

Appendix A: Kitelands recreation area drawing.

Important note:

Equipment positioning is subject to receiving service plans (gas/electric/water/phone, etc).

Please consult you [redacted] and visit www.linsearchbeforeudig.co.uk for further details.



PHASE 2 [redacted] to Uplift and Remove Existing Roundabout and Wetpour Surfacing, Double Bay Swings and Wetpour Surfacing, and Seesaw and Wetpour Surfacing Shown in RED From Junior Area Prior to [redacted] Arriving on Site - Existing Aerial Runway, Supernova and Wetpour Surfacing, Activity Net, Skate Unit, Spinners x2 and Wetpour Surfacing, Freestanding Slide and Wetpour Surfacing, and Air Rider to Remain

Existing Path to Remain

PHASE 2 [redacted] to Prepare 99m2 Area Well-Established Grass Prior to [redacted] Arriving on Site

PHASE 1 [redacted] to Uplift and Remove Existing Multi Play Unit and Bench Shown in ORANGE From Junior Area Prior to [redacted] Arriving on Site

Existing Spinner and Wetpour Surfacing to Remain

PHASE 1: 100.5m2 Safagrass Tiles

New 42m2 1.6CFH Green Bonded Rubber Mulch Laid Over 50mm Depth MOT Type 1 Stone Subbase and Ramped into Grass - To Finish Flush to Existing Path Edgings

PHASE 2 [redacted] to Uplift and Remove Existing Fencing, Springers x2 and Wetpour Surfacing, Spinner and Wetpour Surfacing, Picnic Table and Concrete Surfacing, Cradle Swings and Wetpour Surfacing, Toddler Multi Play Unit and Wetpour Surfacing, and Bin Shown in RED From Toddler Area Prior to [redacted] Arriving on Site

PHASE 2 [redacted] to Make Good 85m2 Area

PHASE 1 [redacted] to Prepare 14m2 Area Well-Established Grass Prior to [redacted] Arriving on Site

BIGGLESWADE TOWN COUNCIL
Town Council 10th October 2023
Stratton Way Cemetery Project Report

Implications of Recommendations

Corporate Strategy: PLACE: A vibrant Town - Improve the environment of the cemeteries in Drove Road and Stratton Way.

Finance: An indicative £60,000 Public Works Loan Board (PWLB) funding will be used to deliver this project in 2023.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background:

Officers included this project in the wider PWLB report submitted to the 14th February 2023 Town Council meeting. The 17th July 2023 Capital Assets Working Group (CAWG) recommended that the project should return in a report with recommendations for resolution by a future Committee and Town Council.

Summary:

Officers have scoped the project which will deliver regenerated access, usage and landscaping for the entire cemetery area. Please see appendix A for details including specification and drawing. The project will transform the Cemetery from the current perception of it feeling like a field into a more dignified offering for all public demands and faiths. The project will enhance Stratton Way Cemetery facilities and improve the user experience for friends, family and visitors long into the future.

The project will work on enhancing both entrances to the Cemetery and significantly fortifying the two roundabouts to ensure they can be negotiated by vehicles. Additionally, memory walls and ash scattering areas will be introduced to boost the current offer. New furniture including benches and refuse bins will be installed at strategic points in the grounds. Landscaping will be sympathetically done across the Cemetery to improve the visual layout and to provide spaces for peace and reflection.

Officers have obtained initial quotes for the project which will use an indicative £60,000 of PWLB funding to deliver the above benefits. The work has been tendered on the Crown Commercial Service (CCS) to maximise interest with a closing date of 30th September. The project should take no longer than 12 weeks to deliver. Officers consider that the Town Council should review the terms and conditions and burials policy to ensure they are aligned with the future configuration and layout of the Cemetery.

Recommendation:

The Public Land and Open Spaces Committee met on the evening of 3rd October and Members unanimously resolved to support the following recommendations of Officers:

That Members note this report, the use of an indicative £60,000 of PWLB funds and to agree for Officers to report the tender outcomes to a future Town Council meeting.

Officers request that Council resolve to support this recommendation.

Jonathan Woolley
Public Realm Manager

Karim Hosseini
Head of Governance & Strategic Partnerships

Appendix A: Project Scope and Specification

Appendix A

Project Scope and Specification

This specification sets out the details of the work which will be completed mainly by external contractors with the support of the Public Realm (PR) team.

The two roundabouts inside the cemetery are too large and are consistently overrun by vehicles causing significant damage to the edges and grass areas and leaving potential trip hazards as well as looking unsightly.

The project work will reduce the size of the two roundabouts making more room and installing a new kerb line to the perimeter. On top of the roundabouts there is to be porous block paving, coupled to this; install 1 large bed in the centre approximately 3m radius and either side of these 2 smaller beds approximately 1m radius. The beds are to be soiled and left ready for planting by the PR team.

The cemetery has two main entrances with one currently closed off to the public. The project will enhance both entrances and re-open the closed entrance to improve public access to the cemetery.

The two benches currently in-situ will be re-sited once works have been completed and additional benches will be procured. To the outside of the new kerb line the area in-between the new kerbs and the existing asphalt is to be cut neatly and a hot asphalt reinstatement made to tie the two areas together, in traditional black Stone Mastic Asphalt.

A full set of hedgerows will be installed in all zones within the cemetery to ensure that both privacy and beauty are enhanced. This will promote quiet and attractive spaces for friends and families to remember their loved ones throughout the cemetery.

Methodology of works

- Set up site compound with Heras secure fencing and track mats to protect surface. Compound area to be agreed if appointed.
- Provide site toilet.
- Install advance signs leading up to works area.
- Install walkway past works (this to be removed when funeral is taking place).
- Excavations works to commence, inert waste to be stored on site and removed by 18 tonne lorries due to access issues.
- Install new kerb line with 25mm upstand. Extra concrete haunch on corners.
- Block paving works to commence.
- Reinstatement of carriageway tie in.
- Import good soil ready for planting.
- Install benches and bolt down onto paving.
- Remove compound.
- Leave site tidy.

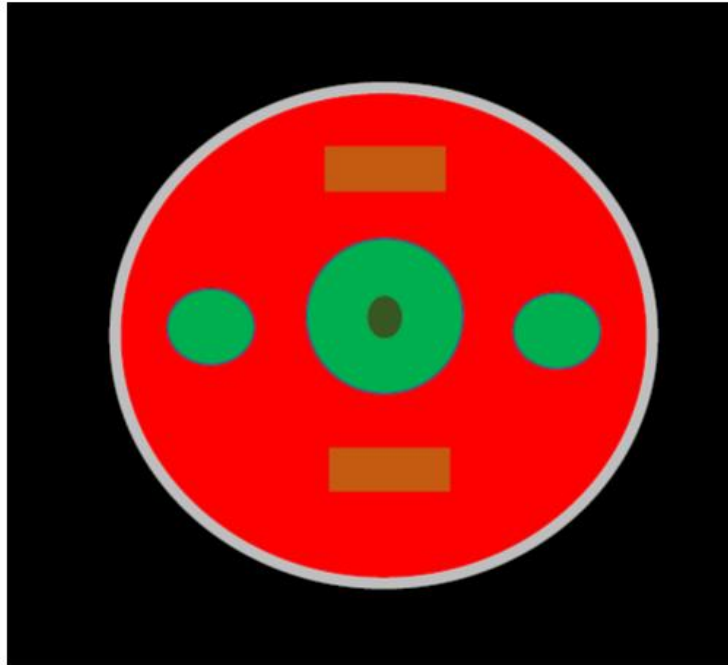
Measurements

- Diameter is currently 11.2m & 11.7m.
- Diameter of new install = 10m.

Construction make-up of block paving

- Geotextile terram
- 150mm of 20mm Clean Limestone
- 50mm of 6mm Granite chippings screed
- 200x100x60mm Tobermore Hydro Pave precast concrete block pavours.

Image indicatively showing the general arrangement of the two new roundabouts / beds and benches.



Memory Wall:

- A new attractive vertical memory wall will be installed which will hold memorial plaques and/or ash remains of loved ones. New vertical memory walls could be installed in future to meet demand levels.

Ash-Scattering Area:

- Install low box hedging to separate a small area for ash scattering purposes.
- Install two new wooden benches.
- Install four small wood planters with beautiful plants.

Costs

- All plant/labour/material costs included.
- Removal of all waste generated by these works included.
- Allowance made for daily supervision of works.
- RAMS & Cosh assessment will be supplied prior to start of works for review and comment.

Total Indicative Costs: £60,000.

BIGGLESWADE TOWN COUCL

Report to Full Council Meeting

10th October 2023

Public Works Loan Board (PWLB) New Borrowing

Implications of Recommendations

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

Finance: To agree a drawdown of £315,000 from PWLB.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background context

A report was previously presented to Council on 14th February 2023.

Members RESOLVED to ACCEPT the recommendation that a PWLB application is made for **up to £325,000** and that the eventual drawdown of monies by Council be considered in due course.

It was also resolved to increase the council tax precept for the purpose of the loan repayments by 1.016% which is the equivalent of an additional £24,124 a year equal to the annual loan repayment on £325,000. The application has since been submitted to the Bedfordshire Association of Town & Parish Councils who act as the clearing House for the Department for Levelling Up, Housing and Communities (DLUHC). The application was positively received.

Members were to determine the actual level of overall drawdown at a later date following receipt of advice from the Capital Asset Working Group, Public Land & Open Spaces Committee and Finance & General Purposes Committee. The original drawdown from PWLB amounted to £425,910 in the 2022/2023 financial year.

Community Engagement

Consistent with good practice the Council has conducted a formal consultation exercise with the Community to ascertain if they would be in support of its strategic intentions, 69% voted yes and 31% voted against.

Financial Overview

Members have agreed at Council that the following commitments be sourced from the PWLB budget:

Agreed Projects	(£)
Franklins Play Area	199,875
Drove Road Chapel (Phase 1)	054,134
Drove Road Chapel (Phases 2 & 3)	090,292
Drove Road Chapel (Adjustments to spec)	044,990
Allotments	000,923
Capital Asset Improvements	018,775
Subtotal:	408,989

The following projects have evolved from conversations at Council, PLOS and the Capital Asset Working Group:

Emerging Projects	(£)
Drove Road Site Development (Phase 1) - spend pattern by 31.3.24	020,000
Drove Road Chapel amendments to spec/inflation - spend pattern by 31.3.24	010,713
Brunel Play Area - spend pattern starts Dec 2023	050,000
Stratton Cemetery - spend pattern starts Jan 2024	060,000
11 Play Area Essential Upgrades - spend pattern starts Jan 2024	183,000
Capital Asset Improvements- spend pattern starts March 2024	000,500
Subtotal:	324,213
Overall position	
PWLB loan 2022/2023	425,910
Current agreed commitments (Agreed at Council)	408,989
New emerging commitments	324,213
Net effect/future borrowing requirement:	307,292

Context

- The £20,000 for the Drove Road Site Development will source Architectural plans and drawings.
- The £10,713 for Drove Road Chapel will source £4,762 of inflationary costs and £5,950 for further works on the defective boundary wall.
- The £50,000 for Brunel Play Area is being sourced by a tender and the closing date was 30th September 2023. Commercial intelligence from suppliers indicates a cost of circa £50,000.
- The £60,000 for Stratton Cemetery is being sourced by a tender and the closing date was 30th September 2023. Commercial intelligence from suppliers indicates a cost of circa £60,000.
- The £183,000 for the eleven Play Area Essential Upgrades are trusted supplier indicative costs and include ground surfacing, delivery, installation, removal and disposal.

Detailed reports including specifications have been shared with Members at PLOS and Council. The actual project budgets can be determined once the Council is in receipt of more exact information. Officers and Members will challenge tenders to ensure that the Council receives the best value for money.

It is critical that the Council move ahead with the drawdown of funds so that monies are available to source expenditure as soon as detailed project deployment plans are available. Colleagues at Central Bedfordshire Council have confirmed that there are no Section 106 funds to help mitigate the cost for the Town Council.

Timing of Drawdown (tranche 2)

Consistent with the earlier resolution of Council an allowance has already been made in the 2023/2024 revenue budget to source the necessary repayments. The first repayment will not now be due until the beginning of the 2024/2025 financial year.

This will have a small positive impact upon the projected outturn for 2023/2024.

PLOS

The Public Land and Open Spaces Committee met on the evening of 3rd October and Members unanimously supported the recommendations of Officers in connection with the following projects, namely:

- Brunel Drive Play Area,
- Kitelands Play Area,
- All Play Areas Equipment Replacement, and
- Stratton Way Cemetery.

Recommendation

It is therefore recommended that the Council draw down a figure of £315,000. The net position being £307,292. This gives some flexibility for any unexpected costs and price inflation.

The drawdown to take place in November which gives sufficient notice to the Department for Levelling Up, Housing and Communities (DLUHC).

Peter Tarrant
Clerk & Chief Executive

Rob Youngs
Head of Finance & Deputy RFO

BIGGLESWADE TOWN COUNCIL
Town Council 10th October 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: Works funded from the Public Works Loan Board, general reserves and insurance claim.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Officers last gave an update to Members on 22nd August 2023, with a recommendation to approve further drawdown from the Public Works Loan Board (PWLB) year one underspend to fund rebuilding part of the boundary wall that had become defective. This £17,450 cost was agreed. At the time of tabling the report, Officers stressed the point made by the external project manager that there is a risk adjacent sections of the boundary wall will be weakened as part of the works. The only way around this being to rebuild the entire wall, which would have been far too costly.

Additional Work on Defective Boundary Wall

Work started on the defective boundary wall in week commencing 11th September and since this date, Officers have received weekly updates with respect to these works and the chapel project. On 15th September, Officers received the below update in relation to the boundary wall.

‘A large section of the boundary wall has been taken down, along with hoardings erected in the adjacent garden and heras fencing within the churchyard to protect public from the site working area. It was noted that a further length of approximately 3m is leaning out of vertical and would benefit from re-building and to this end a quote has been requested for this section.’ A picture has been attached in Appendix A for reference.

The quote referenced above was received on 20th September and includes the following:

- Erect temporary hoarding and take down additional section of boundary wall (approximately 3m in length).
- Excavate for new foundation trench and clear away debris. Supply and lay new 450mm wide x 600mm deep x 3m long concrete foundation.
- Rebuild wall incorporating new brick pier to match existing. Reusing salvaged bricks, make up any deficiency with bricks to match existing as near as possible (section of defective wall 3m long).
- Dismantle and clear away temporary hoarding and heras fencing.
- Total cost - £5,950.

Officers are recommending this is sourced from the year one PWLB underspend as per Fig 1 as found on page 2 of this report.

Inflated Phase 2 Specification Costs

Members had previously resolved an additional £10,490 of costs for phase two to fund various items that were carried over from phase one, tower windows and inflationary pressures. Account figures that were put forward to Members were factually correct at the time, and the external project manager was sighted. Since this report to Members on 27th June, prices for the majority of items have further inflated with an additional £4,763 of cost now requested from the external project manager.

Officers recommend the additional £4,763 is sourced from the year one PWLB underspend as per Fig 1.

Fig 1. Impact of additional spend requests on PWLB.

	Amount
PWLB Underspend	£152,203
Additional boundary wall cost	£5,950
Inflation-related cost	£4,763
Net Impact	£141,490

Fig 2 and Fig 3 provide an overview of initially agreed costs for the project by Council on 26th April 2022 versus additional agreed spend and additional requested spend.

Fig 3. Initially Agreed and Revised Costs for Drove Road Chapel Project

	Year One	Year Two & Three
Initially Agreed Cost	£53,600	£90,826
Revised Cost	£54,134	£146,528
Net Impact	+ £2,534	+ £55,702

Revised costs for year two and three are broken down in Fig 4, below.

Fig 4. Revised Costs Breakdown for Year Two & Three

	Year Two & Three
Initially Agreed Cost	£90,826
Agreed Additional Y1 Spend	£44,990
Requested Additional Y2 Spend	£10,712
Revised Cost	£146,528

Additional Y1 Spend comprises of £17,050 high-level repointing and stone repairs costs, £10,490 of inflationary costs, tower repairs and other minor items and £17,450 for the defective boundary wall. Requested Y2 Spend comprises of £5,950 further defective boundary wall costs and £4,763 of further inflationary costs.

Work on Vandalised Boundary Wall

Separately, a section of the boundary wall located in the northeast corner of the cemetery has been knocked down, which appears to be a result of vandalism and thus has been logged with the Police. A picture has been attached in Appendix B for reference. Officers have obtained a crime reference number and have quoted this as part of a claim with the Council's insurers. The claim was successful and the sum of money has been received. Officers will therefore be instructing the external project manager to complete the necessary repairs.

Recommendations:

For Members to agree the following:

- An additional £5,950 is drawn down from the PWLB year one underspend to fund further works required for the defective boundary wall.
- An additional £4,763 drawn down from PWLB year one underspend to fund further inflationary pressures on the agreed specification items for year two.

Isaac Lord
Place Shaping Manager

Appendix A: Picture of defective boundary wall.
Appendix B: Picture of vandalised boundary wall.

Appendix A: Picture of defective boundary wall.



Appendix B: Picture of vandalised boundary wall.



BIGGLESWADE TOWN COUNCIL
Town Council 10th October 2023
Orchard Community Centre Boiler

Implications of Recommendations

Corporate Strategy: ASPIRATIONS: VALUES: Ensuring value for money for the community while delivering services to a high standard.

Finance: Virement from vehicle leasing.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Officers last gave an update to Members on 19th September 2023 at the Finance & General Purposes (F&GP) committee meeting. It was agreed that a report should be presented to Council listing all options for replacement of the boiler and consideration of alternative solutions.

Summary

From October 2022, the Orchard Community Centre's boiler began experiencing regular issues with gas leaks, ignition faults, split condenser pipes, a faulty burner, a faulty heat exchanger etc. These continued throughout winter and resulted in significant downtime of the boiler, impacting on the temperature of hireable rooms thus resulting in complaints from customers. At present, the boiler is still broken and Officers' view is that given the persistent issues, it should now be replaced. This should be done urgently ahead of the upcoming colder months.

Quotes have been obtained from four suppliers as per Fig 1. These quotes have been uploaded to SharePoint.

Fig 1: Boiler replacement quotes.

Supplier	Amount
Supplier A	£4,325
Supplier B	£4,550
Supplier C	£5,695
Supplier D	£6,000

Officers have also explored alternative solutions for replacing the boiler, which includes installing a heat pump instead. Quotes are awaited. Despite approaching five suppliers on the 20th September, none have issued a quote.

It is recommended that Members approve the quote from Supplier A at £4,325 to replace the boiler. The funding should be sourced from vehicle leasing, as there is sufficient spare budget due to the later than expected delivery of the lawnmower. All four suppliers recommend the same make and model of boiler to be installed.

Recommendation:

Members agree a virement of £4,325 from the vehicle leasing cost line to fund the replacement of the boiler at the Orchard Community Centre, carried out Supplier A.

Isaac Lord
Place Shaping Manager

BIGGLESWADE TOWN COUNCIL
Town Council 10th October 2023
Urban Designer Update

Implications of Recommendations

Corporate Strategy: ASPIRATIONS: ECONOMY: Influence the regeneration of the town centre to encourage and support high quality leisure and retail experiences. Improve the Market Square for the market and outdoor events to encourage visits to the town centre.

Finance: The proposed cost will need to be sourced from general reserves.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Officers last provided Members with a formal update on 8th August 2023. This report recommended that the brief worked on collaboratively with Members should be sent out to urban designers to inform their own vision for the Market Square and wider Town Centre. According to the meeting's minutes, Members resolved for Officers to engage with urban designers, to source quotes for their work, which would include them meeting with Members on at least two occasions to discuss a vision for the Market Square, and to present a report to Council when appropriate. Officers actioned the resolution from 9th August.

On 20th September, Officers emailed Members a letter received from Central Bedfordshire Council (CBC) regarding national funding that had been secured from the UK Shared Prosperity Fund (UKSPF). Members requested that the bids from all urban designers should be tabled for the 10th October Town Council meeting to ensure Members can appoint an urban designer. The tender exercise deadline was 30th September.

Summary

As per the email referenced above, Officers reached out to circa ten urban design companies and received responses from five confirming their interest. Since then, one of the five urban designers declined to provide any form of proposal due to their perception that the process is unfair in terms of demands on prospective suppliers. Four proposals with quotes have been received and uploaded to SharePoint due to their size file.

Proposals	Cost (£ ex VAT)
Company A	8,850
Company B	18,325
Company C	7,100
Company D	28,000

Officers have initially assessed all proposals and suggest that company D's submission is the most compelling. The proposal is the most detailed and best meets the initial Town Council brief. Other submissions are relatively more generic, relying on their internal suggested process (design, highways, public realm, heritage etc) to provide more substantial proposals over time.

The proposed costs are currently unfunded and will need to be sourced from the general reserves.

Recommendation:

For Members to note the report, consider all proposals and Officers' recommendations to proceed with company D's proposal and suspend financial regulations accordingly.

Isaac Lord
Place Shaping Manager

BIGGLESWADE TOWN COUNCIL
Town Council 10th October 2023
Civic Functions, Town Mayor's Expenses and Town Mayor's
Charitable Activities Policy

Implications of Recommendations

Corporate Strategy: Good Governance – ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

Finance: Controls for Town Mayor's Expenses and Charitable Activities and Civic Functions.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background:

At the request of the current Mayor and Deputy Mayor of the Town Council, Officers have created the attached policy. The request is based upon a requirement for more certainty and guidance in respect of determining what expenses are allowed and those not permitted as The Mayor and Deputy Mayor and other Members carry out Mayoral duties and charitable activities. Guidance is also required regarding spend for Civic Functions.

Process for creating the policy:

Unlike most Town Councils, Biggleswade Town Council did not have an established policy and therefore creating the policy has taken some time to establish and Officers hope the outcome is satisfactory. Reviewing other Town Council policies has been a useful tool in this process.

There has been welcome support from many Members offering advice and suggestions of what would be useful to include, and also leave out of the policy.

All Members have already been given the opportunity to make changes to the draft policy and the attached Appendix A is the result of considerable deliberation.

Recommendation:

Officers recommend for Members to approve the attached Civic Functions, Town Mayor's Expenses and Town Mayor's Charitable Activities Policy.

Rob Youngs
Head of Finance and Deputy RFO

Peter Tarrant
Clerk and Chief Executive



CIVIC FUNCTIONS, TOWN MAYOR'S EXPENSES & TOWN MAYOR'S CHARITABLE ACTIVITIES POLICY

This policy statement covers three associated activities:

1. Civic Functions, where the Town Council meets the cost and has a designated budget.
2. Town Mayor's Expenses.
3. Town Mayor's Charity work.

The budget for each area will be decided by Council when it determines its yearly precept conscious of emerging commitments.

CIVIC FUNCTIONS

This is where the Council organises and manages specific civic events such as:

- Civic Service - March
- Remembrance Sunday - November
- Armistice Day - November
- Attendance at other Town Councils Civic Services

Expenditure is likely to be on for example around: catering, wreaths, a photographer, printing, and staff overtime.

Other related expenditure might include:

- Repairs to regalia (including any revisions to the Consorts chain)
- Updating the mayoral board in the Chamber

These examples are not exhaustive.

The budget for each year will be considered by Council when it determines its yearly precept conscious of emerging commitments.

Purchase orders will be raised consistent with Financial Regulations in the normal manner via the Head of Finance and will be properly authorised by the RFO, consistent with all other items of expenditure.

TOWN MAYOR'S EXPENSES

This is not a delegated sum. All Mayoral spending will be limited to the agreed budget over the course of the financial year. This budget will be reported in the usual way and will be included in the monthly projected outturn that goes to Council and in the contextual transparency information posted on our website.

Professional accounting good practice will apply in the closedown of accounts and should there be any surplus at the end of the year this will not automatically be carried forward unless it meets the closedown of accounts criteria.

Expenditure that is allowed:

The Mayoral Allowance budget is to defray reasonable costs in order that the office holder is not out of pocket for fulfilling the role of Mayor. This budget may also be used by other Members of the Council, including the Deputy Mayor, where they are formally representing the Council in place, or in support of, the Mayor.

Where practicable purchase orders should be raised and approved in advance of committing to expenditure. Purchase orders will be raised consistent with Financial Regulations in the normal manner via the Head of Finance and will be authorised by the RFO, consistent with all other items of expenditure. The request and authorisation functions need to be separate consistent with the Councils Financial Regulations.

Where the use of purchase orders is not practicable (e.g., mileage, charity donations, raffle tickets), the expense process should be used after the expense has been incurred. Submitted expense forms are processed by the Head of Finance and authorised by the RFO. A copy of the expense form is attached as Appendix A.

Expense claims should be supported with receipts where practicable, but it is recognised that some cash expenditure (e.g., charity donations and raffle tickets) will not be receipted. Should the Mayor win a prize, having used Mayor's expenses, it is expected that the prize is returned for others to win.

Acceptable claims include:

- Mileage to and from events
- Tickets for events
- Raffle and draw tickets
- Donations to charities (up to £25)
- Reasonable clothing allowance for Civic events (Mayor only)

Travel claims should be submitted through the Citrus HR system and will be approved by the RFO. The NJC (National Joint Council) mileage rates are the same as the prevailing HMRC mileage rates, available on the main HMRC website.

Expenditure which is not allowed:

The Mayor Expenses Budget must not be used to pay for:

- Gifts of monies or goods (including flowers) other than to charities, apart from flowers for retiring Councillors or incoming Mayors to the value of £40 including VAT, per bouquet
- Parking fines or parking charge notices
- Social events internal to the Council unless agreed by the Mayor or Deputy Mayor
- Costs associated with the use of home as office, personal telephone bills, etc.
- Printing fliers/leaflets/posters etc. other than for civic events covered above
- Events of a political nature, e.g., supporting or organised by a political party

TOWN MAYOR'S CHARITY WORK

The Mayor raises money upon behalf of their designated charities, through their own chosen charity events.

These monies are paid into a separate account code. At the end of the relevant financial year they are then distributed to nominated charities by the Head of Finance acting under guidance from the Mayor. There will also be associated expenditure in relation to setting up these events and again this should be submitted through the established purchase order system.

The monies distributed to charities will be net of any related non-staff costs and should not be topped up from any separate underspent Council budgets.

REPORTING AND MONITORING PROCEDURES:

The Head of Finance will provide a half yearly projected outturn to Council for all three budgets.

Information will also be included as part of the monthly projection to Council and in the detailed expenditure report under our transparency headings.

In the unlikely event of a disagreement regarding a claim, this should be referred to the next Finance and General Purposes Committee meeting for a determination.

The policy statement and contextual examples have been produced to ensure robust and appropriate financial governance. They are there to protect both Councillors and Officers of the authority against assertions that proper practice has not been adhered to.

INTERNAL AND EXTERNAL AUDIT

All relevant income and expenditure will be kept under review by both Internal and External Audit. The Auditors will also be tasked with providing challenge and oversight. Any observations will then be shared with full Council consistent with Financial Regulations.

BIGGLESWADE TOWN COUNCIL
Town Council 10th October 2023
Grants Policy Update

Implications of Recommendations

Corporate Strategy: GOOD GOVERNANCE – ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

Finance: Framework to award available budget to support operation and development of Community Clubs, Charities and other organisations in Biggleswade.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background:

Biggleswade Town Council awards grants for the significant contribution that Community Clubs, Charities and other organisations make to enrich and improve the quality of life for so many residents in the town.

The Town Council has in place a Grants Policy, last updated in March 2023, for clarity on the procedural rules.

At that the Finance and General Purposes Committee meeting held in mid-January each year, considerable time is required for Members to comprehensively debate the hugely important and complex precept request that should be suggested to the Town Council meeting, the following week.

The Chairman of the Finance and General Purposes Committee therefore believes that the second tranche of grant applications should be considered at the following Finance and General Purposes Committee meeting, held in mid to late March. The grant applications also take a considerable amount of Committee time as the public are invited to discuss their applications, which most are keen to do. The Finance department make the grant award payments in April; therefore this allows the grants to be debated in March.

Suggested second tranche deadline of applications:

If the second tranche of grant applications will only be considered in March, this permits a later deadline date than the current date of 31st December. There would seem to be two obvious dates to change to:

- 1) 31st January
- 2) 28th February

As the first tranche of grant applications deadline date is the 31st August, potentially it may make sense to change the second tranche to the deadline date of the 28th February, so that we have a tranche of grant applications every six months.

Required changes to the Grants Policy:

If the date of the second tranche is changed to the 31st January, the following changes will be required to the current Grants Policy:

- 1) Under the "Second cycle" section, change "September" to "October" for "Applications invited in the local press.."
- 2) Under the "Second cycle" section, change "September to December" to "October to January" for "Submission of grant applications..". Also in this sub-section, change "The deadline for receipt of applications is 31 December" to "The deadline for receipt of applications is 31 January".

- 3) Under the “Second cycle” section, change “January – Consideration of...” to “March – Consideration of..”
- 4) Under the “Second cycle” section, change “February – Applicants informed of the outcomes” to “April – Applicants informed of the decisions”.

If the date of the second tranche is changed to the 28th February, the following changes will be required to the current Grants Policy:

- 1) Under the “Second cycle” section, change “September” to “October” for “Applications invited in the local press..”
- 2) Under the “Second cycle” section, change “September to December” to “October to February” for “Submission of grant applications..”. Also in this sub-section, change “The deadline for receipt of applications is 31 December” to “The deadline for receipt of applications is 28 February”.
- 3) Under the “Second cycle” section, change “January – Consideration of...” to “March – Consideration of..”
- 4) Under the “Second cycle” section, change “February – Applicants informed of the outcomes” to “April – Applicants informed of the decisions”.

Recommendation:

Officers recommend changing the deadline date of the second tranche to the 28th February and for Members to approve the associated changes to the Grants Policy.

Rob Youngs
Head of Finance and Deputy RFO



Biggleswade Town Council

GRANTS POLICY

Grants to Local Charities, Community Groups and Organisations

Biggleswade Town Council (BTC) acknowledges the significant contribution that community clubs, charities and other organisations make to enrich and improve the quality of life of so many residents in Biggleswade. BTC has funds available to support the operation and development of these highly valued services.

Grant applications will be invited twice yearly via the Council Website and Social Media Channels. Community groups and organisations that applied for grants during the previous municipal year will also be notified by email that the grant application period is open.

Powers to award grants are given under General Powers of Competence or by virtue of section 137 of the Local Government Act 1972 or specifically authorised under other legislation (e.g. for community transport schemes).

Application Process

Applicants need to be aware that the Council receives a high volume of requests. and will not award grants in excess of the annual budget for this purpose.

Grants will only be made to cover activities that benefit all or some residents of Biggleswade. The Council will not normally award grants;

- for costs that could reasonably be expected to be funded from other sources, including from membership subscriptions.
- to contribute towards the costs of advertising charities or national charity appeals or activities. Local branches of national charities may apply for support for specific projects which benefit the residents of Biggleswade.
- to political parties
- to commercial organisations.

Particular consideration will be given to applications for extraordinary expenditure such as a capital project.

Previous successful applicants will be contacted and be invited to apply again at the beginning of each grant cycle.

To apply, an application form is to be completed and submitted by the deadline specifies in 'Important Dates' below. Applicants will be required to explain, and provide evidence if available, as follows:

- the number of Biggleswade residents who would benefit from the grant.
- a copy of the group or organisation's most recent set of accounts and
- to undertake to keep an accurate record of the way in which the grant is spent.

The Town Council will inform each applicant of the outcome of their application as soon as practical. Payment of grants will be made by bank transfer to an account in the organisation's name. Payment to personal bank accounts will not be permitted.

Important dates

Applications are to be considered on a twice yearly basis by the Finance & General Purposes Committee in accordance with the following calendar:

First cycle

June – Applications invited in the local press, the council's website and other appropriate media (e.g. Facebook). Previous recipients of a grant will also be contacted directly.

June to August - Submission of grant applications to be made to the Town Council.
The deadline for receipt of applications is 31 August.

September – Consideration of Grant Applications by the Finance & General Purposes Committee. The Committee can approve grants to a maximum of £2,000 and recommend to Council for grants above £2,000.

October - Applicants informed of the outcomes and grants are then paid to the successful applicants.

Second cycle

September – Applications invited in the local press, the council's website and other appropriate media (e.g. Facebook). Previous recipients of a grant will also be contacted directly.

September to December - Submission of grant applications to be made to the Town Council.
The deadline for receipt of applications is 31 December.

January – Consideration of Grant Applications by the Finance & General Purposes Committee. The Committee can approve grants to a maximum of £2,000 and recommend to Council for grants above £2,000.

February - Applicants informed of the outcomes.

April - Grants are paid to the successful applicants.

Interim applications

Any out of cycle applications will be considered in the next cycle and be referred to as interim applications.

The forgoing cycle is proposed initially for the financial year 2023/24. Further review of critical dates for future years should be programmed for consideration by the Finance & General Purposes Committee at the appropriate time.

Finance & General Purposes Committee

March 2023

BIGGLESWADE TOWN COUNCIL
Town Council 10th October 2023
Change of meeting on 24th October 2023

Implications of Recommendations

Corporate Strategy: GOOD GOVERNANCE – ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

Finance: Compliance with the Grants Policy.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background:

At the Finance and General Purposes Committee meeting held on the 19th September, 2023, it was resolved that an extra Finance and General Purposes Committee would be required on the 24th October, 2023, to consider the grant applications.

Any grant application requests that are in excess of £2,000 are usually recommended by the Finance and General Purposes Committee to the next Council meeting.

The grant policy states that the grants must be paid in October, which means that the latest that all of the grants can be considered is the 24th October, including the requests in excess of £2,000. This therefore means that the meeting on the 24th October will need to be a Town Council meeting rather than a Finance and General Purposes Committee.

Recommendation:

Officers recommend Members approve changing the meeting on the 24th October to a Town Council meeting from a Finance and General Purposes Committee meeting.

Rob Youngs
Head of Finance and Deputy RFO

From: Robin Thomas - BATPC <robinthomas@batpc.co.uk>
Sent: Monday, September 18, 2023 12:30 PM
To: Robin Thomas - BATPC <robinthomas@batpc.co.uk>
Subject: Update - Consultations on Local Plans and Model Financial Procedure Rules, Biodiversity Duty and County Committee Elections & AGM reminder

To Clerks to BATPC Member Councils

Good afternoon

National Consultation on Local Plan-Making Process

The government is currently consulting on proposals to make local plans “simpler, faster to prepare and more accessible.” Changes to how local plans are made obviously have the potential to affect town and parish councils’ ability to help shape local plans on behalf of their residents and on the making of neighbourhood plans, which of course must conform with the strategic policies in local plans.

The consultation document [can be downloaded/read here](#), along with details of how to respond to the consultation, **which closes on 18th October 2023.**

NALC has produced the attached briefing on the consultation, which states NALC’s relevant policy positions and picks out the main consultation questions to which NALC will be responding.

[NALC launches consultation to update the Model Financial Regulations](#)

NALC is working with The Parkinson Partnership LLP to update its 2019 Model Financial Regulations for England and Wales. The model financial regulations are part of the support available to councils through their NALC and county association membership, setting out the framework within which the council ensures responsible, sustainable and compliant management of its finances.

NALC is seeking views on the technical aspects of the regulations. The responses will inform the revision and content of these regulations. The consultation will not result in any changes to existing legislation. You can find [more details here](#), including a list of the questions NALC is seeking responses to as part of this consultation and a [link to the form to use to enter responses](#)

The consultation **runs until 5th November 2023.**

Biodiversity Objective

The [Natural Environment and Rural Communities Act 2006 Section 40 \(here\)](#) imposes a duty on local authorities (including town & parish councils) to ‘from time to time’ consider what action the authority can properly take to further the general biodiversity objective. The general biodiversity objective is the conservation and enhancement of biodiversity in England and requires public authorities to take biodiversity into account in their decisions and actions.

As of 1st January 2023 the Duty was strengthened by the [Environment Act 2021](#) with the effect that councils must complete their first consideration of what action they need to take in pursuance of the objective **by 1 January 2024** and agree policies and objectives as soon as possible afterwards (unless they conclude that there is no new action they can properly take).

The government has issued [guidance](#) on complying with the duty: [Complying with the biodiversity duty - GOV.UK](#)
(https://link.edgepilot.com/s/85507e7c/S_6mlzwA00uu7kPGH4E75A?u=http://www.gov.uk/)

25 AUGUST 2023

PC2-23 | LOCAL PLANS

Summary

Local plans are generally produced by local planning authorities (LPAs) but local (parish and town) councils have a huge interest in them and such plans are directly linked to neighbourhood plans which many local councils produce. The Department for Levelling Up, Housing and Communities (DLUHC) have issued a consultation seeking views on proposals to implement the parts of the Levelling Up and Regeneration Bill which relate to plan-making, to make plans simpler, faster to prepare and more accessible.

The main consultation document can be downloaded [here](#). The consultation closes at DLUHC on 18 October, 2023.

Context

The consultation seeks insight on:

- how local plans (and minerals and waste plans) can be made simpler to understand and use.
- how local plans (and minerals and waste plans) can be positively shaped by the views of communities about how their area should evolve.

NALC will be responding to this consultation as many local councils will have an interest in feeding in their own views on how the local plan making process can be reasonably made more efficient without the government seeking to implement wildly unrealistic timeframes, also ensuring that the golden thread between timescales required to update and make local plans and those required to make and update neighbourhood plans, is retained undamaged.

NALC's current policy positions

- The government has said it wants to see local planning authorities reviewing their local plans every five years. NALC will be arguing very strongly that this is an impractical requirement that places impossible pressures on LPAs and on neighbourhood planning groups whose plans are aligned to the local plans. A review every 10 years would be demanding enough. The emphasis should be on the quality and the soundness of the

plans and not on the speed with which it might be possible to produce them.

- NALC will support a planning system which incorporates a significant role for local councils. It will not support any diminution of local councils' statutory right to comment on planning issues at all stages of their evolution, whether they be development planning matters or spatial planning policies.
- NALC will support a soundly based planning system which represents the most reliable tool for the sustainable allocation of land, and which represents the three pillars of sustainability equally, i.e., social, economic, and environmental factors.
- NALC is arguing for the complete removal of the whole concept of National Development Management Policies (NDMPs) which will have the effect of unjustly trumping any local or neighbourhood plan.

Consultation Questions

The main consultation questions NALC will be responding to in this consultation are as below and NALC seeks the views of county associations and member councils in response to these questions to help inform its own submission to DLUHC:

Chapter 1: Plan content

Question 1: Do you agree with the core principles for plan content? Do you think there are other principles that could be included?

Question 2: Do you agree that plans should contain a vision, and with our proposed principles preparing the vision? Do you think there are other principles that could be included?

Question 3: Do you agree with the proposed framework for local development management policies?

Question 4: Would templates make it easier for local planning authorities to prepare local plans? Which parts of the local plan would benefit from consistency?

Question 5: Do you think templates for new style minerals and waste plans would need to differ from local plans? If so, how?

Chapter 2: The new 30-month plan timeframe

Question 6: Do you agree with the proposal to set out in policy that planning authorities should adopt their plan, at the latest, 30 months after the plan preparation process begins?

Question 7: Do you agree that a Project Initiation Document will help define the scope of the plan and be a useful tool throughout the plan making process?

Chapter 3: Digital plans

Question 8: What information produced during plan-making do you think would most benefit from data standardisation, and/or being openly published?

Question 9: Do you recognise and agree that these are some of the challenges faced as part of plan preparation which could benefit from digitalisation? Are there any others you would like to add and tell us about?

Question 10: Do you agree with the opportunities identified? Can you tell us about other examples of digital innovation or best practice that should also be considered?

Question 11: What innovations or changes would you like to see prioritised to deliver efficiencies in how plans are prepared and used, both now and in the future?

Chapter 5: Evidence and the tests of soundness

Question 14: Do you think this direction of travel for national policy and guidance set out in this chapter would provide more clarity on what evidence is expected? Are there other changes you would like to see?

Question 15: Do you support the standardisation of evidence requirements for certain topics? What evidence topics do you think would be particularly important or beneficial to standardise and/or have more readily available baseline data?

Question 16: Do you support the freezing of data or evidence at certain points of the process? If so which approach(es) do you favour?

Chapter 7: Plan examination

Question 22: Do you agree with our proposals to speed up plan examinations? Are there additional changes that we should be considering to enable faster examinations?

Question 23: Do you agree that six months is an adequate time for the pause period, and with the government's expectations around how this would operate?

Chapter 8: Community engagement and consultation

Question 24: Do you agree with our proposal that planning authorities should set out their overall approach to engagement as part of their Project Initiation Document? What should this contain?

Question 25: Do you support our proposal to require planning authorities to notify relevant persons and/or bodies and invite participation, prior to commencement of the 30-month process?

Question 26: Should early participation inform the Project Initiation Document? What sorts of approaches might help to facilitate positive early participation in plan-preparation?

Question 27: Do you agree with our proposal to define more clearly what the role and purpose of the two mandatory consultation windows should be?

Question 28: Do you agree with our proposal to use templates to guide the form in which representations are submitted?

Chapter 9: Requirement to assist with certain plan-making

Question 29: Do you have any comments on the proposed list of prescribed public bodies?

Question 30: Do you agree with the proposed approach? If not, please comment on whether the alternative approach or another approach is preferable and why.

Chapter 13: Community Land Auctions

Question 39: Do you have any views on how we envisage the Community Land Auctions process would operate?

Question 40: To what extent should financial considerations be taken into account by local planning authorities in Community Land Auction pilots, when deciding to allocate sites in the local plan, and how should this be balanced against other factors?

Chapter 14: Approach to roll out and transition

Question 41: Which of these options should be implemented, and why? Are there any alternative options that we should be considering?

Chapter 15: Saving existing plans and planning documents

Question 42: Do you agree with our proposals for saving existing plans and planning documents? If not, why?

Your evidence

Please email your responses to this consultation to chris.borg@nalc.gov.uk by 17.00 on 22 September 2023. County associations are asked to forward this briefing onto all member councils in their area.

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

Your ref:
Our ref: BIG/Lindsells/AM
Date: 25-9-2023

Dear Mr Tarrant

Highways Act 1980 - Sections 26 and 118 - The Creation of Biggleswade Footpath Nos. 78 and 79 and Bridleway No. 80 and the Extinguishment of Parts of Biggleswade Footpath Nos. 16, 19 and Bridleway No. 11.

Post code area: SG18 0FG

Following the successful confirmation of the Lindsell's Crossing rail crossing diversion order for Biggleswade Bridleway No. 11, which will come into operation when the new bridleway bridge over the East Coast Mainline is finished, the Council is now in a position to improve the surrounding public rights of way network by creating more accessible links and removing unneeded paths.

We are proposing to do the following:

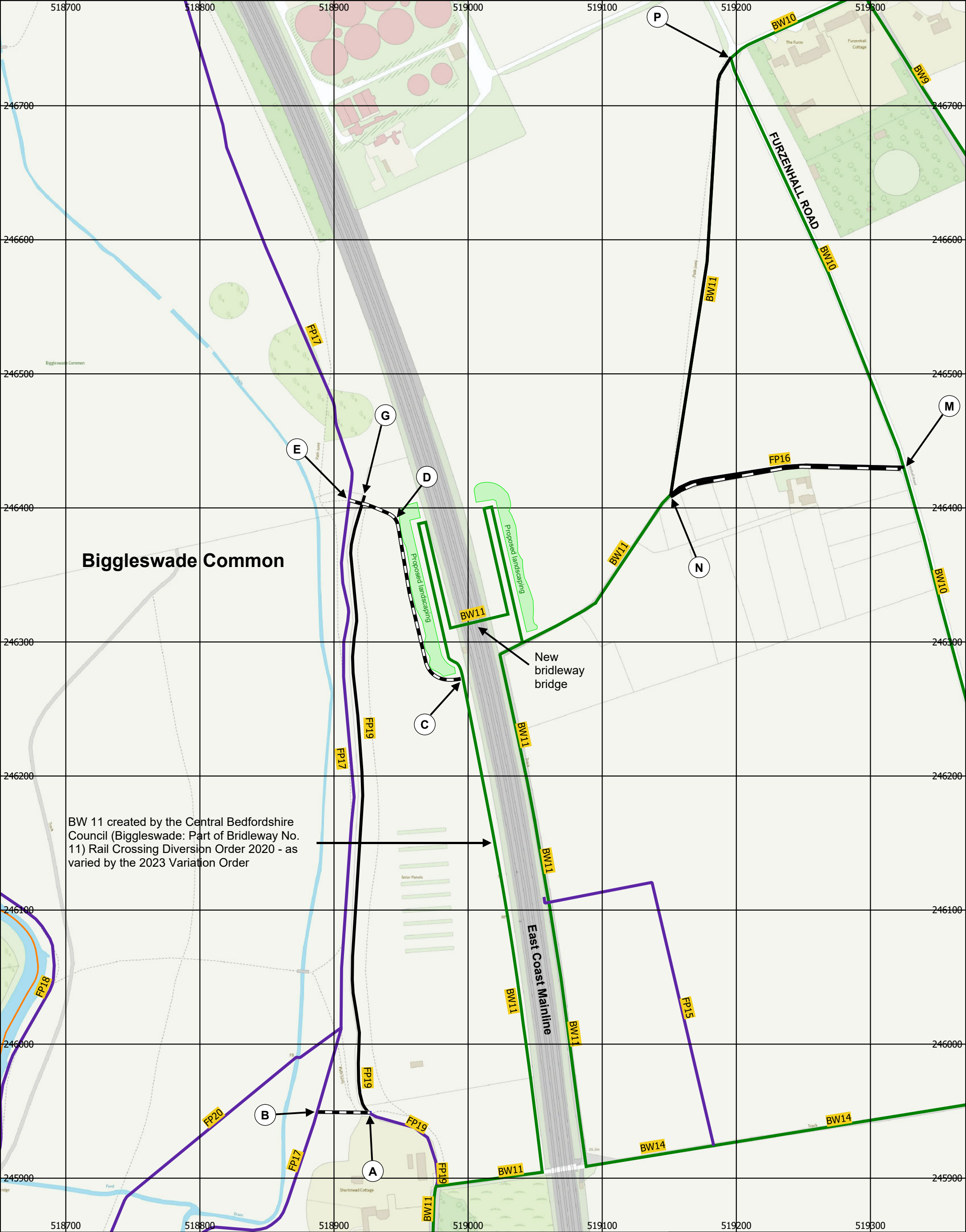
- 1) Extinguish the cross-field section of Bridleway No. 11 (N-P) and replace this with a field edge bridleway along the current route of Footpath No. 16 (N-M).
- 2) The consequent extinguishment of part of Footpath No. 16 which is being upgraded to bridleway (N-M).
- 3) The creation of a new footpath linking the western side of the new bridleway bridge to Footpath No. 17 which runs along the edge of Biggleswade Common (C-D-E).
- 4) The extinguishment of Footpath No. 19 (currently a legal dead-end) as this is duplicated by the newly created section of Bridleway No. 11. (A-G) and Footpath No. 17 (B-E).
- 5) The creation of a new section of footpath linking Footpath No. 19 to Footpath No. 17 to the north of Shortmead House. This route is currently only a permissive footpath (A-B).

The above changes are shown on the attached plan. Should you have any comments on these proposed changes, I would be grateful to receive them by 20th October.

Yours sincerely

Adam

Adam Maciejewski mIPROW
Senior Definitive Map Officer
Asset Intelligence Team



HIGHWAYS ACT 1980

The Creation of Biggleswade Footpath Nos. 78 and 79 and Bridleway No. 80 and the Extinguishment of Parts of Biggleswade Footpath Nos. 16, 19 and Bridleway No. 11

Footpath to be stopped up		A-G	M-N
Bridleway to be stopped up		N-P	
Footpaths to be created		A-B	C-D-E
Bridleway to be created		N-M	
Unaffected footpath / bridleway			

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Scale 1:2,500

Date: 08 September 2023 @ A3

Rev: 1.0 AM

64

BIGGLESWADE TOWN COUNCIL
Town Council Meeting 10th October 2023
Football Pitches Report

Implications of Recommendations

Corporate Strategy: COMMUNITY: A Town to be Proud Of: Work closely with the voluntary, community, faith and social enterprise sectors to build a strong community.

Finance: The proposal would increase football pitches bookings and revenue on a seasonal basis from Autumn 2023 based on anticipated demand levels.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background:

A report on football pitches recommending the conversion of a single full size pitch to two smaller 7 a side pitches on Stratton Ground went to the 22nd August Town Council meeting. Members considered the report and requested more information.

Summary:

This report provides:

- a) A viable operational solution for the crowded Saturday morning slots single pitch issue and
- b) A growth requirement for improving all football facilities to meet current safety compliance and future customer demand.

Over summer, three football clubs approached Officers highlighting an increasing issue regarding the lack of pitches set out for youth teams, with a focus at Stratton Way. Each club has multiple teams within each age group (i.e. U9's Blues, U9's Reds, U10's Blues, U10's Reds etc) all competing for the same time slots for the one 60 x 40 pitch on a Saturday morning in order for their fixtures to take place.

This is a particular calendar booking bottleneck (12 youth teams competing for a single pitch on a Saturday morning) which cannot be changed. The football calendar provides many slots over 7 days per week but the only bookings made are weekday evenings and weekend mornings, meaning that the vast majority of slots (over 90%) are vacant.

Separately, a local school has recently installed a new football pitch and will offer this at a charge routinely to the local community. Based on clubs' received feedback, the Town Council will be facing increased competition with some clubs potentially moving to better new local facilities.

Officers have taken a number of actions since receiving the clubs' requests;

1. Conducted an impact assessment with past and current customers regarding their feedback on turning the single large pitch at Stratton Way into two smaller pitches. Five customers have fed back to Officers that they are principally content with the proposed changes, noting that any negatively affected customers could shift to playing at the Lakes ground. Customers highlighted that all Town Council facilities are in poor condition, equipment needs changing and the pavilions need improving.
2. Looked at past bookings/frequency for the specific Saturday slots at issue to determine which customers would be impacted by the proposed change. The large pitch at Stratton Way has between 2 and 3 bookings each month according to the bookings system. Were the change to two pitches be made, it is possible that these bookings could be re-accommodated at the Lakes Ground where there is availability. Appendix A includes the proposed change to create two 7 a side pitches which would minimize the need for goal post changes.

3. Inspected all football facilities (grounds, pitches, equipment, pavilions) to determine their current condition, explore growth requirements and funding routes.

Fig 1: 2023-24 - Projected income from 2 new 7 a side pitches used by 12 youth teams with 1 full sized pitch closed on Saturday mornings, Stratton Way

Pitches & (£) Charges/ session	Team sessions/ month	Income (£)/ Season 9 months	Comment
New 40 x 30 12.60	24	2,721.60	Additional sessions per pitch
New 40 x 30 12.60	24	2,721.60	Additional sessions per pitch
Less 100 x 60 32.00	3	-864.00	Loss or net if moved to Lakes
Net Position (+/-)		+4,579.20	Additional income or more

Fig 1 shows that there is a projected £4,579.20 per season surplus from 2 new pitches if all of the £864 per season income from the full size pitch is lost. This is a significant increase projected over the current projected income of £864 per season by retaining the single full size pitch. If teams impacted by the proposed loss of the single full size pitch move to play at the Lakes ground, the projected £864 per season loss will be greatly mitigated. In the event of a full move, projected income could be even higher than the suggested £4,579.20 per season.

Officers have assessed the current condition of the football facilities and conducted research into costs to implement improvements. Officers will include the growth requirement with supporting quotes at the Autumn growth budget meetings round.

Fig 2: 2024-25 - Indicative growth requirement to improve all football facilities, various funding sources to be explored.

Facilities	Capital	Revenue	Comments
Pitches (8)	0	0	Increase from 6 pitches to a total 8 pitches
Equipment (16)	20,000	0	Posts, flags to replace old stock, safety compliance
Pavilions (3)	60,000	0	FF funding to improve buildings facilities
Containers (3)	15,000	0	One per ground, could charge teams to rent space
Sub-total	95,000	0	
Maintenance	5,000	25,000	Rotovator, roller, spikes, soil, seed etc
Total requirement	100,000	25,000	Maintenance per annum recurring

The 2023-24 annual maintenance budget allocation for recreation grounds is £1,500 which is inadequate. The annual recurring maintenance costs to repair, treat, prepare 8 pitches, grounds and buildings are estimated to be an indicative £25,000. Additionally, the Public Realm team requires significant capital investment for a new rotovator, commercial roller, spikes, which combined cost £5,000. The wider capital growth requirement set out in the figure covers all aspects of investment in football facilities including the pitches, football equipment, floodlighting, storage, changing rooms.

Officers have explored wider funding options and can confirm that CBC has stated that there are no section 106 funds available for football improvements. Other viable sources include the Football Foundation and Football Association, as well as Sport England and the National Lottery. The Town Council would initially meet the qualifying criteria for these funding sources and could start an application.

Recommendations:

For Members to note this report and enable

- The Public Realm team to carry out the required work to create two smaller pitches out of the single pitch at Stratton Way and to mark out the 2nd large pitch at the Lakes ground.
- The Admin team to market the new pitches on the website and on the booking system
- Officers to bring the football facilities growth requirement with supporting quotes to the growth budget meetings.

Jonathan Woolley
Public Realm Manager

Karim Hosseini
Head of Governance & Strategic Partnerships

Appendix A: Stratton Way Football Pitches

Appendix A

STRATTON WAY FOOTBALL PITCHES

The proposal shows two 40x30 pitches going across the current full-size pitch and the reinstatement of the larger 60x40 pitch in front of the clubhouse. This fits within the current markings and wouldn't require the removal of any goalposts. The pitches would be sufficiently well spaced apart to minimize any crossovers and are well away from the boundary edges to avoid disturbing adjoining neighbours.



OUTCOME OF CBC DETERMINED PLANNING					
Address	Application No.	Committee date	BTC Decision 2020-2023	Description	Central Beds Outcome/DATE
High Street,8, 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	1) This consent is limited to a period of five years from the date of this decision. Reason: To comply with Regulation 14 of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007. 2) No advertisement is to be displayed without the permission of the owner of the site or any other person with an interest in the site entitled to grant permission. 3) No advertisement shall be sited or displayed so as to - endanger persons using any highway, railway, waterway, dock, harbour or aerodrome (civil or military); obscure, or hinder the ready interpretation of, any traffic sign, railway signal or aid to navigation by water or air; or c. hinder the operation of any device used for the purpose of security or surveillance or formeasuring the speed of any vehicle. 4) Any advertisement displayed, and any site used for the display of advertisements, shall be maintained in a condition that does not impair the visual amenity of the site. (continued below)
					5) Any structure or hoarding erected or used principally for the purpose of displaying advertisements shall be maintained in a condition that does not endanger the public. 6) Where any advertisement is required under these Regulations to be removed, the site shall be left in a condition that does not endanger the public or impair visual amenity. Reason: Conditions 2-6: To comply with the provisions of Schedule 2 (Regulation 2 (1) of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007. 7) All works shown on plan numbers: CBC01, Project J28216 Rev #0 Rev 1 (Pages 1,2,3,8 & 9) shall be fully carried out within six months of the date of this permission. Reason: To identify the approved plan/s to avoid doubt, as the application has been made in part retrospectively to ensure the approved works are undertaken.

Home Farm House, Dunton Lane, Biggleswade, SG18 8QU	23/01989/FULL	11/07/2023	The Town Council OBJECTS to this application on the grounds that: <ul style="list-style-type: none">•It is a development outside of the Green Wheel.•Entrance and exit to the site is on a blind corner and close to a roundabout and therefore unsafe.•It will add to the congestion in accessing the A1 and will lead to a potentially dangerous right of way issue.•It is deemed as overdevelopment.	Erection of 9 new dwelling houses following the demolition of the existing dwelling house and all associated outbuildings.	Awaiting Outcome
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 South of Pottton Road, Biggleswade	23/02014/SECM		The Town Council OBJECTS to this application on the grounds that: <ul style="list-style-type: none">•There is insufficient background information,•There is not enough information regarding the outcome on crime and other activities if the mounds are removed,•The CCTV implications for this area are unknown.	Modification of Section 106 Agreement attached to planning permission MB/05/01477/OUT Residential development (all matters reserved except means of access) This application seeks to remove the CCTV contribution.	Awaiting Outcome
Shortmead Street, The Close Cottage, 17A, Biggleswade, SG18 0AT	TRE/23/00382	12/09/23	Members OBJECT to this planning application for the following reasons: <ul style="list-style-type: none">•The sketch is of poor quality to allow detailed assessment.•The suggestion that providing space for a removal lorry is not an appropriate reason to remove the ivy on tree T1 shown on the plan.•It is also suggested that tree T2 on the diagram be removed to near ground level because it is encroaching the drive. A TPO will have been placed to protect the tree, a small amount of pruning would suffice.	Works to a tree(s) protected by a Tree Preservation Order: MB/TPO/00004/G1 (T1) - Yew tree front of drive to remove leaning Ivy-covered stem over the drive back to crown break (T2) - Yew tree side of drive to dismantle to near ground level.	Preserved Tree - Refuse Consent Conditions or reasons:1) The trees are in a suitable condition for retention. 2) The reason for the works provided is not a sustainable solution. 3) There has been previous works which have not been approved present on the trees. 4) The removal would have a detrimental affect on the TPO as a whole. The proposal suggests moving the TPO to a different tree. This would not be a sustainable solution. 5) The removal of the trees would detrimentally affect the group of Yews.
Unit P, A1 London Retail Park, London Road, Biggleswade, SG18 8NE	23/01105/FULL	08/08/2023	Members OBJECT to this planning application on the grounds that: <ul style="list-style-type: none">• There will be a loss of parking spaces.• There is potential risk to public safety due to the transporters loading and unloading within the main car park deliveries for all other businesses on the retail park take place in designated loading areas away from the public.	Stationing of a pod to the car park (for We Buy Any Car) retrospective.	Awaiting Outcome

Unit P, A1 London Retail Park, London Road, Biggleswade, SG18 8NE	23/01106/ADV	08/08/23	<p>Members OBJECT to this planning application on the grounds that:</p> <ul style="list-style-type: none"> There will be a loss of parking spaces. There is potential risk to public safety due to the transporters loading and unloading within the main car park deliveries for all other businesses on the retail park take place in designated loading areas away from the public. 	Advertisement: Fascia signage consisting of various vinyl signs (Retrospective).	Awaiting Outcome
Woodlands, 11 & 12, Dunton Lane, Biggleswade, Bedfordshire, SG18 8QU	22/04516/REG3	25/07/2023	<p>The Town Council wished to reiterate their former objection as set out previously following Council meetings on 10/01/23 and 14/02/23.</p> <p>The Town Council OBJECTS to some aspects of the proposed development.</p> <p>The application calls for a 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 which should be stationed further away from the road and that is not the case with this proposal.</p> <p>The Town Council has objected previously and on this occasion on the grounds of noise pollution from the road. Permanent pitches stationed near the road will obviously make the noise pollution situation worse.</p> <p>The Town Council also objects on the grounds that currently visitors temporarily use the transit pitches; once these are made permanent there will be no provision for temporary visitors.</p>	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.	<p>Regulation 3 - Granted. 1) The development hereby permitted shall begin not later than three years from the date of this permission.</p> <p>Reason: To comply with Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.</p> <p>2) Prior to the first use of the pitches, a noise assessment shall be submitted to the Local Planning Authority for approval of noise level in internal rooms and external amenity noise standards in accordance with the criteria of BS8233:2014. Approved details including for example noise barrier or other means of attenuating noise intruding upon the amenity of indoor living accommodation shall be implemented prior to the use of the pitches and thereafter be permanently retained.</p> <p>Reason: To ensure the adequate amenities of future residents, in accordance with Policy CC8 of the Central Bedfordshire Local Plan 2021</p>
					<p>3) No caravan located on the site shall be occupied for residential purposes other than by Gypsies and Travellers where these are defined as persons of nomadic habit of life whatever their race or origin, including such persons who on grounds only of their own or their family's or dependants' educational or health needs or old age have ceased to travel temporarily or permanently, but excluding members of an organised group of travelling show people or circus people travelling together as such.</p> <p>Reason: To limit the use of the site to Gypsies and Travellers, as the proposal is justified on addressing a need for such accommodation, in accordance with Policy H7 of the Central Bedfordshire Local Plan 2021</p> <p>4) There shall be no more than 2 caravans on each pitch stationed at any one time.</p> <p>Reason: To ensure the adequate amenity of future residents, to protect the amenity of local residents, and to ensure the development would not impact upon the character and appearance of the open countryside, in accordance with Policies HQ1, H7 and EE5 of the Central Bedfordshire Local Plan 2021</p>

					<p>5) No commercial activities shall take place on the land, including the storage of materials. Reason: In order to ensure appropriate development in the open countryside and to protect the amenities of local residents in accordance with Policies HQ1, H7, EE5 and CC8 of the Central Bedfordshire Local Plan 2021</p> <p>6) The development hereby permitted shall not be carried out except in complete accordance with the details shown on the submitted plans, numbers TQRQM22339114500179; 21055wd1.02; 17003-MODW-M&E-002AB12 Reason: To identify the approved plan/s and to avoid doubt.</p>
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BIGGLESWADE TOWN COUNCIL
Town Council 10th October 2023
Financial Management Report for September 2023

Implications of Recommendations

Corporate Strategy: FINANCIAL GOVERNANCE: In line with the Council's Corporate Aspirations 2021-25, implementation of improved financial reporting, with enhanced openness and professionalism.

Finance: Improved financial reporting with commentary for further context.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Members resolved to support the implementation of Financial Management Report Option A at the Town Council meeting held on the 8th August, 2023 as the main method of financial reporting in the future. This replaces the previous four reports delivered to Council each month.

The usual reports are still produced each month-end, along with a further twelve reports. The usual four reports are on the Council's website. The full pathway for the September 2023 reports is:

[Biggleswade Town Council website/About the Council/Organisation/Finance Transparency Documents/Monthly Accounts/2023-24/September 2023](https://www.biggleswade.gov.uk/About-the-Council/Organisation/Finance-Transparency/Documents/Monthly-Accounts/2023-24/September-2023).

The projected outturn at the mid-way stage of the Financial year 2023/24 suggests an underspend of £6,451.

The Financial Management Report for September 2023 is available as Appendix A.

Recommendation:

Officers recommend that Members consider and approve the September 2023 Financial Management report.

Rob Youngs
Head of Finance and Deputy RFO

Appendix A: September 2023 Financial Management report.

		Actual FY22/3	Actual FY 23/4	Budget FY 23/4	Variance FY 23/4	Projected Outturn FY23/4	Committed Expenditure	COMMENTARY
Income		8147	9085	9500	(415)	9500		Very few annual rent renewal sales invoices unpaid. Skip hire needed for substantial waste clearance, due to flooding and creation of extra plots. Vandal locks £600 and signs £160.
ALLOTMENTS								
Expenditure		3107	3962	865	(3097)	5825	100	
Movement to/(from) Gen Reserve		5040	5123	8635	(3512)	3675		
Income		40658	13375	38745	(25370)	35000		Expected higher income in winter, but projected outturn income still reduced to £35K from £38.7K. Rates £0.6K under budget. Electricity projected at £1.8K (£1.3K over budget) based on recent bills. Water projected at £0.15K over budget based on April to June quarterly bills. Aviva have paid for the recent Drove Road cemetery wall damage.
BURIAL GROUNDS								
Expenditure		8525	3533	7775	3814	8643	428	
Movement to/(from) Gen Reserve		32133	9842	30970	(21128)	26357		
Income		41445	24440	44000	(19560)	48100		New machines due in October for installing in November. £12.5K PO Smart City 7 car park new machines. Aviva have paid for the recent lamppost damage.
CAR PARKS								
Expenditure		83685	30293	78826	26906	89200	21627	
Movement to/(from) Gen Reserve		(42,239)	(5853)	(34826)	28973	(41100)		
Income		18527	11453	20000	(8547)	23140		Income projected £23.1K, £3.1K over budget due to improved Saturday business, Tuesday remains weak. Virement to car parks for £3.8K, permissible as rates bill much lower than budget.
MARKET								
Expenditure		24665	1494	4300	2466	4512	340	
Movement to/(from) Gen Reserve		(6,138)	9959	15700	(5741)	18628		
Income		865	13730	200	13530	13930		Includes £9.1K National Rail, £4.2K S106 monies for CCTV. £7K wired out of Christmas lights as over budgeted.
TOWN CENTRE GENERAL								
Expenditure		114526	9073	42400	12564	42525	20763	
Movement to/(from) Gen Reserve		(113,662)	4657	(42200)	46857	(28595)		
Income		6248	0	0	0	0		£152K PWLB remains unspent from 22/23 loan.
CAPITAL EXPENDITURE								
Expenditure		22007	114684	109472	(13874)	114600	8662	
Movement to/(from) Gen Reserve		(15759)	(114684)	(109472)	(5212)	(114600)		
Expenditure		22497	1168	3350	1633	2280	549	Costs are as expected. Both precept payments from CBC have been received. External Audit fees imminent as work completed.
PUBLIC CONVENIENCES								
Income		1440282	1546111	1539241	6870	1546111		
CORPORATE MANAGEMENT								
Expenditure		4420	2340	2340	0	2340		
Movement to/(from) Gen Reserve		1435862	1542603	1533551	5237	1541491		
Expenditure		15358	4781	10500	5652	13300	67	Budget increased by £1K re approved website virement. Includes successful Pub Quiz and Green Wheel walk. Expenditure matches above, all others on budget.
DEMOCRATIC REP'N & MGMT								
Income		2580	2160	0	2160	3652		
CIVIC ACTIVITIES & EXPENSES								
Expenditure		2466	3653	2250	(1811)	5902	408	
Movement to/(from) Gen Reserve		114	(6274)	(12750)	6476	(15550)		
Income		45341	26244	38700	(12456)	52500		Income projected at £52.5K, £14K over budget. Further revenue improvement plans in progression. Refuse collection now includes green waste, projected cost £5K versus £1.5K budget.
ORCHARD COMMUNITY CENTRE								
Expenditure		94187	11631	33300	21537	29800	132	
Movement to/(from) Gen Reserve		(48,845)	14613	5400	(9213)	22700		
Income		19613	8054	13650	(5596)	14750		Football bookings to transfer online shortly. Refuse collection now includes green waste, projected cost £7.8K versus £2.5K budget. Rates, electricity and water rates projected slightly lower than budget.
RECREATION GROUNDS								
Expenditure		81884	22711	47600	21437	49122	3452	
Movement to/(from) Gen Reserve		(62,270)	(14657)	(33950)	19293	(34372)		
Income		3148	410	0	410	410		Dividends on Common ground, not budgeted. Projected spend £1.2m, close to budget. Salaries £7.6K under, but computers £9K over and equipment £0.6K over.
CENTRAL SERVICES (includes Magistrates Court and Grants)								
Expenditure		775269	577312	1201096	608887	1217285	14897	
Movement to/(from) Gen Reserve		(774,021)	(576902)	(1201096)	624194	(1216875)		
Income		4497	3500	7000	(3500)	7000		Rent of old depot received quickly - £1.75K per quarter. Spend close to budget. New lawn mower now expected in October.
PUBLIC REALM (includes Depot and Repairs & Maintenance)								
Expenditure		472097	78544	167192	85065	162308	3583	
Movement to/(from) Gen Reserve		(462,951)	(75044)	(160192)	85148	(155308)		
GRAND TOTALS								
Income		1631351	1658562	1711036	(52474)	1754093		
Expenditure		1724693	865179	1711266	771179	1747642	75008	
Movement to/(from) Gen Reserve		(88,153)	793383	(230)		6451		



Mr P Tarrant

Clerk to Biggleswade Town Council
Old Court House,
4 Saffron Rd
Biggleswade, SG18 8DL
Sent only via e-mail to:
peter.tarrant@biggleswadetowncouncil.gov.uk

Your ref:

Our ref: UKSPF/BG/cw

Date: 08/09/2023

Dear Peter

UK Shared Prosperity Fund – Improvements to Town Centres

As Chair of Central Bedfordshire Council's UK Shared Prosperity Fund Local Partnership Group, I am delighted to write to you with further details of the fund.

The UK Shared Prosperity Fund has three key strands:

1. Communities and place: Improving community infrastructure and investing in neighbourhoods, building pride in place
2. Supporting local businesses: Improving both the numbers of jobs and the productivity of existing businesses.
3. People and skills: Employment support programmes, adult learning, or other skills provision.

Central Bedfordshire Council has been awarded £4.6M to spend across these three themes. In the Government approved Investment Plan, the Council proposed to focus some of the money on improving town centres through the first theme on 'communities and place' activity.

I can confirm that the Central Bedfordshire Council Place Delivery Team will work with your Town Council over the coming months to develop an investment plan. This will be based on previous work and data that the Councils hold and will look to identify a small capital programme in each place for delivery in 2024/25. We can confirm that Biggleswade Town Council could receive Rural Prosperity Fund capital funds for town centre improvements in 2024-2025 subject to the approval of the investment plan by the UK Shared Prosperity Fund Local Partnership Group in February 2024.

Central Bedfordshire Council

Priory House, Monks Walk
Chicksands, Shefford
Bedfordshire, SG17 5TQ

Telephone 0300 300 8000

Email customers@centralbedfordshire.gov.uk

www.centralbedfordshire.gov.uk

This funding is time constrained and without a clear plan within the timescales highlighted you will risk losing the opportunity offered. This funding must demonstrate additional benefits to your community and therefore can't replace your existing budget commitments. We will agree milestones with you which will enable you to secure the funding.

The Place Delivery Team therefore look forward to working with Biggleswade Town Council to identify priorities for circa £90,000 town centre capital investment, such as improvements to public realm, greening or signage. We are creating a template to collate this information with you.

The team will be in contact with you shortly this autumn to discuss how you would like to take forward this opportunity.

Alongside the capital investment plan, we will be supporting your town with cultural activity and sustainability support. On cultural activity, the Council will also make £29,000 of revenue funds available for 2024/25 to support cultural activity in the town to encourage pride, footfall into the town centre and reconnection across the community. This can also be discussed alongside the capital investment with the CBC Place Delivery Team.

In addition, the CBC Sustainability Team will be seeking to proactively work with you to support your sustainability and climate change ambitions. This support is being developed and we hope will be shaped by you. In the first instance this will include an offer of carbon literacy training.

Areas will also be able to access other strands of the UK Shared Prosperity Fund which will be brought forward in the autumn. For instance, through a different strand of UKSPF, we will be able to share details of further skills delivery and local business support.

The place delivery team will be able to provide a further overview and more details when you meet with them, and I look forward to being able to visit and see the benefits of this work in 2024.

In the first instance, please direct any queries to Beverley Gaynor, Head of Place Delivery, beverley.gaynor@centralbedfordshire.gov.uk.

Yours sincerely

Councillor Mary Walsh

Executive Member for Planning and Development

Central Bedfordshire Council

Priory House, Monks Walk
Chicksands, Shefford
Bedfordshire, SG17 5TQ

Telephone 0300 300 8000

Email customers@centralbedfordshire.gov.uk

www.centralbedfordshire.gov.uk

