



Ref: Agenda/Council – 27/06/23

22nd June 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 27th of June 2023** at the **Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing at **7:00pm**, for the purpose of considering and recommending the business to be transacted as specified below.

Yours faithfully

Peter Tarrant
Town Clerk & Chief Executive

Distribution: All Town Councillors
Notice Boards
The Press

AGENDA

1. **APOLOGIES FOR ABSENCE**

2. **DECLARATIONS OF INTEREST**

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

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

3. **TOWN MAYOR'S ANNOUNCEMENTS**

4. **CO-OPTION OF NEW MEMBERS**

(EXEMPT SESSION)

It is intended that a vote be taken to go immediately into exempt session. It is therefore unlikely that the Public Open Session will begin until approximately 8.00pm.

5. **DECLARATION OF ACCEPTANCE OF OFFICE**

For newly co-opted Members to sign the Declaration of Acceptance of Office.

6. **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_6XUHvQxBREanEox6tCM0KA

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**.

7. **INVITED SPEAKER**

8. **MEMBERS' QUESTIONS**

9. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the minutes of the Town Council Meeting held on **Tuesday 13th June 2023** the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

10. **MATTERS ARISING**

- a. Minutes of the Council Meeting held on **Tuesday 13th June 2023**.

11. **ITEMS FOR CONSIDERATION**

a. **Franklins Project Extension**

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

b. **Drove Road Chapel**

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

c. **Commemorative Memorials and Benches Policy**

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

d. **CCTV Update**

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

e. **St Andrew's Church Heating Project**

For Members to receive and consider the correspondence from St Andrew's Church

12. **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/23/01792/FULL - 17 Gemini Lane, Biggleswade, SG18 8DN**

Loft conversion with rear full length flat roof dormer, front pitched roof dormer, red cladding to dormers and front rooflight.

b. **CB/TCA/23/00179 - 4 Mill Close, Biggleswade, SG18 8BQ**

Works to trees within a Conservation Area: (T1) Re-pollard Sycamore tree to previous points approximately 2m in height (T2) Pollard large Willow tree to approximately 6m in height (T3) Reduce Sycamore tree in height by approximately 2m (T4) Reduce group of three Sycamore trees by 2m in height and reduce laterals by up to 1.5m.

c. **CB/23/01664/FULL - 158 Hitchin Street, Biggleswade, SG18 8BP**

Removal of conservatory and erection of two storey rear extension.

d. **CB/23/01813/FULL - 3 Devon Drive, Biggleswade, SG18 0FJ**

Proposed single storey extension to garage.

e. **CB/23/02014/SECM - Land South of Potton Road, Biggleswade**

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.

f. **CB/23/01965/FULL - 60 Wilsheres Road, Biggleswade, SG18 0DN**

Proposed removal of existing conservatory windows, doors and roof, and upgrade of existing walls, together with new flat roof, to provide new sun lounge.

13. PLANNING APPLICATION OUTCOMES

- a. A report of the Planning Application Outcomes (by exception applications only) as of **Monday 19th June, 2023**. The document is in the new format as agreed by Council.

14. ACCOUNTS

a. **Financial Administration**

Consistent with the outcome of the Finance Review, the Finance Manager is in discussion with the Chair and Deputy Chairman of the Finance & General Purposes Committee to determine the make-up of future reports. A report will come to Council with their recommendations.

- i) Balance sheet to 31/05/23.
- ii) Detailed Income and Expenditure to 31/05/23.
- iii) Payment Listing from 01/05/23 to 31/05/23.
- iv) Summary Income and Expenditure to 31/05/23.

15. **ITEMS FOR INFORMATION**

a. **Holding of documents for public view**

For Members to note the correspondence from National Highways England.

16. **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_6XUHvQxBREanEox6tCM0KA

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**.

17. **EXEMPT ITEMS**

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

- a. (Co-option of New Councillors)
- b. (Community Agent Service Level Agreement Report)
- c. (Capital Assets Project Cricket Club License Report)
- d. (Barclays Bank Update Report)
- e. (Market Square Electrical Supply)
- f. (Working with Ward Councillors)

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 13th JUNE 2023
AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL

PRESENT:

Cllr M Knight (Deputy Mayor)
Cllr I Agnew
Cllr D Albone
Cllr S Patel
Cllr M Russell
Cllr S Sajid
Cllr A Skilton (via Zoom)
Cllr D Strachan
Cllr C Thomas

Mr P Tarrant – Town Clerk & Chief Executive
Mr K Hosseini – Head of Governance & Strategic Partnerships
Mr I Lord – Place Shaping Manager
Mrs S van der Merwe – Meetings Administrator

Members of the Public – 2 via Zoom and 3 in person

Meeting Formalities:

Following a reminder to meeting attendees that this is a formal meeting, the Deputy 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 Deputy 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 P Guilcher, Cllr J Woodhead, Cllr M North, Cllr M Foster.

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item:

None.

b. Non-Pecuniary interests in any agenda item:

Cllr Strachan - Item 9g – Barclays Bank Closure.

3. TOWN MAYOR'S ANNOUNCEMENTS

a. Telecommunications Base Station Upgrade Consultation

The Town Council was given 14 days to respond to a Consultation and the deadline for that expires before the next Town Council Meeting. The Deputy Mayor moved that this be added to the Agenda for consideration.

4. PUBLIC OPEN SESSION

Mr. Tony Reynolds - Biggleswade Resident

Mr Reynolds wished to thank the Council for its consideration of the Barclays Bank advertised closure and the effect this will have on the Community.

5. INVITED SPEAKER

Mr Cliff Andrews, Deputy Chief Executive at Bedfordshire Rural Communities Charity (BRCC), addressed the Council regarding the proposed 12-month pilot of the Bike Hire Scheme (included at Item 9a on the Agenda for this meeting) to be installed in 4 locations across Biggleswade.

BRCC will be paying the membership subscription for users who are referred to the scheme via the NHS. Users will be able to use the bikes for either a monthly subscription or a one-off payment, the bikes will be maintained monthly via a maintenance contract with the supplier and will be installed by the end of July 2023.

6. MEMBERS' QUESTIONS

Cllr Patel

Following the closure of the Lloyds Pharmacy in Sainsbury's, he has spoken with Boots Pharmacy and Lloyds regarding their intentions of having a late night or weekend pharmacies. The Deputy Mayor agreed to speak with the Town Clerk & Chief Executive to discuss how this should be addressed via the Town Council.

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

a. For Members to receive the Minutes of the Town Council Meeting held on Tuesday 23rd May 2023 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

Cllr Strachan requested that the Title "Mayor" and "Deputy Mayor" be used instead of "Chairman" or "Deputy Chairman" on future Town Council Minutes.

- Page 12 – Financial Administration: Remove the word "not".
- Page 12 – Change the wording to read "there is no explanation as to the future crossing from Biggleswade to Northill".

Subject to these amendments the Minutes were **APPROVED** as an accurate record of the Town Council Meeting held on Tuesday 23rd May 2023.

For Members to receive the Minutes of the Annual Statutory Meeting held on Tuesday 16th May 2023 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

Page 19 - Item 15 – Correct “Hawthorn” to “Cawthorn”.

Subject to these amendments the Minutes were **APPROVED** as an accurate record of the Annual Statutory Meeting held on Tuesday 16th May 2023.

8. MATTERS ARISING

a. **Minutes of the Town Council Meeting held on Tuesday 23rd May 2023.**

Cllr Strachan asked if there was any response from Barclays Bank, the Town Clerk & Chief Executive confirmed there was not.

b. **Minutes of the Annual Statutory Meeting held on Tuesday 16th May 2023.**

None.

9. ITEMS FOR CONSIDERATION

a. **Bike Hire Scheme**

Following the Place Shaping Manager’s report and Mr Cliff’s further information under the Invited Speaker slot earlier in this meeting, the Town Council **RESOLVED** that it **APPROVES** the installation of the bicycle hire scheme by Central Bedfordshire Council at the locations set out in the report using land owned by Biggleswade Town Council at Grasmere Road. The latter location will have a new bicycle rack installed; the other location will use existing infrastructure.

b. **Land North of Biggleswade**

Cllr Russell addressed the Town Council in relation to this planning application and the draft letter included in the Agenda.

Cllr Russell advised the Town Council that she has been told that this application will not now go to the Development Management Committee for review, although this has not been confirmed in writing. Cllr Russell recommended the Town Council submits its response anyway on 14th June to maintain its position.

Cllr Russell advised that the letter includes information and documents related to this application in recognition of the fact that there will be new members on the Committee who will not know the full history and information on Biggleswade Town Council’s objection to this application. The letter draws out the fact that it is not only this application that is opposed, but all proposed development to the north of the Town.

Cllr Strachan put forward a request to Cllr Russell to attend the Development Management Committee Meeting on behalf of the Town Council.

That Town Council unanimously **APPROVED** that the letter of response be submitted to Central Bedfordshire Council with the attached appendices on 14th June 2023.

c. **Risk Management Policy**

Members were addressed by the Head of Governance & Strategic Partnerships regarding the report. The Town Clerk confirmed that Councillors will be offered training in relation to the Risk Management Scheme and the Council’s regulatory responsibilities related to risk. The Head of

Governance & Strategic Partnerships confirmed the Policy will need to be reviewed every two years.

The Town Council **RESOLVED** to **APPROVE** the updated Risk Management Policy document (Appendix A) and enable Officers to publish it on the Town Council's website.

d. **Public Works Loan Board (PWLB) Borrowing**

The Town Clerk & Chief Executive wished to make it clear that this is not a commitment to any future borrowing requirements but that the Town Council is making a current application for up to £325,000. This is being brought back to the Town Council following updated DLUHC Guidance which stipulates what worded resolution of the Town Council is required to provide in order to support this current application and to enhance the chances of success.

The Deputy Mayor noted the intention to increase the council tax by 1.016% but asked this be amended to read "... up to 1.016%" because the amount that it would be raised by would depend on the amount drawn down.

The Town Council **RESOLVED** to seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a PWLB loan of up to £325,000 over the borrowing term of 25 years for the investment in infrastructure projects to include and for example the enhancement to the town's allotments, refurbishment of further play areas, ongoing refurbishment of Drove Road Chapel and maintenance and refurbishment of Stratton Way Cemetery.

It is also intended to increase the council tax precept for the purpose of the loan repayments by up to 1.016% which is the equivalent of an additional £24,124 a year equal to the annual loan repayment on £325,000.

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.

Members 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.

e. **Finance & General Purposes Meeting Calendar Proposed Change Report**

The Town Council **RESOLVED** to **APPROVE** that the F&GP meeting of Tuesday 4th July 2023 should be moved to Tuesday 18th July 2023.

f. **Unity Bank and CCLA Signatories Update Report**

The Town Council **RESOLVED** that it **APPROVES** that:

- 1) The Chairman and Deputy Chairman of F&GP be added as two signatories on the CCLA accounts;
- 2) that Councillors Albone and Knight as the other two new signatories for the Unity Trust Bank accounts and the two CCLA accounts;
- 3) The five outgoing Member signatories be removed from all bank accounts.

g. **Barclays Bank Closure**

Cllr Strachan advised the Council that it was only recently that he had been notified the Biggleswade Barclays Bank branch was closing via a leaflet, which appeared the decision had been taken unilaterally. The alternative offered is for customers and local businesses to use the Post Office but he has concerns about the. Statistics offered by Barclays appear to have been very selective and subjective.

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

- a) Reply in detail to Barclays consultation expressing the Council's concern, and the people of Biggleswade's concerns, over the closure and the failure of Barclays to consult in advance;
- b) Send a copy of that response to Richard Fuller, MP for North-East Bedfordshire, Central Bedfordshire Council and others as appropriate, and;
- c) ask Richard Fuller, MP to raise the matter in Parliament and explain the Council's concerns and that of the townspeople and businesses of Biggleswade at the impact of bank closures on Biggleswade and other towns throughout the country and ask the government to take action to ensure that all towns with a population of over 10,000 has at least one bank providing full banking services to the community;
- d) engage with Lloyds, Nationwide and Halifax to understand their commitment to Biggleswade.

Cllr Strachan will work with Officers to draft the response.

10. **PLANNING APPLICATIONS**

a. **CB/23/01468/FULL – 4 Thirlmere Close, Biggleswade, SG18 8LU**

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

b. **CB/23/01504/FULL – 168 London Road, Biggleswade, SG18 8EH**

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

c. **CB/23/01661/FULL – 24 Shuttleworth Court, Biggleswade, SG18 0QG**

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

d. **CB/23/01551/FULL – 47 Dells Lane, Biggleswade, SG18 8LJ**

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

e. **CB/22/00921/DOC – 57 Church Street, Biggleswade, SG18 0JS**

This Planning Appeal was **NOTED**.

f & g. **CB/22/00857/FULL – The Red Lion, 1 London Road, Biggleswade, SG18 8ED**

CB/22/01357/LB – The Red Lion, 1 London Road, Biggleswade, SG18 8ED

Cllr Russell believes the Planning Outcome conveyed to Central Bedfordshire Council from the Town Council Meeting of 12th April 2022 applies.

It was **RESOLVED** that the Town Council **OBJECT** to this planning application on the grounds that:

- a) The recent owner of this site (UK Regeneration) presented commercially viable plans to Town Council evidencing commercial and community-supported demand for town centre hospitality facilities.
- b) The low number of large, vacant commercial buildings in town centre supports that there is good demand for commercial properties in the town centre and the current owner has not given sufficient evidence as to why the conversion of this property to a dwelling is necessary.
- c) Recent pre-planning advice issued by Central Bedfordshire Council for the Whistle & Flute on Mill Lane in Biggleswade indicated that CBC was not minded to support a conversion of the property to a residential dwelling. It would stand that the same principle should apply to this property if consistency in approach is to be maintained.
- d) This Town Council is concerned that this planning application proposes demolishing part of a listed site.
- e) The Pollution Officer has concerns over noise and the Town Council wishes to note that the nearby Stratton House Hotel is a popular outdoor venue and an important community asset.
- f) The Local Plan sets out under Policy EMP2 that a change of use to non-employment generating sites should “only be considered where there is no reasonable or viable prospect of the site delivering an employment generating use”. Evidence has not been supplied with this planning application demonstrating that this property would no longer support employment-generating use.
- g) The Local Plan sets out under Policy R1 that the proposed use would NOT positively support the vitality of the Town Centre by enhancing the range of facilities offered and/or stimulating activity outside normal shopping hours. This planning application shows no evidence of supporting the vitality of the Town Centre in the prescribed way.

The Town Council **RESOLVED** to write to the Planning Inspectorate to express its support for Central Bedfordshire Council’s grounds for refusal of this planning application as stated in their Notice of Refusal of Planning Permission dated 13th July 2022. Two letters will be sent, one for the planning appeal, one for the listed building appeal.

h. **CB/23/01812/FULL – 70 Fairfield Road, Biggleswade, SG18 0AA**

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

i. **CB/23/01791/FULL – 92 Brunel Drive, Biggleswade, SG18 8BJ**

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

j. **Telecommunications Base Station Upgrade Consultation:**

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planned mast and this mast will be a welcome addition to the infrastructure in Biggleswade.

11. **PLANNING APPLICATION OUTCOMES**

The Head of Governance & Strategic Partnerships advised the Town Council the format of this report needs to change.

It was **RESOLVED** that the Town Council **APPROVE** that the Planning Outcomes Report be changed to include the following information only:

- a) Planning applications which have been decided against the Town Council resolution.
- b) Biggleswade items from the DMC work flow.
- c) Planning applications for other interest.
- d) Items with queries.

12. **ACCOUNTS**

a. **Financial Administration**

For Members to review and consider the following Accounts documents:

- i. Balance sheet to 30/04/23.
- ii. Detailed Income and Expenditure to 30/04/23.
- iii. Payment Listing from 01/04/23 to 30/04/23.
- iv. Summary Income and Expenditure to 30/04/23.

Cllr Albone queried duplicate rates payments for St. Andrews Car Park and the Town Council parking rates. The Town Clerk & Chief Executive will investigate these duplications with the Finance Manager.

The Town Council **RESOLVED** to **ADOPT** the Accounts as laid out.

13. **ITEMS FOR INFORMATION**

a. **Minutes of the BTC Allotment Meeting**

These Minutes were **NOTED**.

b. **Public Notice – The Highways Act 1980 – Section 119 Central Bedfordshire Council - Biggleswade Footpath No 24**

Correspondence from Central Bedfordshire Council detailing the permanent diversion of a line of footpath.

This Public Notice was **NOTED**.

14. **PUBLIC OPEN SESSION**

Mr Tony Reynolds – Biggleswade Medical issues

Mr Reynolds appealed to the Town Council to intervene in the continuing medical crisis in Biggleswade and shared a recent experience by a friend in a neighbouring county. The Deputy Mayor advised the Town Council and attendees that the Ivel Medical Surgery has recently had a change in ownership who plans to implement new staff and telephone systems. Councillors left the meeting feeling that positive changes will be put in place to the benefit of residents. Cllr Russell advised Richard Fuller MP has been meeting with the Integrated Care Board on residents' behalf and that the issue comes down to NHS/CBC agreement on the placement of the site for the Health Hub.

Cllr Fage - Central Bedfordshire Ward Councillor

Cllr Fage forwarded an email to Cllr Patel from a freelance journalist who writes for publications aimed at the pharmaceutical industry. Cllr Fage recommended to Cllr Patel that they both engage with her to get ideas on how to a) signpost residents on services that are available that they may not be aware of, and b) determine what could be done to encourage pharmacies to set up in Biggleswade as there is clearly a demand for the service not being met by the current pharmacies.

15. EXEMPT

a. Car Parking Tender Proposal

The Town Council **RESOLVED** to **APPROVE** the utilisation of £12,278 from S106 monies to purchase new touch screen parking machines operable by a parking app and to sign a five-year maintenance contract with Flowbird.

b. Provision of IT Provider

The Town Clerk & Chief Executive advised the Town Council about the tender process for the Town Council's IT provision and provided information on scoring of the twelve tenders submitted for review.

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

- **APPROVE** the appointment of Node IT as the Councils ICT provider for a period of 3 years with the insertion of relevant break clauses in years 1 and 2.
- **APPROVE** a virement of £3,000 from the Christmas Lights budget.
- **APPROVE** the contract to be reviewed on a yearly basis and continuation to be subject to evidence of satisfactory performance and a new resolution of Council.
- **APPROVE** that satisfactory performance will be judged against the agreed IT Specification and the provision of appropriate volumetrics.
- **APPROVE** that a contract will be produced by the Councils retained Solicitors Wellers Hedley.

The Deputy Mayor closed the meeting at **9:30 pm**

BIGGLESWADE TOWN COUNCIL
Town Council Meeting 27th June 2023
Franklins Project Extension 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: Not Applicable.

Equality: Not Applicable.

Environment: Not Applicable.

Community Safety: Not Applicable.

Background

Officers have completed the landscaping and work to Franklins Recreation Ground with positive feedback received. A report went to the PLOS Committee including costings on the original indicative £20,000 budget with work progressing to budget.

Summary

Since that meeting, Members have expressed a preference for modest additional work to be done to the small riverside area immediately outside the kissing gate entrance. This work includes new furniture and fixing to beautify the existing poor condition furniture on a replacement basis. This report covers the additional procurement cost and fitting by the Public Realm team and highlights a final budget figure to be covered by PWLB funds.

Figure 1 Shows PWLB budget allocation excluding VAT (£) rounded.

Item	Budget	Spend to Date	Committed Spend	Requested Spend	Variance (+/-)
PWLB (inc £2,000 BRCC)	20,000				
Project completed so far		19,225			
CCTV Pole Welding			750		
1 x wood picnic table wheelchair access				833	
1 x Victoriana litter bin				319	
Sundries (sand, cement, tool hire etc)				300	
Total new items requested				1,452	
New budget request				21,427	+1,427

The table shows that the work will require an additional indicative £1,427. The total project costs should be in the order of £21,427. If Members approve the recommendation, in line with financial regulations, procurement can begin and the work could be completed by late July 2024, subject only to supplier logistical constraints.

Recommendations

That Members

- Consider this report, noting the project additional requirements.
- Enable Officers to procure the required items and complete the work by July.

Karim Hosseini
Head of Governance & Strategic Partnerships

Jonathan Woolley
Public Realm Manager

BIGGLESWADE TOWN COUNCIL
Town Council
27th June 2023
Drove Road Chapel Update

Implications of Recommendations:

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

Finance: Funded from the Public Works Loan Board (PWLB) and Ward Councillor Grant.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Officers previously gave an update on 28th March 2023 regarding the emerging costs associated with the Drove Road chapel project. The contractor underestimated the scope of high-level repointing works that were necessary for phase one and so to accommodate these, other low-level works were postponed to phase two. Phase one costs therefore stayed flat, and Members agreed to utilise £15,050 from year one PWLB underspend with £2,000 of Ward Councillor grant funding for the postponed works in future phases.

Summary

Officers received the part-finalised figures for phase two from the contractor on 26th May 2023 and when comparing these with the initially agreed specification, there are a few changes to note. Full details of the initial and revised specification, along with associated costs can be found in Appendices A through B. The postponed items from phase one, totalling £17,050 are included in phase two and are accounted for by the agreed £15,050 PWLB funds to be drawn down along with the £2,000 of Ward Councillor grant funding. Appendix C provides the agreed specification and cost detail for year three, for information.

Officers have recently been informed by the contractor that there were further amendments to the agreed specification of year one, which Officers were not informed of at the time. These are highlighted within Appendix A under the non-agreed additions heading and include repairs to ventilators on the tower and to remedy the damages caused by vandalism. The contractor made the decision to either halt work and/or reduce the spend related to several other items within the specification to provide funding for these non-agreed additions. This resulted in the three items listed in non-agreed omissions as outstanding for year one and should therefore be considered for year two. There is an underspend of £2,279 for these items which is recommended to be carried over into year two.

Also included in phase two is a 10% inflationary increase in costs relating to construction materials and labour, at £6,336.80. Whilst working at high-level, the contractor discovered cracks in the eight windows on the tower, with some being significant enough to allow birds to fly in. This has previously resulted in a large build-up of excrement and deceased birds so it has been recommended to fix these windows at a cost of £1,875. Finally, consideration needs to be given to the external wall boundary as it is suffering from deteriorating brickwork, mortar bedding and jointing with sections of the wall out of vertical. Whilst some work is scheduled to take place in phase three to address these issues, some neighbouring residents are gravely concerned about sections out of scope of the specification. An indicative cost of £10,000 has been provided by the contractor for these works however Officers have received advice that once work starts on a section, it weakens adjacent sections. Officers intend to explore this further with the contractor to source a cheaper solution.

Recommendations

For Members to agree the following:

- For the three non-agreed omissions in year one to be completed in year two, using the £2,279 underspend from year one budget.
- An additional £8,211.80 to be drawn down from year one PWLB underspend of £166,000 for use on the tower windows and to cover the 10% inflationary increases.
- Defer a decision on the drawdown of an indicative £10,000 for the boundary wall. This is to allow for Officers to meet with the contractor, determine the minimum spend to make the wall good.
- Agree for phase two to proceed as soon as possible subject to sub-contractor availability.
- Officers to routinely chase the contractor for weekly updates once year two commences, which will be relayed to Members when appropriate, clearly highlighting any discrepancies ahead of work being completed.

Isaac Lord
Place Shaping Manager

Appendix A: Specification and Cost Impact on Year One

Appendix B: Specification and Cost Impact on Year Two

Appendix C: Specification and Costs for Year Three

Appendix A – Specification and Cost Impact on Year One

Year 1					
	Item Number	Item Description	Cost	Budget	Variance
Specification	3.01	Preparation	£2,220.00		
	3.02	Roof Repairs Prov Sum	£1,683.00		
	3.03	Flashings	£972.00		
	3.04	Parapet walls	£3,475.00		
	3.05	Rainwater goods	£2,150.00		
		Repair patch Prov sum	£250.00		
	3.06	Door repairs	£366.00		
	3.07	Entrance Gates	£6,450.00		
	3.08	Fire Alarm Prov sum	£4,200.00		
	3.09	Security Alarm Prov sum	£4,000.00		
3.1	General	£350.00			
Subtotal			£26,116.00	£28,039.00	£1,923.00
Other Costs		Preliminary Works	£6,950.00	£6,950.00	£0.00
		Scaffolding	£15,500.00	£15,500.00	£0.00
		Project Management	£3,111.00	£3,111.00	£0.00
Subtotal			£25,561.00	£25,561.00	£0.00
Agreed Omissions	3.05	Rainwater goods	-£2,150.00		
		Repair patch Prov sum	-£250.00		
	3.07	Entrance Gates	-£6,450.00		
	3.08	Fire Alarm Prov sum	-£4,200.00		
	3.09	Security Alarm Prov sum	-£4,000.00		
Subtotal			-£17,050.00	£0.00	-£17,050.00
Non-agreed Omissions	3.03	Flashings	-£978.00		
	3.04	Parapet walls	-£935.00		
	3.06	Door repairs	-£366.00		
Subtotal			-£2,279.00	£0.00	-£2,279.00
Agreed Additions		High level repointing	£9,950.00		
		Stone repairs	£5,713.00		
		Additional scaffolding cost	£1,250.00		
Subtotal			£16,913.00	£0.00	£16,913.00
Non-agreed Additions		Ventilators on towers	£1,335.00		
		Vandalism damage	£725.00		
Subtotal			£2,060.00	£0.00	£2,060.00
Total			£51,321.00	£53,600.00	£2,279.00

Blue fill illustrates underspend carried over between year one and year two.

Appendix B – Specification and Cost Impact on Year Two

Year 2					
	Item Number	Item Description	Cost	Budget	Variance
Specification	4.01	Re-pointing	£1,560.00		
		crack re-point	£368.00		
	4.02	Brick repairs 50 No	£2,250.00		
	4.03	Brick repairs 30 No	£1,440.00		
	4.04	Joinery Prep	£1,350.00		
	4.05	Window repairs Prov sum	£3,000.00		
	4.06	Window security Prov sum	£22,055.00		
	4.07	Pigeon Deterrent	£475.00		
	4.08	French Drain	£6,250.00		
	4.09	Timber boarded ceilings	£1,125.00		
	4.1	Ceiling plaster repairs	£375.00		
	4.11	Decoration	£10,620.00		
Subtotal			£50,868.00	£50,868.00	£0.00
Other Costs		Preliminary Works	£12,500.00	£12,500.00	£0.00
		Project Management	£3,255.00	£3,255.00	£0.00
Subtotal			£15,755.00	£15,755.00	£0.00
Agreed Additions	3.05	Rainwater goods	£2,150.00		
		Repair patch Prov sum	£250.00		
	3.07	Entrance Gates	£6,450.00		
	3.08	Fire Alarm Prov sum	£4,200.00		
	3.09	Security Alarm Prov sum	£4,000.00		
Subtotal			£17,050.00	£17,050.00	£0.00
Additions		10% inflationary costs	£6,336.80		
		Tower windows work	£1,875.00		
	3.03	Flashings	£978.00		
	3.04	Parapet walls	£935.00		
	3.06	Door repairs	£366.00		
Subtotal			£10,490.80	£2,279.00	£8,211.80
Total			£94,163.80	£85,952.00	£8,211.80

Blue fill illustrates underspend carried over between year one and year two.
Green fill illustrates agreed additional expenditure.

Appendix C – Specification and Costs for Year Three

Year 3					
	Item Number	Item Description	Cost	Budget	Variance
Specification	5.01	Electrical Installation	£8,750.00		
	5.09	Boundary wall prep Prov sur	£800.00		
	5.1	Boundary wall re-pointing	£720.00		
	5.11	Re-pointing crack repairs	£112.00		
	5.12	Re-building	£1,547.00		
	5.13	Front boundary wall	£938.00		
	5.14	Rear boundary wall	£4,850.00		
Subtotal			£17,717.00	£17,717.00	£0.00
Other Costs		Project Management	£1,286.00	£1,286.00	£0.00
Total			£19,003.00	£19,003.00	£0.00

BIGGLESWADE TOWN COUNCIL
Town Council
27th June 2023
Commemorative Plaques, Benches & Memorials Policy

Implications of Recommendations:

Corporate Strategy: ASPIRATIONS: COMMUNITY: Ensure public open spaces are maintained to a high standard with regular maintenance of street furniture, attractive floral displays and a zero-tolerance approach to waste, litter, and clutter.

Finance: Revenue from successful applications reinvested into maintenance of plaques and benches.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

A report was previously presented to Members at Council on 14th March 2023. This was further to a Town Centre Management (TCM) committee recommendation to agree the policy subject to some revisions in wording. However, Council instead agreed that an informal meeting should be held with the Place Shaping Manager and for the item to be deferred.

Summary

An informal meeting was held on 12th June 2023. Appendix A includes the revised version of the policy with tracked changes in red. As per Members' suggestions, Officers are in the process of compiling a list of locations that benches can be placed across the Council's estate. This will help to inform any applicants of suitable locations they may wish to apply for that will be agreed to by the Council.

Recommendations

For Members to consider and agree the policy including the tracked changes. Officers will then format the policy appropriately.

Isaac Lord
Place Shaping Manager

Appendix A: Commemorative Plaques, Benches & Memorials Policy

Commemorative Plaques, Benches & Memorials Policy

DATE TBC



Introduction

Biggleswade Town Council (BTC) continues to receive requests for commemorative benches and plaques to be installed across Biggleswade. To support this service, careful management and regulation is needed to ensure fairness and consistency for all and so a policy is required. The contents of this policy may need to be reviewed from time to time to meet changing circumstances and opportunities.

Enquiries should be directed to enquiries@biggleswadetowncouncil.gov.uk or 01767 313134.

Objectives

Commented [IL1]: n/a

Commented [IL2]: Policy come to Council on 27th.

Commented [IL3R2]: Agenda item prior to Amanda Cawthorn bench.

Commented [IL4R2]: Speak to KH regarding spelling mistake in AC report.

- To ensure that benches and plaques have a consistent appearance, style and size that is acceptable and appropriate to the preferred location.
- To establish responsibility for maintenance, repair and replacement of benches and plaques.
- To ensure commemorations are only accepted via request from a suitable applicant (e.g. family member, close friend etc).
- To establish the level of service required to manage the scheme.

General

The nature, location and number of existing commemorative features may limit the number of plaques and benches permitted on some occasions. There is currently a ~~an~~ oversaturation of furniture within some areas of Biggleswade, therefore new benches will only be installed where old benches are scheduled for removal. ~~Ultimately, BTC will maintain a list of suitable locations for new benches and~~ Officers have ~~the~~ discretion to decide the final location of benches and plaques. ~~There is currently no availability for addition benches in the~~ ~~Benches cannot be placed in the Market Square.~~ ~~However requests for plaques for existing benches can be made.~~

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There may be instances where ~~all locations are unavailable~~ ~~there are no suitable locations available~~ ~~as a result of having been applied for, and the Council do not agree to any further locations.~~ Applicants would then be placed on a waiting list and advised whether they would like to continue to proceed when a location becomes available.

The Council cannot accept liability for ~~any~~ vandalism or accidental damage to commemorative features. ~~If this results in minor repair works being needed, the Council may make reasonable efforts to will endeavour to complete this to return the bench and/or plaque to a satisfactory condition at its cost. At the discretion of the Town Clerk, the Council may ask the applicant to fund the cost of repair. Otherwise, in the event the applicant will be advised of the costs to repair or replace. BTC Officers will seek to claim back costs via insurance, and if successful, the applicant would only be responsible for paying excess, which currently stands at £125. Otherwise, it is the applicant's responsibility to agree and fund this work.~~ The Council reserves the right to remove any damaged commemorative features, where the applicant has not agreed to ~~fund repair works~~ within 24 weeks of ~~being notified notification.~~ ~~A bench may be removed immediately if the condition of a damaged bench could be considered dangerous or unsightly. Any commemorative features removed due to damage will be stored for a minimum of 3 months.~~

Commented [IL5]: Remove reference to insurance.

Additional items may not be placed on or around commemorative features such as flowers, wreaths etc.

Final wording of plaques will be at the discretion of Council.

Plaques and benches will remain in place for a maximum period of 15 years. After this period, the Council will collect and store the plaques for up to 5 years, which can be collected by a customer if they wish. Benches will either be refurbished, recycled or disposed of at the discretion of the Town Council.

Charges

All below costs are inclusive of basic maintenance over the 15-year period in order to preserve the condition and appearance of the commemorative feature as best as possible. ~~The Council shall purchase and own all commemorative feature purchased through this policy. Applicants will also be charged £100 further to the below, to be donated to the Mayor's Charities.~~

Commented [IL6]: Remove.

Benches & Plaques

- Installation of a brass plaque with space for three lines and up to 35 characters on each line, on an existing bench without a plaque present (includes minor refurbishment)
£600 excluding VAT
- Installation of a new bench including brass plaque installation with space for three lines and up to 35 characters on each line
£1,600 excluding VAT

There are ~~two choices~~ three choices for benches as indicated below



The Westminster.

Made from Grade A sustainably sourced teak hardwood.



The Windsor.

Made from Grade A sustainably sourced teak hardwood.



Heritage Seat.

Made from hardwood iroko slats with dark green galvanised steel end stanchions (not pictured).

(+£150.99)

Requests for Franklin's Recreation Ground can only be made with this bench style.

Please complete an application form on the next page if you wish to proceed.

Commemorative Plaques & Benches Application Form

Name:

Address:

Postcode:

Phone number:

Alternative phone number:

Email address:

Brass Plaque Only

The Westminster + Brass Plaque

The Windsor + Brass Plaque

Heritage Seat + Brass Plaque

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Proposed location description:

Please ensure to read the Commemorative Plaques, Benches & Memorials Policy for guidance.

Please complete the attached form regarding plaque inscription details.

Sign below to confirm the above form is accurate.

Signature:

Date:

Plaques Guidance & Accompanying Form

Only enter one character per space. Spaces and punctuation count as a character.

34 characters can be entered per line with a maximum of three lines permitted.

Please complete the below grid with the inscription to be engraved on the plaque.

Sign below to confirm details of this form are accurate.

Signature:

Date:

Please return the form via one of the below options:

- Hand in to Biggleswade Town Council Offices
- Post to 'Commemorative Plaques and Benches Application Form, Biggleswade Town Council, The Old Court House, Biggleswade, Bedfordshire, SG18 8DL
- Email to enquiries@biggleswadetowncouncil.gov.uk with subject 'Commemorative Plaques and Benches Application Form'

For any queries relating to this policy and application forms, please call on 01767 313134 or email enquiries@biggleswadetowncouncil.gov.uk

BIGGLESWADE TOWN COUNCIL
Town Council
27th June 2023
CCTV Update Report

Implications of Recommendations:

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

Finance: Agreed S106 for £58,009 capital costs. Further S106 application to be made with Central Bedfordshire Council and a virement from the accounting fees line in the general budget due to increased revenue costs.

Equality: Not applicable.

Environment: Not applicable.

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

Background

A report was presented to Members of the Town Centre Management committee on 20th June 2023. This report was accompanied by an oral update explaining that the Interim Head of Place Delivery had been in touch with Officers to explain that any S106 expenditure requests that are not already agreed would be put on hold until 10th July 2023. This is due to the Assistant Director of Place & Communities recently joining the team and wanting to meet in person with Officers. A meeting is scheduled on 10th July 2023. Therefore, Officers suggested amending the recommendation that initially read that Officers would pursue S106 funding to instead agreeing expenditure of £1,500 from capital reserves. This would prevent further price increases, with the quote being valid until 30th June 2023 and further slippage on the project.

TCM Members therefore resolved the following: Members resolved to agree to expenditure of £1,500 from the Council's Capital Reserves. The Town Clerk will then be in a position to sign the contract with BT for the upgrade of the existing analogue line to a new digital line; Members also resolved for Officers to review the projected outturn of CCTV revenue. In the event of an overspend, as projected within the figures presented, Officers will request a virement from the accounting fees heading.

Summary

The report is attached in Appendix A for information.

Recommendations

For Members agree to the recommendations of TCM to:

- Agree expenditure of £1,500 from the Council's Capital Reserves. The Town Clerk will then be in a position to sign the contract with BT for the upgrade of the existing analogue line to a new digital line.
- Officers to review the projected outturn of CCTV revenue. In the event of an overspend, as projected within the figures presented, Officers will request a virement from the accounting fees heading.

Isaac Lord
Place Shaping Manager

Appendix A: CCTV Update report from 20th June 2023 Town Centre Management

Appendix A – CCTV Update report from 20th June 2023 Town Centre Management

BIGGLESWADE TOWN COUNCIL Town Centre Management 20th June 2023 CCTV Update Report

Implications of Recommendations:

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

Finance: Agreed S106 for £58,009 capital costs. Further S106 application to be made with Central Bedfordshire Council and a virement from the accounting fees line in the general budget due to increased revenue costs.

Equality: Not applicable.

Environment: Not applicable.

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

Background

Members resolved at Council on 24th May 2022 to procure eight fixed wireless cameras, an additional mobile camera unit and to upgrade the existing four fixed cameras at Century House. £17,968 of S106 funding had been secured from Central Bedfordshire Council (CBC) at the time of presenting that report with a recommendation to pursue more funding from CBC. The report included reference to the increased revenue costs associated with the project from £16,000 to an indicative £20,330.

Officers updated Members at the Town Centre Management (TCM) meeting on 19th July 2022, stating that CBC had improved their S106 offer to £33,081.40 but could not cover the indicative £58,009 total cost, leaving a shortfall of circa £25,000. Members of the committee resolved to proceed with the initially outlaid strategy regardless of whether CBC could cover the shortfall for the project. It was also resolved to discuss this shortfall at the upcoming Finance & General Purposes (F&GP) meeting to approve the funding required, if necessary, from the Council.

Members of the F&GP committee resolved on 26th July 2022 to draw down £25,000 of capital reserves funding in the event that Officers were unable to access additional S106 contributions from CBC.

On 6th September 2022, Officers presented a further update report to Members of F&GP that CBC had approved for an additional £10,000 S106 contribution to the project, leaving a shortfall of circa £15,000. Officers were awaiting a response from CBC at the time of the report to understand whether they would cover the remaining amount, which Members noted.

Officers then verbally confirmed at Council on 27th September 2022 that the full indicative £58,009 cost for the project had now been covered by S106 funding.

Members received a further update on 18th October 2022, confirming that the order had been placed for the equipment with the next stage being to complete the novation agreement with CBC. This would give Biggleswade Town Council (BTC) the legal ownership of the existing analogue CCTV line. By owning the line, Officers were advised that BTC would receive existing customer rates for the capital cost of installing a digital line in its place and its associated revenue costs.

Following a conversation between Officers, CBC and BT, a number of options were set out to Members on 24th January 2023 regarding the digital line. Members resolved for Officers to write to CBC expressing the urgency of the project and outlined costs associated with the digital line installation as

a new or existing customer.

CBC were unwilling to sign the novation agreement until they had completed their ongoing CCTV works across the county, including works in Biggleswade. Officers escalated this to the Director of Place and Communities via letter but CBC remained firm on their position. With further BTC officer pressure, on 12th April 2023, these works were completed and on the same day, the novation agreement was signed by both parties and sent to BT. This was accepted by BT on 2nd May 2023 with updated capital and revenue costs sent via email on 15th May 2023. This is the first time that BTC has legally owned the existing analogue line since its inception.

Summary

The purpose of this report is to advise Members on the variance between the initial and revised capital costs for the project, as well as an update on the emerging revenue costs, and how any shortfalls will be funded.

Figure 1 illustrates initial and revised capital costs. Officers are looking to source this from S106 in the first instance and will update Members via another report if this is not possible.

Figure 2 illustrates the indicative costs relating to revenue. By taking on the existing line from CBC, BTC now incurs an annual *analogue line rental* cost of £3,758.88. Once this is upgraded from analogue to *digital*, this will increase to £4,312. CBC have given notice to Herts CCTV for the 3 cameras they manage for BTC at present and their responsibility for the 3 cameras will end on 8th September 2023. As a result, BTC will be invoiced for the period covering 1st April 2023 through to 8th September 2023. These costs were sent through to Officers on 13th June 2023. BT estimate circa four months before the digital line can be installed, and so Officers have made projections assuming a full changeover to digital with simultaneous new cameras rolled out on 27th November 2023 hence the figures included in the figure being indicative.

BT's quotes relating to the capital cost of installing the digital line and the annual digital line rental are valid for 30 days and expire on Friday 30th June. BT have stated they are open to taking orders for the digital line up until 13th August 2023 however the maximum contract term they will now accept is 12 months.

Figure 1. BT Link Capital Costs

Digital Line Installation (Capital)		Commentary
Initial Cost	£2,775	Outlined to Members on 24th May 2022
Budget	£2,775	Sourced from S106
Revised Cost	£4,275	Quote received by BT on 15th May 2023
Variance	£1,500	Suggested to be sourced from S106 in the first instance

Figure 2. CCTV Revenue Costs for 23/24

Revenue Item	Cost	Commentary
Budget 23/24	£18,000.00	CCTV cost line within Town Centre General.
Analogue Line Rental	£2,192.68	Indicative pro rata cost covering 13th April 2023 through to 27th November 2023.
Digital Line Rental	£1,437.33	Indicative pro rata cost covering 28th November 2023 through to 31st March 2024.
M&M	£6,212.00	Indicative pro rata cost covering 1st April 2023 through to 8th September 2023.
M&M	£3,000.00	Indicative pro rata cost covering 9th September 2023 through to 27th November 2023.
M&M	£6,293.33	Indicative pro rata cost covering 28th November to 31st March 2024.
Variance	£1,135	Net overspend.

M&M - monitoring and maintenance. Time period for digital line to be up and running is indicative based on a four-month lead time for BT to install the digital line after accepting their quote, therefore all costs are indicative.

Recommendations

For Members to agree to:

- Officers continuing to liaise with CBC to acquire S106 funding to cover the £1,500 of capital cost relating to the digital line. Regardless of whether this is successful, a further report will go to Council on 27th June with a final recommendation to ensure BTC can accept the quote before further price increases and to avoid slippage.
- Officers sourcing the indicative revenue overspend from a virement of accounting fees set out in the above figure, as the contract has finished early resulting in an underspend in the cost line.

Isaac Lord
Place Shaping Manager

The Parish of St Andrew's Biggleswade



Website: www.standrewschurchbiggleswade.org.uk

Registered Charity: 1133991

Cllr Mark Foster and Biggleswade Town Council

Old Court House

4 Saffron Road

Biggleswade SG18 8DL

17th June 2023

Dear Cllr Mark and members of the Town Council

I am writing on behalf of the Parochial Church Council of St Andrew's Church to seek your support for our Heating Project. Support from the Mayor/Town Council is required for a number of the grants we are applying for. We are not currently looking for financial support (although we will be applying to the Town Council Grants scheme later in the year), just confirmation of support for the Project going ahead.

To give you some more detail around this, the Heating Project will enable the replacement of the existing boiler with two more efficient boilers, replacement of the ageing pipework and radiators and installation of a new flue. The boiler failed its gas test at the end of 2020 and we have been advised that it is well past its useful life. The Heating Project, whilst brought about by the immediate need to replace an old out-of-date boiler and failing pipework, will bring about efficiencies through modern equipment and help us progress with our ambition to reduce our carbon footprint.

A reliably heated church will enable us to continue to provide a welcoming environment for regular and occasional congregations and the wider community who use it. Efficient heating is necessary for the conservation of the fabric, organ and artifacts in the church.

We do not have a confirmed date for our grant application to be considered by the Langford & Biggleswade Windfarm Grant body, but believe they are meeting in July; therefore your earliest response would be much appreciated.

Yours sincerely

OUTCOME OF CBC DETERMINED PLANNING					
Address	Application No.	Committee date	BTC Decision	Description	Central Beds Outcome/DATE
2020-2023					
Biggleswade Road, Land East of	20/00959/OUT	28/04/2020 and 11/08/2020, 13/10/2020	No Objection - provided the following points are considered: 1) Dunton Lane is upgraded. 2) The speed limit from Saxon Drive be reduced from the current 60 mile per hour to 40 miles per hour. 3) The necessary facilities be provided for pedestrian footpath and cyclist pathway. 4) Adequate access for Motorists to the A1.	Outline application: seeking Planning Permission for up to 1,500 dwellings (use Class C3) and up to a 2ha of commercial development dwellings (use Class C3) and up to a 2ha of commercial development (use Class A1, A2, A3, A4, A5, B1a,bc,B2, B8) up to 5ha of primary school development (class D1) and up to 4ha of other leisure and community development (Use Classes D1 and D2) up to 61 ha of open space including play space, allotments and a country park, infrastructure including site access, internal roads, car parking, footpaths, cycle ways, drainage and utilities. Subject to Environmental statement.	Environmental Assessment Received
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 illuminated, 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 for measuring 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. 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.
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
London Road, 1, The Red Lion, Biggleswade, SG18 8ED	23/00489/FULL	11/04/23	The Town Council OBJECTS to this application on the grounds of safety. The current use of the building is listed as a public house and there is currently no other application to change the use of the building. The Council believes that access to and from the building is dangerous due to its position being opposite a junction and on a cycleway. There is also no clarity over deliveries being made there. The Council suggests that if a planning application is put forward to change the use of the building, access arrangements should also be included in this application.	Blocking up existing access from London Road and creation of a new vehicular access from The Balk	Application Refused
1 London Road, The Red Lion, Biggleswade, SG18 8ED	CB/22/01357/LB	13/06/23	It was RESOLVED that the Town Council OBJECT to this planning application on the grounds that: a)The recent owner of this site (UK Regeneration) presented commercially viable plans to Town Council evidencing commercial and community-supported demand for town centre hospitality facilities. b)The low number of large, vacant commercial buildings in town centre supports that there is good demand for commercial properties in the town centre and the current owner has not given sufficient evidence as to why the conversion of this property to a dwelling is necessary. c)Recent pre-planning advice issued by Central Bedfordshire Council for the Whistle & Flute on Mill Lane in Biggleswade indicated that CBC was not minded to support a conversion of the property to a residential dwelling. It would stand that the same principle should apply to this property if consistency in approach is to be maintained. d)This Town Council is concerned that this planning application proposes demolishing part of a listed site. e)The Pollution Officer has concerns over noise and the Town Council wishes to note that the nearby Stratton House Hotel is a popular outdoor venue and an important community asset. f)The Local Plan sets out under Policy EMP2 that a change of use to non-employment generating sites should "only be considered where there is no reasonable or viable prospect of the site delivering an employment generating use". Evidence has not been supplied with this planning application demonstrating that this property would no longer support employment-generating use. g)The Local Plan sets out under Policy R1 that the proposed use would NOT positively support the vitality of the Town Centre by enhancing the range of facilities offered and/or stimulating activity outside normal shopping hours. This planning application shows no evidence of supporting the vitality of the Town Centre in the prescribed way. The Town Council wishes to express its support for Central Bedfordshire Council's grounds for refusal of this planning application as stated in their Notice of Refusal of Planning Permission dated 13th July 2022.		Listed Building - Refused

02/06/2023

Biggleswade Town Council

17:44

Detailed Balance Sheet - Excluding Stock Movement

Month 2 Date 31/05/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>		
	<u>Fixed Assets</u>	Asset Value	Depreciation	Net Value
1	OP'L F/H LAND & BUILDINGS	1,813,044	513,015	1,300,029
2	OP'L L/H LAND & BUILDINGS	29,050	1,996	27,054
21	VEHICLES & EQUIPMENT	920,409	575,047	345,362
41	INFRASTRUCTURE ASSETS	362,173	274,036	88,137
61	COMMUNITY ASSETS	15,380	0	15,380
	Total Fixed Assets	3,140,056	1,364,094	1,775,962
	<u>Current Assets</u>			
91	CAPITAL WORK IN PROGRESS	17,809		
100	DEBTORS - TOWN COUNCIL	2,000		
102	DEBTORS - PITCH HIRE	262		
103	DEBTORS - ORCHARD CENTRE	5,151		
105	VAT REFUNDS	35,355		
110	PREPAYMENTS	92,099		
115	ACCRUED INCOME	643		
116	Accrued Interest	(0)		
201	UNITY CURRENT A/C	307,173		
203	UNITY SALARY A/C	15,773		
210	PETTY CASH	224		
224	PUBLIC SECTOR DEPOSIT	588,060		
226	PUBLIC SECTOR DEPOSIT A/C 2	213,780		
	Total Current Assets		1,278,328	
	<u>Current Liabilities</u>			
501	TRADE CREDITORS	88,963		
505	HALL DEPOSIT	200		
510	ACCRUALS	16,898		
515	PAYE & NI DUE	17,459		
516	NET WAGES CONTROL	1,004		
517	SUPERANNUATION DUE	(1,004)		
519	UNION FEES	23		
525	ALLOTMENT DEPOSITS	5,700		
526	OLD DEPOT DEPOSIT	1,750		
530	INC IN ADVANCE - COMMUTED	16,200		
	Total Current Liabilities		147,193	
	Net Current Assets			1,131,135
	Total Assets less Current Liabilities			2,907,097
	<u>Long Term Liabilities</u>			
401	PWLB LOAN 331100	35		
402	PWLB LOAN 331275	1,236		
403	PWLB LOAN 484665	6,191		
404	PWLB LOAN 491331	85,816		
405	PWLB LOAN 559293	421,628		
	Total Long Term Liabilities		514,906	
	Total Assets less Total Liabilities			2,392,191

Detailed Balance Sheet - Excluding Stock Movement**Month 2 Date 31/05/2023**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	<i>Represented by :-</i>	
301	CURRENT YEAR FUND	439,280
310	GENERAL RESERVE	348,886
349	ROLLING CAPITAL FUND	76,243
350	CAPITAL FINANCING RESERVE	1,241,910
451	DEF'D GRANTS APPLIED	660,479
452	DEF'D GRANTS W/BACK	(374,607)
	Total Equity	2,392,191

02/06/2023

Biggleswade Town Council

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Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 ALLOTMENTS</u>							
1087 INC-ALLOTMENTS	226	9,500	9,274			2.4%	
ALLOTMENTS :- Income	<u>226</u>	<u>9,500</u>	<u>9,274</u>			2.4%	0
4013 RENT	78	465	388		388	16.7%	
4047 MATERIALS/TOOLS	160	0	(160)		(160)	0.0%	
4067 PEST CONTROL	70	200	130		130	35.0%	
4104 REFUSE COLLECTION	0	200	200		200	0.0%	
4134 SECURITY	600	0	(600)		(600)	0.0%	
ALLOTMENTS :- Indirect Expenditure	<u>908</u>	<u>865</u>	<u>(43)</u>	<u>0</u>	<u>(43)</u>	104.9%	0
Net Income over Expenditure	<u>(681)</u>	<u>8,635</u>	<u>9,316</u>				
<u>104 BURIAL GROUNDS</u>							
1084 INC-BURIAL FEES	5,905	38,745	32,840			15.2%	
BURIAL GROUNDS :- Income	<u>5,905</u>	<u>38,745</u>	<u>32,840</u>			15.2%	0
4011 RATES	738	5,000	4,262		4,262	14.8%	
4012 WATER RATES	(9)	150	159		159	(6.2%)	
4014 ELECTRICITY	(165)	500	665		665	(33.0%)	
4026 COMPUTER	0	1,000	1,000		1,000	0.0%	
4036 PROPERTY MAINTENANCE	0	1,000	1,000		1,000	0.0%	
4067 PEST CONTROL	0	100	100		100	0.0%	
4092 Card Processing Fees	0	25	25		25	0.0%	
BURIAL GROUNDS :- Indirect Expenditure	<u>563</u>	<u>7,775</u>	<u>7,212</u>	<u>0</u>	<u>7,212</u>	7.2%	0
Net Income over Expenditure	<u>5,342</u>	<u>30,970</u>	<u>25,628</u>				
<u>105 CAR PARKS</u>							
1088 INC-CAR PARKING FEES	5,165	23,000	17,835			22.5%	
1089 INC - PARKING PERMITS WORK	1,174	11,000	9,826			10.7%	
1189 INC-PARKING PERMITS RES	72	10,000	9,928			0.7%	
CAR PARKS :- Income	<u>6,411</u>	<u>44,000</u>	<u>37,589</u>			14.6%	0
4011 RATES	15,197	28,725	13,528		13,528	52.9%	
4013 RENT	0	1	1		1	0.0%	
4023 STATIONERY	0	200	200		200	0.0%	
4037 GROUNDS MAINTENANCE	0	700	700		700	0.0%	
4038 MAINTENANCE CONTRACT	274	7,000	6,726	717	6,008	14.2%	
4042 EQUIPT MAINT/REPAIR	0	1,000	1,000		1,000	0.0%	
4092 Card Processing Fees	215	1,200	985		985	17.9%	
4126 CAR PARK LEASE	0	36,000	36,000		36,000	0.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4128 EQUIPMENT	0	200	200		200	0.0%	
CAR PARKS :- Indirect Expenditure	15,686	75,026	59,340	717	58,622	21.9%	0
Net Income over Expenditure	(9,275)	(31,026)	(21,751)				
<u>106 MARKET</u>							
1085 INC-TUESDAY MARKET RENTS	1,056	5,000	3,944			21.1%	
1086 INC-SATURDAY MARKET RENTS	2,838	15,000	12,162			18.9%	
MARKET :- Income	3,894	20,000	16,106			19.5%	0
4011 RATES	(10,566)	5,400	15,966		15,966	(195.7%)	
4014 ELECTRICITY	57	2,000	1,943		1,943	2.8%	
4023 STATIONERY	0	200	200		200	0.0%	
4032 PUBLICITY	0	300	300		300	0.0%	
4047 MATERIALS/TOOLS	0	200	200		200	0.0%	
MARKET :- Indirect Expenditure	(10,510)	8,100	18,610	0	18,610	(129.7%)	0
Net Income over Expenditure	14,404	11,900	(2,504)				
<u>107 TOWN CENTRE GENERAL</u>							
1145 INC-CHRISTMAS ACTIVITIES	0	200	200			0.0%	
TOWN CENTRE GENERAL :- Income	0	200	200			0.0%	0
4007 HEALTH & SAFETY	0	100	100		100	0.0%	
4031 ADVERTISING	0	400	400		400	0.0%	
4036 PROPERTY MAINTENANCE	0	500	500		500	0.0%	
4037 GROUNDS MAINTENANCE	0	500	500		500	0.0%	
4041 EQUIPMENT HIRE	0	900	900		900	0.0%	
4116 WAR MEM & REM SERV	0	1,000	1,000		1,000	0.0%	
4138 MARKET SQUARE EVENTS	0	0	0	525	(525)	0.0%	
4140 CHRISTMAS ACTIVITIES	0	7,000	7,000	120	6,880	1.7%	
4144 CCTV	0	18,000	18,000		18,000	0.0%	
4145 CHRISTMAS LIGHTS	475	20,500	20,025		20,025	2.3%	
TOWN CENTRE GENERAL :- Indirect Expenditure	475	48,900	48,425	645	47,780	2.3%	0
Net Income over Expenditure	(475)	(48,700)	(48,225)				
<u>109 CAPITAL EXPENDITURE</u>							
4053 LOAN INTEREST	746	36,631	35,885		35,885	2.0%	
4601 CP ex PWLB Allotments	923	0	(923)		(923)	0.0%	
4603 CP ex PWLB Drove Rd Cem	30,569	36,302	5,733	5,733	0	100.0%	
4604 CP ex Pwlb Franklin P A	40,105	39,994	(111)	1,495	(1,606)	104.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4605 CP ex PWLB TBD	10,136	176,903	166,767		166,767	5.7%	
4900 ROLLING CAPITAL FUND ALLOC'N	0	56,331	56,331		56,331	0.0%	
4980 LOAN REPAYMENT	0	16,510	16,510		16,510	0.0%	
4984 ASSETS FUNDED FROM LOANS	0	(253,199)	(253,199)		(253,199)	0.0%	
4992 TRANSFER FROM E/MARKED RESERVE	7,759	0	(7,759)		(7,759)	0.0%	
CAPITAL EXPENDITURE :- Indirect Expenditure	90,239	109,472	19,233	7,228	12,006	89.0%	0
Net Expenditure	(90,239)	(109,472)	(19,233)				
110 PUBLIC CONVENIENCES							
4012 WATER RATES	313	1,700	1,387		1,387	18.4%	
4016 CLEANING COSTS	(1,620)	0	1,620		1,620	0.0%	
4017 JANITORIAL MATERIALS	105	1,000	895	416	479	52.1%	
4036 PROPERTY MAINTENANCE	52	200	148		148	25.9%	
4042 EQUIPT MAINT/REPAIR	0	200	200		200	0.0%	
4047 MATERIALS/TOOLS	35	250	215	210	5	98.2%	
PUBLIC CONVENIENCES :- Indirect Expenditure	(1,115)	3,350	4,465	626	3,840	(14.6%)	0
Net Expenditure	1,115	(3,350)	(4,465)				
111 CORPORATE MANAGEMENT							
1076 PRECEPT RECEIVED	766,621	1,533,241	766,621			50.0%	
1096 INTEREST RECEIVED	1,691	6,000	4,309			28.2%	
CORPORATE MANAGEMENT :- Income	768,311	1,539,241	770,930			49.9%	0
4057 AUDIT FEES	2,520	2,340	(180)		(180)	107.7%	
CORPORATE MANAGEMENT :- Indirect Expenditure	2,520	2,340	(180)	0	(180)	107.7%	0
Net Income over Expenditure	765,791	1,536,901	771,110				
112 DEMOCRATIC REP'N & MGM'T							
4024 SUBSCRIPTIONS	922	2,500	1,578		1,578	36.9%	
4085 COUNCIL WEBSITE	402	1,500	1,098		1,098	26.8%	
4135 ELECTION PROVISION	0	5,500	5,500		5,500	0.0%	
DEMOCRATIC REP'N & MGM'T :- Indirect Expenditure	1,324	9,500	8,176	0	8,176	13.9%	0
Net Expenditure	(1,324)	(9,500)	(8,176)				
113 CIVIC ACTIVITIES & EXPENSES							
4112 TOWN MAYOR'S ALLOW.	235	1,000	765		765	23.5%	
4166 TWINNING	0	250	250		250	0.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4179 CIVIC FUNCTIONS	0	1,000	1,000		1,000	0.0%	
4180 CIVIC REGALIA REPAIRS ETC	0	250	250		250	0.0%	
4300 MAYOR'S CHARITY EXPENDITURE	3,244	0	(3,244)		(3,244)	0.0%	
4992 TRANSFER FROM E/MARKED RESERVE	0	(250)	(250)		(250)	0.0%	
CIVIC ACTIVITIES & EXPENSES :- Indirect Expenditure	3,479	2,250	(1,229)	0	(1,229)	154.6%	0
Net Expenditure	(3,479)	(2,250)	1,229				
115 ORCHARD COMMUNITY CENTRE							
1082 INC-LETTINGS	8,489	38,700	30,211			21.9%	
ORCHARD COMMUNITY CENTRE :- Income	8,489	38,700	30,211			21.9%	0
4007 HEALTH & SAFETY	0	1,050	1,050		1,050	0.0%	
4011 RATES	0	6,500	6,500		6,500	0.0%	
4012 WATER RATES	1,518	500	(1,018)		(1,018)	303.6%	
4014 ELECTRICITY	305	7,000	6,695		6,695	4.4%	
4015 GAS	3,899	11,700	7,801		7,801	33.3%	
4016 CLEANING COSTS	0	1,400	1,400	26	1,374	1.9%	
4023 STATIONERY	0	50	50		50	0.0%	
4036 PROPERTY MAINTENANCE	545	1,000	455		455	54.5%	
4038 MAINTENANCE CONTRACT	0	500	500		500	0.0%	
4042 EQUIPT MAINT/REPAIR	0	500	500		500	0.0%	
4060 OFFICE EQUIPMENT	0	300	300		300	0.0%	
4081 Licences	0	600	600		600	0.0%	
4104 REFUSE COLLECTION	2,687	1,500	(1,187)		(1,187)	179.1%	
4105 PAY & DISPLAY INSTALLATION	(160)	0	160		160	0.0%	
4110 FIRE PRECAUTIONS	820	500	(320)	622	(942)	288.3%	
4128 EQUIPMENT	0	200	200		200	0.0%	
ORCHARD COMMUNITY CENTRE :- Indirect Expenditure	9,613	33,300	23,687	648	23,039	30.8%	0
Net Income over Expenditure	(1,125)	5,400	6,525				
210 GENERAL							
4064 ANNUAL HANGING BASKETS	0	0	0	1,973	(1,973)	0.0%	
GENERAL :- Indirect Expenditure	0	0	0	1,973	(1,973)		0
Net Expenditure	0	0	0				
212 RECREATION GROUNDS							
1081 INC-RENT	0	5,350	5,350			0.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1083 INC-PITCH HIRE	0	8,300	8,300			0.0%	
RECREATION GROUNDS :- Income	0	13,650	13,650				0
4011 RATES	690	4,750	4,060		4,060	14.5%	
4012 WATER RATES	4,868	12,000	7,132		7,132	40.6%	
4014 ELECTRICITY	829	7,500	6,671		6,671	11.1%	
4037 GROUNDS MAINTENANCE	0	5,000	5,000	417	4,583	8.3%	
4038 MAINTENANCE CONTRACT	1,141	7,500	6,359		6,359	15.2%	
4039 PLAY. EQUIP. MAINT.	0	1,500	1,500		1,500	0.0%	
4043 FENCING & GATES	5	500	495		495	1.0%	
4044 TREES & PLANTS	0	1,000	1,000		1,000	0.0%	
4047 MATERIALS/TOOLS	0	500	500		500	0.0%	
4067 PEST CONTROL	0	500	500		500	0.0%	
4100 FERT./SEEDS/WEEDKILL	0	50	50		50	0.0%	
4101 MOWER REPAIRS	553	0	(553)		(553)	0.0%	
4104 REFUSE COLLECTION	859	2,500	1,641		1,641	34.4%	
4110 FIRE PRECAUTIONS	1,194	3,000	1,806		1,806	39.8%	
4114 LITTER BINS	0	300	300		300	0.0%	
4128 EQUIPMENT	0	500	500		500	0.0%	
4134 SECURITY	43	500	457	383	74	85.1%	
RECREATION GROUNDS :- Indirect Expenditure	10,183	47,600	37,417	800	36,618	23.1%	0
Net Income over Expenditure	(10,183)	(33,950)	(23,767)				
<u>901 CENTRAL SERVICES</u>							
4000 OVERTIME ALL BCT	5,199	10,000	4,802		4,802	52.0%	
4001 STAFF SALARIES	115,911	762,103	646,192		646,192	15.2%	
4002 EMPLOYERS N.I	11,693	64,288	52,595		52,595	18.2%	
4003 EMPLOYERS SUPERANN.	26,491	164,310	137,819		137,819	16.1%	
4005 AGENCY STAFF	1,615	0	(1,615)		(1,615)	0.0%	
4007 HEALTH & SAFETY	208	1,200	992		992	17.3%	
4008 STAFF TRAINING	589	9,000	8,411		8,411	6.5%	
4009 STAFF TRAVEL	654	2,600	1,946		1,946	25.2%	
4010 MISC. STAFF COSTS	122	0	(122)	78	(200)	0.0%	
4011 RATES	2,678	16,020	13,342		13,342	16.7%	
4012 WATER RATES	17	250	233		233	6.8%	
4014 ELECTRICITY	(11)	4,000	4,011		4,011	(0.3%)	
4015 GAS	3,682	11,500	7,818		7,818	32.0%	
4016 CLEANING COSTS	(480)	0	480	7	473	0.0%	
4017 JANITORIAL MATERIALS	68	1,000	932	29	903	9.7%	
4020 MISC. ESTABLISH.COST	9	250	241		241	3.6%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4021 TELEPHONE & FAX	2,880	11,000	8,120		8,120	26.2%	
4022 POSTAGE	0	1,600	1,600		1,600	0.0%	
4023 STATIONERY	747	3,500	2,753	525	2,229	36.3%	
4025 INSURANCE	3,236	17,000	13,764		13,764	19.0%	
4026 COMPUTER	10,489	47,000	36,511		36,511	22.3%	
4027 PHOTOCOPIER	528	2,500	1,972		1,972	21.1%	
4030 ADVERTISING, RECRUITMENT	431	1,000	569		569	43.1%	
4031 ADVERTISING	1,342	3,425	2,083		2,083	39.2%	
4036 PROPERTY MAINTENANCE	1,815	1,500	(315)		(315)	121.0%	
4038 MAINTENANCE CONTRACT	(98)	300	398		398	(32.5%)	
4042 EQUIPT MAINT/REPAIR	0	600	600	535	65	89.2%	
4047 MATERIALS/TOOLS	88	0	(88)		(88)	0.0%	
4051 BANK CHARGES	580	1,000	420		420	58.0%	
4056 LEGAL EXPENSES	0	4,500	4,500		4,500	0.0%	
4058 PROFESSIONAL FEES	584	8,000	7,416	1,250	6,166	22.9%	
4059 CONSULTANCY	0	500	500		500	0.0%	
4060 OFFICE EQUIPMENT	478	1,000	522		522	47.8%	
4073 PAYROLL BUREAU FEES	1,454	1,500	46	95	(49)	103.3%	
4074 ACCOUNTANCY FEES	820	5,000	4,180	1,100	3,080	38.4%	
4081 Licences	0	100	100		100	0.0%	
4092 Card Processing Fees	6	200	194		194	3.0%	
4103 PROTECTIVE CLOTHING	0	150	150		150	0.0%	
4104 REFUSE COLLECTION	10	1,200	1,190		1,190	0.9%	
4110 FIRE PRECAUTIONS	0	500	500		500	0.0%	
4128 EQUIPMENT	0	500	500	112	388	22.4%	
4134 SECURITY	0	1,500	1,500		1,500	0.0%	
4261 GRANTS UNDER OTHER POWERS	12,100	21,000	8,900		8,900	57.6%	
4264 Community Agent Grant	0	12,000	12,000		12,000	0.0%	
CENTRAL SERVICES :- Indirect Expenditure	205,932	1,194,596	988,664	3,731	984,933	17.6%	0
Net Expenditure	(205,932)	(1,194,596)	(988,664)				
902 PUBLIC REALM							
1081 INC-RENT	0	7,000	7,000			0.0%	
PUBLIC REALM :- Income	0	7,000	7,000			0.0%	0
4007 HEALTH & SAFETY	0	750	750	475	275	63.3%	
4011 RATES	4,347	24,086	19,739		19,739	18.0%	
4012 WATER RATES	(46)	1,500	1,546		1,546	(3.1%)	
4013 RENT	10,336	52,756	42,420		42,420	19.6%	
4014 ELECTRICITY	(385)	2,500	2,885		2,885	(15.4%)	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4020 MISC. ESTABLISH.COST	(792)	0	792		792	0.0%	
4023 STATIONERY	0	100	100		100	0.0%	
4025 INSURANCE	687	6,000	5,313		5,313	11.4%	
4036 PROPERTY MAINTENANCE	0	150	150		150	0.0%	
4041 EQUIPMENT HIRE	55	1,200	1,145		1,145	4.6%	
4042 EQUIPT MAINT/REPAIR	157	14,200	14,043	827	13,217	6.9%	
4044 TREES & PLANTS	0	3,000	3,000	2,585	415	86.2%	
4046 VEHICLE LEASING	3,923	29,200	25,277		25,277	13.4%	
4047 MATERIALS/TOOLS	1,217	2,500	1,283	1,545	(262)	110.5%	
4048 VEHICLE MAINT/REPAIR	2,335	5,000	2,665	2,094	571	88.6%	
4049 VEHICLE FUEL	1,225	9,000	7,775		7,775	13.6%	
4050 VEHICLE TAX	0	1,050	1,050		1,050	0.0%	
4064 ANNUAL HANGING BASKETS	0	5,000	5,000		5,000	0.0%	
4093 SERVICE CHARGE	846	3,000	2,154		2,154	28.2%	
4100 FERT./SEEDS/WEEDKILL	106	700	594	105	489	30.1%	
4101 MOWER REPAIRS	(12)	0	12	668	(656)	0.0%	
4103 PROTECTIVE CLOTHING	340	2,500	2,160		2,160	13.6%	
4104 REFUSE COLLECTION	0	1,200	1,200		1,200	0.0%	
4110 FIRE PRECAUTIONS	0	500	500		500	0.0%	
4119 SKIP HIRE	0	800	800		800	0.0%	
4128 EQUIPMENT	(15)	1,500	1,515	1,333	181	87.9%	
PUBLIC REALM :- Indirect Expenditure	24,321	168,192	143,871	9,632	134,239	20.2%	0
Net Income over Expenditure	(24,321)	(161,192)	(136,871)				
903 DEPOT							
4017 JANITORIAL MATERIALS	0	0	0	488	(488)	0.0%	
4144 CCTV	339	0	(339)		(339)	0.0%	
DEPOT :- Indirect Expenditure	339	0	(339)	488	(827)		0
Net Expenditure	(339)	0	339				
Grand Totals:- Income	793,237	1,711,036	917,799			46.4%	
Expenditure	353,957	1,711,266	1,357,309	26,488	1,330,821	22.2%	
Net Income over Expenditure	439,280	(230)	(439,510)				
Movement to/(from) Gen Reserve	439,280						

Date: 02/06/2023

Biggleswade Town Council

Time: 16:46

Unity Trust A/C

List of Payments made between 01/05/2023 and 31/05/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/05/2023	Anglian Water Business Ltd. (N	11887477	1,133.27		Comm. Ctr- 12th Jan-11th Apr23
02/05/2023	F & R Cawley Ltd	various	786.19		Gr comm. Waste- Central Servic
05/05/2023	Central Bedfordshire Council	DD	6,540.00		ELDON WAY RATES 23/4
10/05/2023	HM Land Registry	DD	3.00	Land Search	HM Land Registry
11/05/2023	Node IT Solutions Ltd	various	6,598.18		Zoom Subscription-May 23
11/05/2023	BNP Paribas	B3634132	4,164.58		Vehicle Leasing Nov22 toMar 23
15/05/2023	Integrating Solutions Limited	69418	240.70		PHOTOCOPIES-MAY 23
15/05/2023	Shire Leasing Plc DDR	May 23Rent	684.23		Rent-Telephone System
16/05/2023	British Telecommunications PLC	M034 B3	1,025.77		BT BILL -APRIL 23
16/05/2023	LLOYDS MULTIPAY CARD	020523	557.16		various
16/05/2023	Fuel Genie DDR	8828209	718.71		Vehicle Fuel- April 23
16/05/2023	Lex Autolease Ltd	EXI2122933	410.64		Lease Rental -May 23
17/05/2023	UNITY SALARY A/C	MAY SALARI	80,000.00		TRSF TO SALARY AC MAY SALS
18/05/2023	Bank charges	DD	60.00		AL01894189MSC0323
18/05/2023	Bank charges	DD	60.66		AL01894188MSC0323
18/05/2023	Bank charges	DD	60.27		AL01894187MSC0323
18/05/2023	citrusHR Limited	BIG090022	78.00		citrus HR- 15.5.23 to 14.06.23
19/05/2023	AIB Merchant Services	13270596	102.76		Merchant Service Chrg April 23
22/05/2023	OPUS Energy (Corporate) Limite	various	1,651.68		Stratton Way-April 23
22/05/2023	Anglian Water Business Ltd. (N	11961866	93.77		EldonWayDepot31st Jan-29thApr.
22/05/2023	Autopay Salaries	DD	17,363.22	PAYE pay to HMRC re	PAYE pay to HMRC re Apr salari
23/05/2023	EE - DDR	V021080627	474.02		Period 15 May -14 Jun 23
24/05/2023	1ST CHOICE STAFF	15520, 34	966.16		Agency Staff-7.5.23-12.5.23
24/05/2023	Turfcare Leisure Services Ltd	17758	619.99		Maintenance- May 23
24/05/2023	Beds Bulletin Ltd	1490	261.00		0001490./1716/Beds Bulletin Lt
24/05/2023	GH Online Accounting Limited	P389 16110	1,024.80		PayrollSer. Qtr Ending 31.3.23
24/05/2023	OPUS ENERGY - 1494144	73945797	304.05		Eldon Way 15thMar-16th April23
24/05/2023	Tudor Environmental	0611 1114	1,196.17		IN0251114/1701/Tudor Environme
24/05/2023	Blunham Dairy	1692290423	30.80		Milk-1st April to 29th April23
24/05/2023	Furlong & Higgs Ltd	FH/16592/2	34,707.60		C012490/OTH202223/CP ex PWLB D
24/05/2023	Parallel HR Ltd	2743	198.00		BTC HR Services (Hour)
24/05/2023	Tim's Digital	20215 304	422.40		VPS Hosting BTC website
24/05/2023	Viking-Direct	2368727	222.72		2368727/BIGG3152324/STATIONERY
24/05/2023	DCK Accounting Solutions Ltd	TPC10703	1,235.81		ACCOUNTANCY FEE
24/05/2023	Hire or Buy Group Ltd	1106427 56	228.84		Repair to generator
24/05/2023	Essential Safety Wear Ltd	25710	32.36		25710/1757/Essential Safety We
24/05/2023	HOLLIDGE PLUMBING & HEATING	568 1571	783.58		Water leak At Bigg. Ckt Club
24/05/2023	George Browns Ltd	133862	161.14		133862/1766/PR1012324/George B
24/05/2023	OM SECURITY LTD	45610	4,884.48		Security Guarding-April 23
24/05/2023	Veolia UK Ltd	SBO1199622	157.61		REFUSE COLLECTION-ORCHARD COMM
24/05/2023	AMF Services (Bedford) Ltd	7688,88,31	608.55		Vehicle Maintenance
24/05/2023	SAFETY SIGNS FOR LESS	3709059	51.40		3709059/1692/OTH/SAFETY SIGNS
24/05/2023	Ford Tech Biggleswade Ltd	7198	97.92		MOTTest Labour Charge&Material
24/05/2023	Herts CCTV Partnership Ltd	10734,775	7,903.52		Depot- CCTV 4TB Hard Drive
24/05/2023	Rialtas Business Solutions Ltd	28027,028	1,793.31		Allot-Annual Support & Maint.
24/05/2023	James Coles & Sons (Nurseries)	218607	5,408.70		Shrubs for Frankli. Playgrd ar

List of Payments made between 01/05/2023 and 31/05/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/05/2023	Nomix Enviro Ltd	SI04426105	104.04		Battery Pack 7.2V- Equi. Maint
24/05/2023	Paul Langshaw	090523,23A	250.00		Photo-23rdMay-3 staff & 5 cllr
24/05/2023	Flowbird Smart City UK Ltd	UK161970	329.28		UK161970/1660/OTH142223/Flowbi
24/05/2023	L R VIOLIN	OTH872324	475.00		Solo Trumpet
24/05/2023	Wellers Law Group LLP	817887	12,000.00		Assesst reg & Title Investigati
24/05/2023	HERTS FULLSTOP	H042305330	244.80		Janitorial Mater., Stationery
24/05/2023	Paul's Shoe Repairs	63 65	19.50		1 Key cut
24/05/2023	Harrier Office Supplies Ltd	54237 4301	246.43		Stationary
24/05/2023	Peninsula Business Services Li	432705 017	79.40		Service-May 23
24/05/2023	BIGGLESWADE CHRONICLE	722230	564.00		722230/BIGG3262324/ADVERTISING
24/05/2023	TELEREAL TRILLIUM	137340	582.86		INSURANCE 24 JAN23 TO 31MAR23
24/05/2023	Viking-Direct	2368727	-222.72		P/Ledger Electronic Payment
24/05/2023	Mayor Expenses	BACS	1,622.00		Donation to BritishRedCross
24/05/2023	Mayor Expenses	BACS	1,622.00		Donation-(St John'sH)Sue Ryder
30/05/2023	Osso Gas - OSSO1107	2E87MF5	1,316.15		Period 31.03.23 to 30.04.23
30/05/2023	Osso Gas OSSO1108	HX37MEE	1,329.09		Period 31.03.23 to 30.04.23
30/05/2023	F & R Cawley Ltd	710636	2,081.64		Orchard Ctr-Gen Waste- Aprl 23
30/05/2023	Bank charges	DD	19.80	Bank charges on Stri	Bank charges on Stripe
Total Payments			<u>208,770.99</u>		

02/06/2023

Biggleswade Town Council

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Summary Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
102 ALLOTMENTS	Income	226	9,500	9,274			2.4%
	Expenditure	908	865	(43)		(43)	104.9%
	Movement to/(from) Gen Reserve	<u>(681)</u>					
104 BURIAL GROUNDS	Income	5,905	38,745	32,840			15.2%
	Expenditure	563	7,775	7,212		7,212	7.2%
	Movement to/(from) Gen Reserve	<u>5,342</u>					
105 CAR PARKS	Income	6,411	44,000	37,589			14.6%
	Expenditure	15,686	75,026	59,340	717	58,622	21.9%
	Movement to/(from) Gen Reserve	<u>(9,275)</u>					
106 MARKET	Income	3,894	20,000	16,106			19.5%
	Expenditure	(10,510)	8,100	18,610		18,610	(129.7%)
	Movement to/(from) Gen Reserve	<u>14,404</u>					
107 TOWN CENTRE GENERAL	Income	0	200	200			0.0%
	Expenditure	475	48,900	48,425	645	47,780	2.3%
	Movement to/(from) Gen Reserve	<u>(475)</u>					
109 CAPITAL EXPENDITURE	Expenditure	90,239	109,472	19,233	7,228	12,006	89.0%
110 PUBLIC CONVENIENCES	Expenditure	(1,115)	3,350	4,465	626	3,840	(14.6%)
111 CORPORATE MANAGEMENT	Income	768,311	1,539,241	770,930			49.9%
	Expenditure	2,520	2,340	(180)		(180)	107.7%
	Movement to/(from) Gen Reserve	<u>765,791</u>					
112 DEMOCRATIC REP'N & MGMT	Expenditure	1,324	9,500	8,176		8,176	13.9%
113 CIVIC ACTIVITIES & EXPENSES	Expenditure	3,479	2,250	(1,229)		(1,229)	154.6%
115 ORCHARD COMMUNITY CENTRE	Income	8,489	38,700	30,211			21.9%
	Expenditure	9,613	33,300	23,687	648	23,039	30.8%
	Movement to/(from) Gen Reserve	<u>(1,125)</u>					
210 GENERAL	Expenditure	0	0	0	1,973	(1,973)	0.0%
212 RECREATION GROUNDS	Income	0	13,650	13,650			0.0%
	Expenditure	10,183	47,600	37,417	800	36,618	23.1%
	Movement to/(from) Gen Reserve	<u>(10,183)</u>					
901 CENTRAL SERVICES	Expenditure	205,932	1,194,596	988,664	3,731	984,933	17.6%
902 PUBLIC REALM	Income	0	7,000	7,000			0.0%
	Expenditure	24,321	168,192	143,871	9,632	134,239	20.2%
	Movement to/(from) Gen Reserve	<u>(24,321)</u>					
903 DEPOT	Expenditure	339	0	(339)	488	(827)	0.0%
Grand Totals:- Income		793,237	1,711,036	917,799			46.4%
Expenditure		353,957	1,711,266	1,357,309	26,488	1,330,821	22.2%
Net Income over Expenditure		<u>439,280</u>	<u>(230)</u>	<u>(439,510)</u>			
Movement to/(from) Gen Reserve		<u>439,280</u>					

Sent: Thursday, June 1, 2023 3:23 PM

Subject: Holding of documents for public view - PTRO

Dear Sir or Madam,

To introduce myself, I work on behalf of National Highways (formerly Highways England) in their Third Party Projects team. We are in the process of producing a Permanent Traffic Regulation Order (PTRO) for the gap closure of the A1 / Biggleswade Road junction, Upper Caldecote.

As part of the process, the supporting application documents will need to be made available to the public to go in and view these. The document pack will need to be held securely and be made available to view on request by any member of the public for a period of 6 weeks from the date the Order is published. After this period, we will ask for signed confirmation from a contact at the Council that the documents were made available for that time period. As it stands, the order is to be made is on the 27 July. We will require these documents to be held at the Council offices and available for public view from this date.

I would be very grateful if you could please confirm if Biggleswade Town Council would be able to hold the relevant documents securely, make them available for public view and provide confirmation afterwards.

I look forward to hearing from you. If you have any questions then please do not hesitate to contact me.

Kind regards

National Highways | Waterbeach | Cambridge | CB25 9PD

Web:

<https://link.edgepilot.com/s/a80752f7/3H0DNWd6qkCxUxGXneIFrw?u=http://nationalhighways.co.uk/>

Our values

Safety • Integrity • Passion • Ownership • Teamwork

Follow National Highways East on [Twitter](#)

