



Ref: Agenda/Council – 13/06/23

8<sup>th</sup> 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 13<sup>th</sup> 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. **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\\_5ob0iTxNTweCDaEf9ISm-A](https://us06web.zoom.us/webinar/register/WN_5ob0iTxNTweCDaEf9ISm-A)**

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**

Cliff Andrews, Deputy Chief Executive at Bedfordshire Rural Communities Charity (BRCC), regarding the Bike Hire Scheme.

**6. MEMBERS' QUESTIONS**

**7. MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the minutes of the Town Council Meeting held on **Tuesday 23<sup>rd</sup> May 2023** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. For Members to receive the minutes of the Annual Statutory Meeting held on **Tuesday 16<sup>th</sup> May 2023** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

**8. MATTERS ARISING**

- a. Minutes of the Town Council Meeting held on **Tuesday 23<sup>rd</sup> May 2023**.
- b. Minutes of the Annual Statutory Meeting held on **Tuesday 16<sup>th</sup> May 2023**.

**9. ITEMS FOR CONSIDERATION**

a. **Bike Hire Scheme**

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

b. **Land North of Biggleswade**

For Members to receive and consider a report from the Head of Governance & Strategic Partnerships and a draft letter of response from Councillor Madeline Russell.

c. **Risk Management Policy**

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

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

For Members to receive and consider a written report by the Town Clerk & Chief Executive and the Finance Manager.

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

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

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

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

g. **Barclays Bank Closure**

For Members to debate the following motion from Cllr. D. Strachan:

That this Council responds to the forthcoming closure of Barclays Bank in Biggleswade by:

1) Replying 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

2)-that a copy of that response is sent to our MP, Central Beds Council and others as appropriate, and

3)-ask our 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.

## **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/23/01468/FULL - 4 Thirlmere Close, Biggleswade, SG18 8LU**

Erection of single storey rear extension and associated works.

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

Front, Rear and Side two Storey Extension, With Erection of new garage.

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

Erection of radio aerial in rear garden.

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

Single storey rear extension.

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

Discharge of Condition 2 against planning permission CB/21/04315/FULL (Conversion from previous hair salon Class E to residential dwelling Class C3).

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

PLANNING APPEAL: Conversion of former public house to one dwelling and demolition of a single storey rear extension with conversion of the outbuilding into garage and storage building.

### **Previously on the Agenda 11/04/23**

**CB/23/00489/FULL** - Blocking up existing access from London Road and creation of a new vehicular access from The Balk.

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.

g. **CB/22/01357/LB - The Red Lion, 1 London Road, Biggleswade, SG18 8ED**

PLANNING APPEAL: Listed Building: Conversion of former public house to one (1x) dwelling-house, demolition of single-storey rear extensions, and conversion of outbuilding into garaging and storage building.

**Previously on the Agenda 11/04/23**

**CB/23/00489/FULL** - Blocking up existing access from London Road and creation of a new vehicular access from The Baulk.

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.

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

Proposed first floor extension over existing ground floor extension.

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

Single storey rear extension.

**11. PLANNING APPLICATION OUTCOMES**

- a. A report of the Planning Application Outcomes (by exception applications only) as of **Tuesday 6<sup>th</sup> June 2023**, and for Members to receive an oral update from the Head of Governance & Strategic Partnerships.

**12. 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 Purpose Committee to determine the make-up of future reports. A report will come to Council with their recommendations.

- 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.

**13. ITEMS FOR INFORMATION**

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

For Members to receive the minutes of the BTC Allotment Meeting held on the 25<sup>th</sup> May 2023.

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.

**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\\_5ob0iTxNTweCDaEf9ISm-A](https://us06web.zoom.us/webinar/register/WN_5ob0iTxNTweCDaEf9ISm-A)**

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

**15. EXEMPT ITEMS**

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

- (a. Car Parking Tender Proposal)
- (b. Provision of IT Provider)

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 23<sup>rd</sup> MAY 2023**  
**AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES**  
**THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL**

**PRESENT:**

Cllr M Foster (Chairman)  
Cllr M Knight (Deputy Chairman)  
Cllr I Agnew  
Cllr D Albone  
Cllr M North  
Cllr S Patel  
Cllr M Russell  
Cllr S Sajid  
Cllr A Skilton  
Cllr D Strachan  
Cllr C Thomas  
Cllr J Woodhead

Mr P Tarrant – Town Clerk & Chief Executive  
Mr R Youngs – Finance Manager  
Mr I Lord – Place Shaping Manager  
Ms F Gumush – Meetings Administrator

Members of the Public – 3

**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 P Guilcher.

**2. DECLARATIONS OF INTEREST**

**a. Disclosable Pecuniary interests in any agenda item:**

None.

**b. Non-Pecuniary interests in any agenda item:**

None.

**3. TOWN MAYOR'S ANNOUNCEMENTS**

None.

**4. PUBLIC OPEN SESSION**

**Cllr Grant Fage**

Commenting on Item 9a with regards to the change in the meeting date for the Biggleswade Joint Committee, Cllr Fage suggested that the format and timings could be considered at a future meeting to support to increase public attendance

**5. INVITED SPEAKER**

None.

**6. MEMBERS' QUESTIONS**

Cllr Woodhead pointed to a recent announcement by Barclays Bank to withdraw their branch in Biggleswade at the end of August and suggested that this item be brought to the next agenda for discussion around banking needs of the Town.

Cllr Strachan also commenting on the withdrawal of Barclays Bank indicated that the Community Engagement Group would be meeting soon and asked if the item could be included on the agenda there.

Cllr Strachan asked whether any communications had been made to the Town Council of the bank's intention to withdraw. Responding to this the Town Clerk & Chief Executive confirmed that there had been none.

Cllr Patel commenting on the upcoming Carnival, indicated that he was a member of the committee for the Duck Race taking place on 11<sup>th</sup> June and asked for confirmation that the Public Realm Team would be helping with the gazebos this year and advertisement of the event on Town Council Notice Boards.

The Place Shaping Manager responding to this question confirmed Public Realm participation but noted that no material for advertising had yet been received.

Cllr Patel speaking on another matter, indicated that he had been approached by a member of the public asking about the removal of waste bins on the Kings Reach Estate and if the Council would be able to help in getting them reinstated.

Cllr Foster noted that this was an issue and suggested that Officers write to the Consortium to request assistance on the matter.

Cllr Agnew inquired about the notice board at The Orchard and asked if Officers could update the material advertised there.

Cllr Patel speaking on Franklins Recreation Area, noted resident concerns that the wall along the river at the park has been damaged and could be dangerous for anyone who walks there and asked if the matter could be brought to the attention of Central Bedfordshire Council.



7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. P9 Item 3e Charter Lunch of Biggleswade Rotary Club – text should be corrected to read 57<sup>th</sup> birthday not 73<sup>rd</sup>.

Subject to these amendments the Minutes were **APPROVED** as an accurate record of the Town Council Meeting held on Tuesday 25<sup>th</sup> April 2023.

- b. Members **NOTED** the minutes of the Annual Assembly held on Tuesday 18<sup>th</sup> April 2023.

8. **MATTERS ARISING**

Item 9a – Bicycle Hire Proposal. Cllr Albone asked whether Officers had received any response from Central Bedfordshire Council with regards to a clear proposal on racks installation.

Officers responded that no response had been received to date.

9. **ITEMS FOR CONSIDERATION**

- a. **Change in date of Biggleswade Joint Committee**

Members **RESOLVED** to cancel the Biggleswade Joint Committee meeting scheduled for Thursday 25<sup>th</sup> May and carry any agenda items to the next BJC meeting to be held on the 13<sup>th</sup> of July, 2023.

Members also **AGREED** that the timings and format of the meetings should also be looked at a later stage.

- b. **Capital Assets Working Group Update**

Members **AGREED** to put themselves forward to join the Capital Assets Working Group and agreed to Officers issuing an invitation for the first working group meeting on 14<sup>th</sup> June.

- c. **One-way traffic on Sun Street**

Members discussed the correspondence that was sent to the Town Council regarding a proposal to retrospectively consult on a one-way traffic order on Sun Street.

Members noted that one way traffic was originally introduced on a temporary basis, has been operating for some time and that the Traffic Order seems to be required to address an administrative error.

Members **RESOLVED** to fully support the order and asked that Officers respond to CBC with the belief that an enforcement camera is not needed on Sun Street.

- d. **Unity Bank Signatories**

The Finance Manager noted that following the formation of a new Council, there are only two Members who are signatories for payments, which is insufficient.

Members **RESOLVED** to accept Officers recommendation to sanction the new Chairman and Deputy Chairman of the Finance & General Purposes Committee, as signatories.

e. **Franklins Recreation Ground Official Opening Report**

Commenting on the report, the Town Clerk & Chief Executive welcomed the Public Realm Team's hard work to achieve the results at Franklins.

The Town Clerk & Chief Executive explained that in consultation with various Members, it was suggested that as well as Members, the Carnival Prince and Princess could be present for the grand opening.

Members commenting on the report noted support for the opening of the Franklins Recreation Area as well as hoping there would be a swift return to business as usual.

Members **RESOLVED** to accept the opening for Saturday 3<sup>rd</sup> June for late morning/early afternoon timing.

10. **PLANNING APPLICATIONS**

a. **CB/23/01283/FULL - 8 Wiseman Road, Biggleswade, SG18 8LN**

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

b. **CB/23/01098/LB - 36 High Street, Biggleswade, SG18 0JL**

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

c. **CB/23/01404/FULL - Fairfield Cottage, Fairfield Road, Biggleswade, SG18 0AA**

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

However, the Council would like that the comments from the Arboriculture Impact Assessment regarding trees being protected from any damage during these works are taken into consideration. As the works appear to be close to these protected trees additional information would be required on the impact on the root areas of these trees.

The Council would also like that the recommendations in the Ecology Appraisal followed as well.

d. **CB/23/01447/FULL - 4 Coltsfoot, Biggleswade, SG18 8SR**

The Town Council **OBJECTS** to this application on the following basis:

- Concerns that the new position of boundary fence and new front boundary wall with railings will change the street scene.
- The new fencing will not be in keeping with the other houses as this house will have an enclosure.
- Fencing seems to be elevated and will look intrusive.

11. **PLANNING APPLICATION OUTCOMES**

This report was **NOTED**.

Members **AGREED** that the structure and value of the document would be discussed at a future Council Meeting.

## 12. **ACCOUNTS**

### a. **Financial Administration**

No accounts were not available for this agenda.

## 13. **ITEMS FOR INFORMATION**

### a. **National Highways Response to proposed closure of the central reservation gap on A1**

Members discussed the response by National Highways and indicated that more detail was needed as to what the future holds for this crossing.

Members **RESOLVED** that Officers contact Central Bedfordshire Council and:

- highlight the response,
- add the Council's concern that there is no certainty of the crossing from Biggleswade to Northill,
- ask how CBC is going to address the issues in particular with the underpass.

## 14. **PUBLIC OPEN SESSION**

### a. **Cllr Grant Fage**

Cllr Fage commenting on an item under Exempt with regards to Partnership Working highlighted that through email discussion he had noted that there was an appetite for Central Bedfordshire Councillors to be more involved in Town Council meetings.

Cllr Fage pointed out that several items were discussed on the agenda, to which CBC Councillors could respond if they were present at meetings.

### b. **Mr Simon Denchfield**

Mr Denchfield commenting on the Land North of Biggleswade item under exempt, indicated that he had looked at the paperwork carefully on the Central Bedfordshire Council website and was unsure if it was a stand-alone document or an amendment.

Mr Denchfield believed that the documentation was unclear, confusing, and misleading to the public.

### c. **Ahead of the Exempt Session**, Cllr Albone indicated that there were two items under Exempt which he believed should be brought to the open session.

Cllr Albone indicated that Item 15c Councillor Co-option Vacancy should be discussed in the Open Session to allow openness and transparency.

Members voted and **AGREED** that the item should be discussed in the Open Session.

Cllr Albone expressed the view that Item 15e Partnership Working should also be discussed in the Open Session in the interest of openness and transparency.

Cllr Skilton commenting on the item noted that having a discussion with CBC Councillors who were not affiliated with any political parties, in a private way, could be misconstrued by the public.

Members voted and **DISAGREED** that this item should be discussed in the public session.

Cllr Albone and Cllr Skilton asked that their vote for this item to be discussed in the public session to be recorded in the minutes.

d. **Councillor Co-option Vacancy**

The Town Clerk & Chief Executive who introduced the paper indicated that the closing date for the vacancy is the 2<sup>nd</sup> of June and pointed to three items that need to be debated:

- Definition around the shortlisting.
- Definition around the interview process.
- Definition around the voting process.

Members discussing the item agreed that the process should be open and transparent.

Members **AGREED** on the following procedure:

- all candidates (who are eligible in electoral terms) are brought forward.
- each candidate to make a 5-minute statement to all Members in an Exempt session of a Council meeting.
- if a candidate is unable to attend the meeting in person a written statement may be submitted.
- the order of the candidate statements to be selected at random in advance.
- voting will be a series of secret ballots until two candidates are reached.



**MINUTES OF THE BIGGLESWADE TOWN COUNCIL**  
**ANNUAL STATUTORY MEETING**  
**HELD ON TUESDAY 16<sup>TH</sup> MAY 2023**  
**AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES**  
**THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL**

**PRESENT:**

Cllr G Fage (Chairman)  
Cllr M Russell (Deputy Chairman)  
Cllr I Agnew  
Cllr D Albone  
Cllr M Foster  
Cllr P Guilcher  
Cllr M Knight  
Cllr M North  
Cllr S Patel  
Cllr S Sajid  
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 – 4

**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. ELECTION OF TOWN MAYOR FOR THE YEAR 2023/2024**

It was **RESOLVED** that Cllr Mark Foster be elected to the Office of Town Mayor of Biggleswade, for the year 2023/2024.

**2. DECLARATION OF ACCEPTANCE OF OFFICE**

The Town Mayor, Cllr Mark Foster, signed the Declaration of Acceptance of Office.

Cllr Foster speaking after his election, noted that he was honoured and privileged to accept the position of Mayor of Biggleswade adding the belief that with new members, new ideas and an excellent team of Officers, it is important to welcome what this opportunity brings.

Cllr Foster formally thanked Cllr G Fage, for his exceptional job as Mayor in the last year and the standard he has set to follow.

On behalf of the Town Council, Cllr Foster wished Cllr G Fage well in his new role as a Central Bedfordshire Councillor for Biggleswade East.

3. **ELECTION OF DEPUTY TOWN MAYOR**

It was **RESOLVED** that Cllr Mark Knight be elected to the office of Deputy Town Mayor of Biggleswade, for the year 2023/2024.

4. **DECLARATION OF ACCEPTANCE OF OFFICE**

The Deputy Town Mayor, Cllr Mark Knight, signed the Declaration of Acceptance of Office.

The Mayor and Deputy Mayor, ex officio, shall be voting Members of every committee unless they signify that they do not wish to serve, consistent with Paragraph 38 of the Council's Standing Orders.

5. **MEMBERSHIP OF STANDING COMMITTEES**

It was **RESOLVED** that the membership of Standing Committees and the appointment of Chairmans and Deputy Chairmans are adopted as follows:

i. **Town Centre Management Committee (TCM)**

Cllr J Woodhead (Chairman), Cllr S Patel (Deputy Chairman), Cllr I Agnew, Cllr D Albone, Cllr P Guilcher, Cllr M Foster, Cllr M Knight, Cllr M North, Cllr A Skilton, Cllr D Strachan, Cllr C Thomas.

ii. **Public Land and Open Spaces Committee (PLOS)**

Cllr M North (Chairman), Cllr C Thomas (Deputy Chairman), Cllr I Agnew, Cllr P Guilcher, Cllr M Foster, Cllr M Knight, Cllr A Skilton, Cllr D Strachan, Cllr J Woodhead.

iii. **Personnel Committee**

Cllr M Russell (Chairman), Cllr P Guilcher (Deputy Chairman), Cllr D Albone, Cllr M Foster, Cllr M Knight, Cllr S Patel, Cllr D Strachan, Cllr C Thomas, Cllr J Woodhead.

iv. **Finance & General Purposes Committee (F&GP)**

Cllr D Strachan (Chairman), Cllr I Agnew (Deputy Chairman), Cllr D Albone, Cllr M Foster, Cllr M Knight, Cllr M North, Cllr M Russell, Cllr S Sajid, Cllr C Thomas.

v. **Appeals Committee**

Cllr M North (Chairman), Cllr A Skilton (Deputy Chairman)

6. **BIGGLESWADE JOINT COMMITTEE**

Under the constitution for the Biggleswade Joint Committee, Members are elected annually to sit on this Committee. It is likely that the composition of the Committee will change over the coming months.

It was **RESOLVED** that membership of the Biggleswade Joint Committee for 2023/2024 is adopted as follows:

4 Members: Cllr M North, Cllr S Patel, Cllr M Russell, Cllr C Thomas.  
2 Substitutes: Cllr D Albone, Cllr D Strachan.

7. **APPOINTMENT OF REPRESENTATIVES**

It was **RESOLVED** that the following Members be appointed to the Committees for 2023/2024:

i. **Bedfordshire Association of Town & Parish Councils (BATPC):**

3 Members for voting at the AGM: Cllr M Knight, Cllr M North, Cllr C Thomas.

ii. **Biggleswade Friendship Committee:**

1 Member: Cllr J Woodhead.  
1 Substitute: Cllr D Albone.

iii. **Fen Reeves meetings as proxy voter:**

1 Member: Cllr M Russell.  
1 Substitute: Cllr A Skilton.

iv. **Biggleswade Green Wheel Development Group:**

2 Members: Cllr M Knight, Cllr A Skilton.  
1 Substitute: Cllr D Albone.

v. **Police Liaison Officer:**

1 Member: Cllr S Patel.  
1 Substitute: Cllr P Guilcher.

vi. **Sir John Cotton Educational Foundation**

2 Members: Cllr J Woodhead, Cllr M North.

vii. **Langford and Biggleswade Community Fund Group**

2 Members: Cllr M North, Cllr C Thomas.

8. **APOLOGIES FOR ABSENCE**

None.

9. **DECLARATIONS OF INTEREST**

a. **Disclosable Pecuniary interests in any agenda item:**

None.

b. **Non-Pecuniary interests in any agenda item:**

None.

10. **TOWN MAYOR'S ANNOUNCEMENTS**

None.

**11. PUBLIC OPEN SESSION**

No member of the public wished to speak.

**12. INVITED SPEAKER**

None.

**13. MEMBERS' QUESTIONS**

Cllr Strachan, in reference to the Biggleswade Joint Committee, asked that since there are now five Central Bedfordshire Council for Biggleswade, would it not be more appropriate for there to be five Town Councillors to be members of the committee.

Cllr Foster responded that under the current rules only four CBC Councillors would be members of the Committee, and four Town Councillors. Any changes would need to be made by the CBC General Purposes Committee.

The Town Clerk & Chief Executive pointed out that this matter had recently been raised with CBC and that a response was pending.

Cllr Skilton asked for clarification on the co-option process for the vacant positions in the Council.

The Town Clerk & Chief Executive responded that advertisements were placed the day following the elections and indicated that there had been some interest. The process of how the selection will be made, will be for Council to debate.

Cllr Foster indicated that this would be an agenda item for the next Town Council meeting.

Cllr Albone pointed out that the footpath alongside the River Ivel, which passes under the A1, is flooded once more and recalled correspondence with CBC regarding this matter.

The Town Clerk & Chief Executive responded that he would be looking into the matter before responding.

Cllr Albone also noted that the surface of the White Hart Car Park had deteriorated and asked if there were any imminent plans to address this.

The Head of Governance & Strategic Partnerships responded that at present there were no imminent plans as it would be taken under the normal course of maintenance.

Cllr Foster asked for action to review this and look at other car parks as well for any damage and potential safety issues.

The Town Clerk & Chief Executive responding to the matter indicated that this issue could be discussed at the Working Group.

Cllr Patel going back to the matter of co-option of new Councillors inquired about how many applicants there had been.

The Town Clerk & Chief Executive pointed out that there were four people who had expressed an interest; but not all four had completed the application process.



**14. ITEMS FOR CONSIDERATION**

**a. General Power of Competence**

Members **RESOLVED** the recommendation that Council exercises the General Power of Competence under SI.961 of The Localism Act 2011 (Consequential Amendments) Order 2012 and that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the Clerk.

**15. PUBLIC OPEN SESSION**

Mrs Sheila Grayston

Mrs Grayston indicated that she was attending the meeting on behalf of Mr Alex Cawthorn, husband of the late Amanda Cawthorn to express thanks in particular to the previous Town Council Members.

Mrs Grayston noted that Mrs Cawthorn's funeral was held that day and that her husband Mr Hawthorn wanted to express his gratitude for the tribute and honour the Council paid to Mrs Cawthorn recently.

Mrs Grayston noted that Officers who both she and Mrs Cawthorn worked with also attended the funeral and the family were very touched.

**16. EXEMPT ITEMS**

None.

The Mayor closed the meeting at **8.00pm**



**BIGGLESWADE TOWN COUNCIL**  
**Town Council**  
**13<sup>th</sup> June 2023**  
**Bicycle Hire Proposal Report**

**Implications of Recommendations:**

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

**Finance:** Not applicable.

**Equality:** Accessible cycling for lower-income families.

**Environment:** Not applicable.

**Community Safety:** Not applicable.

**Background**

Officers last gave an update to Members on 25<sup>th</sup> April regarding the bicycle hire scheme being proposed by Central Bedfordshire Council (CBC) in collaboration with Bedfordshire Rural Communities Charity (BRCC). Members unanimously resolved not to proceed with the scheme until CBC presented a clear proposal on exactly where the bicycle racks will be installed with plans and drawings. This included Dan Albone Car Park, Grasmere Road and Franklin's Recreation Ground sites.

**Summary**

Officers wrote to CBC on 26<sup>th</sup> April informing them of Council's decision with acknowledgment of the letter received on 4<sup>th</sup> May. The topic was raised at the Biggleswade Green Wheel Development Group meeting on 24<sup>th</sup> May resulting in drawings being passed onto Officers shortly after. These are attached in Appendix A, illustrating CBC and BRCC's intentions with the positioning and style of the bicycle racks for Grasmere Road.

As for Dan Albone Car Park, the Chairman of BRCC has stated that the existing stands will be used for now. Depending on the success of the scheme, a discussion could be had later about the positioning of the existing stands and whether it's worth relocating them. Bicycle racks at Franklin's Recreation Ground would be used and left in the same position. No appendices have been provided for either of these sites as there will be no change to the existing bicycle racks in place, besides small signage.

**Recommendations**

For Members to agree:

- For CBC to proceed with the bicycle hire scheme at the locations set out in the report using BTC-owned land including Dan Albone car park, Grasmere Road and Franklin's Recreation Ground.

Isaac Lord  
Place Shaping Manager

**Appendix A – Grasmere Road Drawings**

## Appendix A – Grasmere Road Drawings

### Proposed location for bike stands at Grasmere

5m x 2.5m area required, to install gravel base within timber edged area, alongside existing Green Wheel route at Grasmere.



Propose to set 1m in from path in location shown by blue rectangle.

The exact location could be a few metres north or south of the location proposed.



**BIGGLESWADE TOWN COUNCIL**  
**Town Council 13<sup>th</sup> June 2023**  
**Exempt - Land North Application Report**

**Implications of Recommendations**

**Corporate strategy: Environment:** A green town. Maintain our efforts to influence Government and CBC strategic plans and their impact on the town.

**Finance:** Not Applicable.

**Equality:** Not Applicable.

**Environment:** Not Applicable.

**Community Safety:** Not Applicable.

**Background**

The Land North development application, CB/19/04301/OUT, was submitted in December 2019 but was previously considered by Council at various stages when the Central Bedfordshire Local Plan was being developed. Council has consistently rejected the application based on several statutory grounds, the most important being the transport impact.

There is now a further consultation due to the submission of a transport briefing note by the applicant.

**Summary**

Following the 23<sup>rd</sup> May Council meeting which discussed the Land North application and approved the use of a transport consultant to produce a technical note, a meeting took place on 1<sup>st</sup> June with nominated Members. Members considered the main documents relating to the application and the transport consultant's recent Technical Note.

The meeting agreed that a full Town Council response was necessary which reflected the long history of valid Town Council objections and which would provide detailed context for the members of the post-election, newly-configured Development Management Committee (DMC) when considering their decision. The response must be submitted to CBC by 14<sup>th</sup> June to meet the deadline if the application is to go to the DMC meeting on 28<sup>th</sup> June.

The proposed Town Council response is attached for Council to consider (Appendix A). The appendices referred to in the letter (which give details of previous responses to development on this site) are on Sharepoint.

Also attached to this report are the latest Technical Note from the transport consultants (Appendix B) and the recent response agreed by Sandy Town Council (Appendix C).

**Recommendation**

That Members approve the letter of response to be submitted to CBC with the attached appendices on 14<sup>th</sup> June.

Karim Hosseini  
**Head of Governance & Strategic Partnerships**

**The appendices to the draft response letter are on SharePoint.**

## **Land North of Biggleswade Planning Application 19/04301/OUT**

### **Response to Latest Consultation – June 2023**

The Planning Department  
Central Bedfordshire Council

For the attention of Mr. Nikolas Smith, Planning Officer.

Dear Sirs,

#### **Planning Application Reference 19/04301/OUT**

The Biggleswade Neighbourhood Plan (2022) and the Biggleswade Town Centre Masterplan (SPD 2011), together with the adopted Local Plan form the statutory development plan for Biggleswade. The Planning and Compulsory Purchase Act requires determination of planning applications to be made in accordance with the development plan unless material considerations indicate otherwise.

Council has discussed the 'Briefing Note – Highway Mitigation Plans' dated April 2023 and understands from Mr. Smith that this should be considered together with all previous transport submissions from the Applicant.

Council has also commissioned a further report from our transport consultants, Alan Bailes Consultancy Ltd. - see Appendix A. The consultant's conclusion is that the concerns of Council have not been addressed and 'the proposals are still contrary to both the Central Bedfordshire Local Plan policies T1 and T2 and the National Planning Policy Framework (paragraphs 110 and 111).

This latest report follows on from two previous reports commissioned by the Council:

- Transport and Highways Technical Audit, April 2020 – see Appendix B
- Land North, Review of Transport Assessment, August 2022 – see Appendix C

Throughout this process, the Applicant has been unable to establish the sustainability of the proposals or that they conform to NPPF and the Local Plan.

The Council's response dated January 2023 (see Appendix D) sets out very clearly the objections to the Applicant's transport plans, together with the sustainability and archaeological concerns.

Nothing in the latest Briefing Note addresses those issues and the Notes on the plans indicate that detailed work has not been carried out to ensure that the schemes are viable and would be likely to be approved by the CBC Traffic Management Meeting. At the very least the proposals would have to be conditioned to be formally approved before any development could go ahead.

Many of the proposals will make life more unpleasant for existing residents in the immediate vicinity through creating additional air pollution through stationary or very slow-moving vehicles and more noise through large vehicles traversing speed tables. The proposals also remove parking where residents have no off-street facility.

The currently proposed mitigation measures detract from the key issue of the access to the development along Furzenhall Road, which would become a 'collector street' for over 700 houses. It is too narrow and cannot be widened sufficiently to meet NPPF and Local Plan standards, particularly for safe access for cyclists and pedestrians and sufficient capacity for buses and emergency vehicles. Should it be blocked for any reason, there is no other access for emergency vehicles.

Appendix D also sets out clearly the Council's concerns about the impact on the archaeology of an important historical area of the town, with remains covering many periods from the Middle Iron Age to post Medieval. There are several scheduled monuments in the area with Historic England indicating that there may be further scheduling. Archaeology has never been properly addressed by the Applicant.

Local residents know that the proposed site in one of the oldest parts of the town is unviable. This is reflected in the groundswell of public opposition – 1515 objections and 3 petitions – clearly demonstrating the strength of feeling. Bedfordshire Police and the East of England Ambulance Service have also objected.

The Town Council has been opposed to further development to the north of the town ever since this site was put forward in the Draft Local Plan which Council discussed in August 2017, when any further development beyond the 4,000+ dwellings then in the pipeline was opposed due to the lack of infrastructure. See Appendix E.

Council then discussed the Pre-Submission Draft Local Plan in February 2018. It was decided to reluctantly support development to the east but to oppose development to the north, which has been the Council's position ever since. See Appendix F.

The Town Council continued to oppose Land North (HAS06) at the Examination in Public in 2019 as shown by the speaking notes attached as Appendix G.

The Council's response to the changes in the Emerging Local Plan, after the Inspector's Report, continued to argue that the site is unsuitable for housing. Disappointingly, the changes also included the removal of the Important Countryside Gap (CG18) from the Plan. Until that point, protection against coalescence with Sandy was built into the Plan and so the need had been recognised by CBC strategic planners. The Gap was vital to protect Biggleswade Common and ensure no coalescence with Sandy, issues which are still very important for the town and for which the Town Council will continue to work. See Appendix H – Local Plan Response to Changes in the Emerging Local Plan, August 2020.

We note the support for our position from Sandy Town Council and Richard Fuller, MP.

In conclusion, there are three major reasons why this site should not be developed and why the application should be refused – lack of sustainability and harmful transport impact; damage to nationally important archaeology; and impact on Biggleswade Common and coalescence with Sandy. These points have consistently been made, with the support of appropriate professionals and with reference to how the Application falls short of Central Bedfordshire's own development standards, breaching both Local Plan policies and the National Planning Policy Framework.

It is now three and a half years since this Application was submitted and it has still not been determined. This indicates the difficulties it faces and that it is not viable. How many more iterations will we be forced to consider?



Biggleswade Town Council therefore remains STRONGLY OPPOSED to this development and requests that the application finally be determined by REFUSAL.

Yours faithfully,  
on behalf of Biggleswade Town Council

Peter Tarrant,  
Town Clerk and Chief Executive

## **Appendices**

- Appendix A Technical Note No. 2, Review of Transport Assessment, May 2023
- Appendix B Transport and Highways Technical Audit, April 2020
- Appendix C Technical Note No. 1, Review of Transport Assessment, August 2022
- Appendix D Town Council Response to Further Iteration of the Application, including Chronology of Discussions and Objections to the Application, January 2023
- Appendix E Town Council Response to Draft Local Plan, August 2017
- Appendix F Town Council Response to Pre-Submission Draft Local Plan, February 2018
- Appendix G Town Council Submission to Local Plan Examination in Public, June 2019
- Appendix H Response to Changes in the Emerging Local Plan, August 2020

## Technical Note No 2:

### Land North of Biggleswade: Review of Transport Assessment Dated- May 2023

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## 1. Introduction and Background

### 1.1 Introduction

The Alan Bailes Consultancy Ltd. (“ABC”) has been appointed by Biggleswade Town Council to provide transport and highways advice on the planning application for Land North of Biggleswade SG18 0HB.

A planning application (Reference: 19/04301/OUT) was submitted to Central Bedfordshire Council (CBC) Council on 24<sup>th</sup> December 2019 with proposals for:

*Outline Application: planning permission with all matters reserved except for access for the development of the land situated north of Biggleswade, east of the ECML railway to provide for up to 416 dwellings including affordable housing; green infrastructure accommodating landscaping, allotments, community orchard, public open space, children's playspace; new roads, car parking, cycleways and footways; associated infrastructure, including a sustainable drainage system; vehicular access to be secured from Furzenhall Road.*

### 1.2 Background

As part of the statutory consultation process, which started back in 2019, there has been an ongoing dialogue between the applicant’s transport consultants (TPA) and CBC acting as the highway authority. As a result of the long-standing dialogue there has been a plethora of Transport related documents traded between both parties, upon which Biggleswade Town Council have made a number of representations.

The latest representation by Biggleswade Town Council (BTC) in respect transport and highways was dated August 2022 and provided a review of the additional evidence supplied by TPA in their new Transport Assessment document, dated August 2022. The review ascertained whether the evidence provided overcomes and addresses the concerns initially raised by Biggleswade Town Council as outlined in the various document submitted to CBC, which can be found on the planning portal.

Following yet more discussions with CBC’s Highways Development Management Team the applicants transport consultants, TPA, have now seen fit to issue a further document entitled “Briefing Note – Highway Mitigation Plans”, dated April 2023.

### 1.3 Purpose of Technical Note No. 2

The purpose of Technical Note No. 2 is to provide a review of the additional evidence supplied by TPA and ascertain whether the evidence provided overcomes and addresses the concerns raised by Biggleswade Town Council as outlined in the various document submitted to CBC. If not, then the Technical Note No. 2 will reiterate why the planning application should be refused.

## 2. Relevant Transport Policy Framework

In policy terms and in the context of decision making and assessing specific applications for development, the following are considered of paramount importance to this application, namely:

The National Planning Policy Framework (NPPF) at paragraph 110 identifies that plans and decisions should take account of whether:

- *‘Appropriate opportunities to promote sustainable transport modes can be – or have been – taken up, given the type of development and its location;*
- *Safe and suitable access to the Site can be achieved for all people; and*
- *Any significant impacts from the development on the transport network (in terms of capacity and congestion), or on highway safety, can be cost effectively mitigated to an acceptable degree.’*

At paragraph 111 NPPF refers to the impacts on highways and states:

- *‘Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe.’*

NPPF is supported by the current Central Bedfordshire Local Plan 2015-2035, in particular:

- Policy T1: Mitigation of Transport Impacts on the Network; and
- Policy T2: Highway Safety and Design.

## 3. Appraisal of Additional Evidence

### 3.1 Introduction

*“Technical Note No.1 - Land North of Biggleswade: Review of Transport Assessment Dated - August 2022”*, as submitted by BTC, provided a comprehensive review of the information supplied by TPA back in August 2022. It concluded that the transport documents submitted by the applicant in support of the planning application (Reference: 19/04301/OUT) fell significantly short of the requirements to support the proposals and as such were found to be contrary to both the Central Bedfordshire Local Plan policies T1 and T2, and the National Planning Policy Framework (paragraphs 110 and 111).

The *“Briefing Note – Highway Mitigation Plans”* dated April 2023, as submitted by TPA, provides a schedule of the highway mitigation works associated with the proposed development.

This section of the Technical Note reviews that additional evidence supplied by TPA in the form of the *“Briefing Note – Highway Mitigation Plans”* (Briefing Note) and sets out why the comments made by BTC back in August 2022, as set out in Technical Note No. 1, are still relevant and why the planning application should be refused.

### 3.2 Review of Highway Mitigation Plans

Following a review of TPA’s highway mitigation plans, it is evident that the applicant has failed to address the serious concerns and issues presented by BTC in their August 2022 submission entitled

“Technical Note 1 - Land North of Biggleswade: Review of Transport Assessment Dated”, which is attached at **Annex A**. The results of the review are set out in more detail below.

## **Inadequate Access along Furzenhall Road**

The Briefing Note has failed to address the inadequacies of Furzenhall Road to act as an access to the proposed residential development. The access to the proposed residential development site is via Furzenhall Road, which will result in 674 dwellings being reliant upon a single access road (Furzenhall Road), with a blind corner, and on-street parking. The applicant’s Transport Assessment shows around 250 extra vehicle movements along Furzenhall Road during both AM and PM peak times, this is an extra car every 15 seconds and an increase of 200% on Furzenhall Road’s current traffic levels.

Section 3.0 of Central Bedfordshire Council’s Highways Construction Standards states that any collector street serving more than 300 dwellings requires a minimum carriageway width of 6.5m, however Furzenhall Road is only 5.98m wide. The narrow single access road is contrary to **Local Plan Policy T2 item 2**.

## **Traffic Calming along Furzenhall Road**

As part of the original mitigation strategy the applicant proposed the introduction of a 20mph speed limit for Furzenhall Road along with supporting traffic calming features. Confusingly, these proposals appear to have been dropped from the mitigation plans, however the latest TA update retains this reference and acknowledges that a scheme for Furzenhall Road requires discussion and agreement. This confusion has probably arisen because the proposed traffic calming measures, together with the proposed 20mph limit, does not address the specific issue identified in the RSA undertaken on the proposals and remains contrary to **Local Policy T2 item 5**.

## **Proposed Site Access Arrangements**

Despite BTC’s concerns expressed in Technical Note No1 regarding the site access arrangements being **contrary to both NPPF and the Local Plan**, the access arrangement plan 1512-07 PL01 Rev D, given in the Briefing Note, remains the same as that submitted back in August 2022. The access arrangements still do not comply with the current standards, as given in Central Bedfordshire’s “Public Rights of Way - Standards and Guidance for Development” (Page 7). In addition, there is also concern about a single access road through an existing estate for a development of this size, which is contrary to **Local Plan Policy T2 item 2**.

## **Inadequate Access along Potton Road**

The applicant, within the Highway Mitigation Plans has failed to address BTC’s concerns regarding the misleading characteristics the applicant has applied to Potton Road. The correct characteristics for Potton Road which should be applied, together with reasons behind the applicant’s flawed assessment, is set out in detail in “Technical Note No.1 - Land North of Biggleswade: Review of Transport Assessment Dated - August 2022”.

Potton Road is vital to the access to this site; however, the Transport Assessment documents mischaracterise Potton Road and understates the scale of the problem road-users face on Potton Road, with the result the modelling of Potton Road in the applicants’ supporting evidence is misleading.

This is a serious omission and BTC still feels that this point needs addressing.

## Increased Queue Lengths at Congested Junctions

The applicant has also chosen to ignore BTC's concerns regarding the increased queue lengths at a number of junctions as set out in "Technical Note No.1 - Land North of Biggleswade: Review of Transport Assessment Dated - August 2022".

Of particular importance and concern to BTC is the Drove Road / London Road Junction. This junction is a main access to Stratton Upper School which has capacity for 1700 pupils and will likely become a secondary school from September 2024, which means children as young as 11 will be walking to school and crossing at this junction. For the applicant to mis-characterise the queue lengths at the junction and to choose not to model the Eagle Farm Road arm and the traffic that the arm brings, is negligent of children's safety, the consequences of which may well be considered "severe" **as per NPPF 111**.

As detailed in Technical Note No. 1, it is considered that the proposed development would cause a "severe" impact (as per **NPPF 111**) to junctions which are already congested, one of which is the access point for a school. Equally, the failure to provide any mitigating measures to reduce the impact on these junctions is contrary to **Local Plan Policy T2 item 7**.

## Exaggeration of Site Sustainability

Technical Note No. 1 set out in detail BTC's concerns about the distances to key facilities, services and bus stops from the development site and explains how the applicant has exaggerated the sustainability of the development site.

The applicant still fails to address BTC's concerns about the sustainability of the site in terms of transport. In addition, Local Planning Policy T1 on the mitigation of transport impacts on the network requires that "*Transport Assessments and Travel Plans must demonstrate how the development can be served by public transport services and the frequency of the service.*" This is clearly not the case in respect of this site, as the applicant has not demonstrated how the proposal will seek to secure a reliable bus service to reduce the need to travel and secure a modal shift towards sustainable forms of transport. The applicant exaggerates any compliance with **Local Planning Policy T1** and **NPPF Paragraph 110**.

## Other related concerns

The applicant has omitted to address the concerns raised by BTC regarding the ability for school children living on the Land North of Biggleswade site to be able to walk safely from the site to either Edward Peake School or Stratton School. There is no mention of Edward Peake School in the applicant's analysis of the Drove Road/Potton Road junction nor any mention of Stratton School in the analysis of the Drove Road/London Road junction. Both junctions experience a great deal of pedestrian movements per day, the vast majority of which are made by school children.

Even though both junctions experience capacity issues the applicants provide no mitigating measures. The proximity to the schools to the junction's risks children's safety with the potential of "severe" impacts as per **NPPF 111**.

## 4. Conclusions

As a result of the evidence presented above, it can be concluded that the "Briefing Note – Highway Mitigation Plans", dated April 2023 fails to address the concerns of Biggleswade Town Council as set out in their "Technical Note No.1 - Land North of Biggleswade: Review of Transport Assessment Dated

# Alan Bailes Consultancy Ltd.

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- August 2022". Consequently, the proposals are still contrary to both the Central Bedfordshire Local Plan policies T1 and T2, and the National Planning Policy Framework (paragraphs 110 and 111).

**Accordingly planning application - reference 19/04301/OUT for up to 416 dwellings at the Land North of Biggleswade site - should be refused.**

## Issued by

Alan Bailes – 31/05/2023

.....  
*Chartered Transport Planning Professional*

## Approved by

Alan Bailes

.....

## Third party disclaimer

Any disclosure of this report to a third party is subject to this disclaimer. The report was prepared by ABC Ltd at the instruction of, and for use by, our client named within the report. It does not in any way constitute advice to any third party who is able to access it by any means. ABC Ltd excludes to the fullest extent lawfully permitted all liability whatsoever for any loss or damage howsoever arising from reliance on the contents of this report.

## **ANNEX A - "Technical Note 1 - Land North of Biggleswade: Review of Transport Assessment Dated - August 2022"**

Sandy Town Council historical responses to CBC Planning Officers on the Land North Development application (CB/19/04301/OUT)

Following a meeting of Sandy Town Council on Monday 22<sup>nd</sup> May 2023 Members wished me to write to you to confirm that they stand by their original objections to the following outline planning application: CB/19/04301/OUT Land North of Biggleswade SG18 0HB.

These are listed for you again below.

In addition, Members wanted to query the validity of the traffic report as the data was collected during Covid, which members believe may have skewed numbers inaccurately in the applicants favour.

### **Objections**

Sandy Town Council stands by its objection to the planning application as outlined in its letters sent to you on 3<sup>rd</sup> February 2020, 29<sup>th</sup> January 2021 and 16<sup>th</sup> August 2021 and an email sent on 20<sup>th</sup> December 2022. These comments are as set out below:

Sandy Town Council concurs with Biggleswade Town Councils belief that the application does not comply with the National Planning Policy Framework (NPPF) and as such, would highlight the same notable areas of concern as submitted to you by Biggleswade Town Council:

The Applicant has failed to demonstrate that the location of the proposed development is sustainable; The Applicant has failed to demonstrate that a safe and suitable means of access to the site can be achieved for all users;

The Applicant has failed to demonstrate that the development will not have an unacceptable impact on highway safety, most notably at a junction which is also the access point for a school;

The Applicant has failed to demonstrate that the development will not have an unacceptable impact on the operation of the highway network; The Applicant has failed to demonstrate that the development will conserve and enhance the natural environment;

The Applicant has failed to demonstrate that the development will achieve a well-designed place.

Sandy Town Council also supports Biggleswade Town Councils concerns that the Transport Assessment undertaken as part of the proposed development is both inaccurate and outdated. The use of 2011 census figures do not account for the large housing numbers which have been developed along the A1 corridor in the intervening years, the developers conclusions in regard to the impact of the development are therefore flawed.

The additional traffic created by this development will have a significant impact on the traffic flow of the A1, especially the roundabout adjacent to the Sainsburys site. This will undoubtedly create yet more pressure on the section of A1 between Sandy and Beeston. The road network between Sandy and Biggleswade is already under considerable pressure and Highways England has acknowledged that the A1 needs modernising and improvement. Sandy Town Council believes that Planning Authority should resist substantial development along the A1 corridor in our area until a solution has been reached on the future of the A1.



The Council is also concerned about potential future encroachment between the parishes of Sandy and Biggleswade. Further development to the north of Biggleswade could result in housing up to the edge of Biggleswade Common, reducing the gap between the settlements significantly. For the reasons stated ab

In addition, the Council fully supports the objections put forward by Mr Richard Fuller MP in his letter to you dated 5<sup>th</sup> December 2022.

Town Clerk

Sandy Town Council



## **BIGGLESWADE TOWN COUNCIL**

### **Town Council 13<sup>th</sup> June 2023 Risk Management Policy Update Report**

#### **Implications of Recommendations**

**Corporate strategy:** This policy is a key component to the Town Council good governance.

**Performance:** A Council that delivers. Take a holistic approach to managing and mitigating risk.

**Finance:** Not Applicable.

**Equality:** Not Applicable.

**Environment:** Not Applicable.

**Community Safety:** Not Applicable.

#### **Background**

The 28<sup>th</sup> March 2023 Town Council meeting approved the recommendations in the Risk Management Review Report (Risk Protocol) which Officers had conducted in collaboration with Members.

#### **Summary**

Since that meeting, Officers have reviewed the existing risk management policy which is available on the Town Council website. Officers have updated the policy document (attached at Appendix A) to align it with the risk management review findings. This includes the move towards the Town Council adopting an enterprise risk management approach. All managers are routinely contributing towards risk mitigation with a defined escalation process in place. Risk registers by theme and work area containing live risk profiles and mitigations are available on SharePoint.

#### **Recommendations**

That Members consider and approve the updated risk management policy document (Appendix A) and enable Officers to publish it on the Town council website.

Rob Youngs  
**Finance Manager**

Karim Hosseini  
**Head of Governance & Strategic Partnerships**

#### **Appendix A: Recommended Risk Management Policy**



## **BIGGLESWADE TOWN COUNCIL RISK MANAGEMENT POLICY**

### **Introduction**

This document sets out the framework on which risk management processes at Biggleswade Town Council are based. This framework should assist in ensuring that a consistent approach is taken across the Council for the identification, assessment and evaluation of risks, and for ensuring that actions are proportionate to identified risks, thereby efficiently and effectively utilising resources and maintaining a balance between risks and controls. Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.

### **Risk Management**

Risk – *'Risk is the combination of the probability of an event and its consequence. Consequences can range from positive to negative'*.

Risk Management – *'Process which aims to help organisations understand, evaluate and take action on all their risks with a view to increasing the probability of success and reducing the likelihood of failure.'* [Institute of Risk Management (IRM)]

Risk management is an essential feature of good management and applies to all aspects of the Council's business.

There is an Audit requirement under the Accounts and Audit (England) Regulations 2015 s.3 to establish and maintain a systematic strategy, framework and process for managing risk. Risks and their control will be collated in a Risk Register. A statement about the system of internal control and the management of risk will be included as part of the Annual Statement of Accounts and summarised in the Council's Business Plan.

Implementing the Strategy involves identifying, analysing/prioritising, managing and monitoring risks.

## **Risks Types**

Strategic Risk – long-term adverse impacts from poor decision-making or poor implementation. Risks causing damage to the reputation of the Council, loss of public confidence, or in a worse case statutory intervention.

Compliance Risk – failure to comply with legislation or laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals, inability to enforce contracts etc.

Financial Risk – fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council tax precept levels/impact on Council reserves.

Operating Risk – failure to deliver services effectively, malfunctioning equipment, hazards to service users, the public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

Not all these risks are insurable and for some the premiums may not be cost-effective. Even where insurance is available, money may not be an adequate recompense. The emphasis should always be on eliminating or minimising risk. Risk can be connected to opportunities as well as potential threats.

**Risk Identification** – Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.

**Risk Analysis** – Identified risks need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences.

**Risk Prioritisation** – An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored using a four box grid Low (1), Medium (2), High (3) and Very High (4). The scores for both impact and likelihood are scored in this manner. Risks scoring 9 and above will be subject to detailed consideration and preparation of a mitigation, contingency/action plan to appropriately control the risk.

**Risk Control** – Risk control is the process of acting to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:

Tolerate – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

Treat – loss control measures are implemented to reduce the impact/ likelihood of the risk occurring.

Transfer – the financial impact is passed to a third party or by way of insurance. This is good for mitigating financial risks or risks to assets.

Terminate – the circumstances from which the risk arises are ceased so that the risk no longer exists.

**Risk Register** – Details on the impact and likelihood matrix are included below. The Town Council holds several live and dynamic risk registers covering business areas which are managed by the appropriate Manager.

**Risk Monitoring** – The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed regularly. It is also important to assess whether the nature of any risk has changed over time and if so, where relevant, to close it. The Town Council operates a risk framework and set of live risk tools to manage its risks effectively.

Risks are routinely discussed and reviewed at weekly senior management meetings and the operational monthly management meetings. Risks are routinely communicated internally and escalated when appropriate via Town Clerk meetings with Members. Any risks which are escalated onto the top level risk register will be shared via a report to the Finance & General Purposes Committee and a subsequent Town Council.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

### **Roles and Responsibilities -**

Councillors – risk management is a key part of the councillors' stewardship role and there is an expectation that Elected Members will lead and monitor the approach adopted. This will include:

Approval of the Risk Management Strategy; discussion of risk treatment options at Committee level; Town Council meeting approval of risk target levels.

Town Clerk – will ensure that Risk Management is an integral part of any service review process, ensure that recommendations for risk control are detailed in service review reports and will lead in developing and monitoring treatment options for Risk Management.

Project Officers and Service Managers – when developing projects or recommending service changes will ensure that risks are identified and the measures to eliminate or control risks are documented in agenda reports/briefing papers to be considered by Council and Committees.

Employees – will undertake their job within risk management guidelines ensuring that the skills and knowledge passed to them are used effectively.

**Role of Internal and External Audit** – The Town Council via implementing the risk management process routinely ensures that both the internal and external audit functions are complied with. The Internal Audit Team provides an important scrutiny role carrying out audits to provide independent assurance to the Council.

Internal Audit assists the Council in identifying its strategic, corporate, financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

**Training** – Risk Management training will be provided to key staff. Councillors will receive appropriate briefings.





**BIGGLESWADE TOWN COUCIL**  
**Town Council 13<sup>th</sup> June 2023**  
**Public Works Loan Board (PWLB) 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:** PWLB borrowing of up to £325,000.

**Equality:** Not applicable.

**Environment:** Not applicable.

**Community Safety:** Not applicable.

**Background**

A report was previously presented to Council on 14<sup>th</sup> 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.

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 Council has been asked to revise its **previous resolution** to satisfy current DLUHC guidance.

**Recommendation:**

To revise the previous resolution to read:

It is 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 towns 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 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.

Peter Tarrant  
Clerk & Chief Executive

Rob Youngs  
Finance Manager



**BIGGLESWADE TOWN COUNCIL**

**Town Council 13th June 2023**

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

**Implications of Recommendations**

**Corporate strategy: ENGAGEMENT:** Improve our engagement with all stakeholders, including hard-to-reach groups.

**Finance:** Not Applicable.

**Equality:** Not Applicable.

**Environment:** Not Applicable.

**Community Safety:** Not Applicable.

**Background**

The next Finance & General Purposes committee meeting is currently dated the 4<sup>th</sup> July. Unfortunately, both the Chairman of F&GP (Councillor Strachan) and Deputy Chairman (Councillor Agnew) are unavailable on this date.

**Proposal**

The next available free date in the calendar meetings schedule is just two week's later, on the 18<sup>th</sup> July.

**Recommendation**

That Members resolve:

- The F&GP meeting on Tuesday 4<sup>th</sup> July, should be moved to Tuesday 18<sup>th</sup> July 2023.

**Rob Youngs**  
Finance Manager



**BIGGLESWADE TOWN COUNCIL**  
**Town Council 13th June 2023**  
**Unity Trust bank and CCLA bank account signatories.**

**Implications of Recommendations**

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

**Finance:** Appropriate signatories for bank accounts.

**Equality:** Not applicable.

**Environment:** Not applicable.

**Community Safety:** Not applicable.

**Background:**

We have two Unity Trust bank Current Accounts. One of these is our general Current Account and the other Current Account is kept for salary transactions. We also have two CCLA accounts. One of these is a high interest account where our precept money is held. The other CCLA account was opened last financial year as a separate account for holding the latest PWLB loan and related expenses.

**Current situation:**

The number of Member bank signatories reduced from seven to two as we entered the new Council term. The two remaining signatories are Councillors Foster and North. At the last Full Council meeting on the 23<sup>rd</sup> May, the Council resolved to add Councillors Strachan and Agnew to the Unity Trust bank accounts. As the new Chairman and Deputy Chairman of the Finance and General Purposes Committee these were obvious choices and the applications were submitted in late May.

This leaves the Council with four Member signatories for Unity Trust bank and two for the CCLA accounts.

**Next steps:**

Communications have taken place between the Town Clerk, Chairman of Finance and General Purposes Committee (F&GP), Deputy Chairman of F&GP Committee and the Finance Manager, to consider the best steps moving forward. Here are the suggested outcomes:

- 1) CCLA signatories should be supplemented to include the Chairman and Deputy Chairman of F&GP, thus bringing this total to four Member signatories.
- 2) We advise that six active signatories should be sufficient capacity to cope comfortably with the demand, for both Unity Trust bank and the CCLA accounts. Therefore, a further two would be required.
- 3) Of the remaining Members, it was suggested that initially we ask the five Members who served in the previous Council term; of these, Councillors Knight and Albone are keen to support.

**Outgoing Member signatories:**

The five Members who were bank signatories from last term, but no longer Members, should be taken off both Unity Trust bank and our CCLA accounts. These Members were Councillors Bond, G Fage, F Foster, Pullinger, and Ramsay.

**Recommendation:**

Officers recommend:

- 1) Approving the Chairman and Deputy Chairman of F&GP as two signatories on the CCLA accounts.
- 2) Approving Councillors Albone and Knight as the other two new signatories for the Unity Trust bank accounts and the two CCLA accounts.
- 3) Approving taking off the five outgoing Member signatories.

Rob Youngs  
Finance Manager



OUTCOME OF CBC DETERMINED PLANNING					
Address	Application No.	Committee date	BTC Decision	Description	Central Beds Outcome/DATE
<b>2019</b>					
Biggleswade, Land North of	19/04301/OUT	14/01/2020	Strongly Object - does not comply with NPPF and various other comments made against the Applicant	Outline Application: planning permission with all matters reserved except for access for the development of the land situated north of Biggleswade, east of the ECML railway to provide for up to 406 dwellings including affordable housing; green infrastructure accommodating landscaping, allotments, community orchard, public open space, children's playspace; new roads, car parking, cycleways and footways; associated infrastructure; including a sustainable drainage system; vehicular access to be secured from Furzenhall Road.	Awaiting Decision
Biggleswade, Land North of	19/02827/PAPC	08/09/2020	Strongly Object - For reasons set out in previous corresp Council also agreed that Cllr G Fage would be appointed to represent BTC and to speak at the Development Management Committee Meeting. It was <b>resolved</b> that the draft letter be approved, and that letter and the previous letter of objection be sent to the named planning officer and to the general planning address. Further, that a shorter version be circulated to Members of the CBC Development Management Committee for information.	Development Brief relating to residential scheme of around 400 dwellings at land north of Biggleswade, with access taken from Furzenhall Road.	No details as at 05/10/2022. PAPC applications are Private enquiries submitted before Planning Applications and only available to the Applicant/Agent that submitted them
Biggleswade, Land North of	19/04301/OUT	24/08/2021	Separate correspondence for this application has been sent to the Planning Officer, Nikolas Smith, as agreed with Council. <b>Strongly Object</b> - Due to: 1) Inadequate access to the site. 2) Severe Highways impact at Sun Street/Shortmead Street junction. 3) Severe Highways impact at Drove Road/London Road junction. 4) Exaggeration of site sustainability. 5) Reduction in Public Rights of Way. 6) Disruption to irreplaceable Archaeology.	Outline Application: planning permission with all matters reserved except for the development of the land situated north of Biggleswade, east of the ECML railway to provide for up to 416 dwellings including affordable housing; green infrastructure accommodating landscaping, allotments, community orchard, public open space, children's play space; new roads, car parking, cycleways and footways; associated infrastructure, including a sustainable drainage system; vehicular access to be secured from Furzenhall Road.	Awaiting Decision
Dunton Lane, Stratton Park Drive	19/02839/VOC	08/10/2019	No Objection	Variation of Condition no.1 on Planning Permission MB/83/456 "Renewal of Planning Permission for caravan park on a permanent basis" to state that the total number of caravans shall not exceed twenty-two at any time.	Awaiting Decision



2020					
Biggleswade Road, Land East of	20/00959/OUT	<b>28/04/2020 and 11/08/2020, 13/10/2020</b>	No Objection - provided the following points are considered: 1) Dunton Lane is upgraded. 2) The speed limit from Saxon Drive be reduced from the current 60 mile per hour to 40 miles per hour. 3) The necessary facilities be provided for pedestrian footpath and cyclist pathway. 4) Adequate access for Motorists to the A1.	Outline application: seeking Planning Permission for up to 1,500 dwellings (use Class C3) and up to a 2ha of commercial development dwellings (use Class C3) and up to a 2ha of commercial development (use Class A1, A2, A3, A4, A5, B1a,bc,B2, B8) up to 5ha of primary school development (class D1) and up to 4ha of other leisure and community development (Use Classes D1 and D2) up to 61 ha of open space including play space, allotments and a country park, infrastructure including site access, internal roads, car parking, footpaths, cycle ways, drainage and utilities. Subject to Environmental statement.	See Below
2021					
Shortmead Street, 130	21/02886/FULL	21/09/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. Also, 1) Clarification of the extent of F1(a) use is required; 2) To limit education use of the premises to current use; 3) There are concerns about the limited parking.	Change of Use of a building from the existing mixed E(a) and Sui generis (hot food takeaway; A5), to primarily E(a) Use Class with an ancillary E use class and F1(a) educational use.	Awaiting Decision

## 2022

A1 Retail Park, Unit E, London Road	22/03121/VOC	13/12/2022	It was RESOLVED that the Town Council STRONGLY OBJECTS to the variation of condition for Unit E. The original condition was put in place to protect the town centre and should stand.	Variation of Condition 20 of planning permission CB/14/01181/VOC (Variation of Condition 20 of planning application No. CB/14/01109/VOC dated 11/06/2014 to allow up to 5% of the ground floor area of any one single unit only to be used for the sale of food and to allow a pharmacy to operate from part of the unit. Wording of the condition to be amended to:" The development hereby approved for the units referred to as A, B, D, E, F,G, H, J, K, L, M, N, P, Homebase, 1 & 2 as shown on plan no. 8659 P02 Revision W shall be used for A1 (retail) but shall not be used for the sale of food, as a post office, for the sale of tickets, as a travel agency, for hairdressing, for the direction of funerals, for the reception of goods to be washed, cleaned or repaired, as an internet café where the primary purpose of the premises is to provide facilities for enabling members of the public to access the internet or as a pharmacy, except for Unit B, which can be in part used as a pharmacy and can sell food in up to 5% of its total ground floor area") - The variation is to increase the range of permitted goods that can be sold from the premises to facilitate reoccupation of the floorspace by incoming tenant, Poundland. <b>Previously on Council Agenda 22/03121/VOC on Council Agenda 23/08/2022.</b> Outcome as Town Council STRONGLY OBJECTS to the variation of condition for Unit B. The original condition was put in place to protect the town centre and should stand.	Awaiting Decision
Biggleswade, Land North of	19/04301/OUT	22/11/2022	Town Council Strongly Objects and called to move the item to EXEMPT agenda.		Report from Transport Consultants to be submitted to Council for discussion before sending to CBC.
Land at Bonds Lane and Foundry Lane	22/04159/VOC	22/11/2022	It was RESOLVED that the Town Council has NO OBJECTION to the variations to this planning application. However, the Town Council does OBJECT to the variation regarding changes to cycle storage due to new proposals being less accessible.	CB/18/02353/FULL on Council Agenda - Variation of condition numbers 11, 13, 16, 17 and 19 in respect of planning permission CB/18/02353/FULL (Demolition of existing vacant and derelict buildings and erection of 50 residential apartments with associated vehicular access, car and cycle parking, refuse storage and landscape). Variation sought to new plan numbers and substitute previously approved drawings for condition 19.	Awaiting Decision

London Road, Unit E, A1 Retail Park	22/03121/VOC	23/08/2022	Town Council <b>STRONGLY OBJECTS</b> to the variation of condition for Unit B. The original condition was put in place to protect the town centre and should stand.	Variation of Condition 20 of planning permission CB/14/01181/VOC (Variation of Condition 20 of planning application No. CB/14/01109/VOC dated 11/06/2014 to allow up to 5% of the ground floor area of any one single unit only to be used for the sale of food and to allow a pharmacy to operate from part of the unit. Wording of the condition to be amended to:" The development hereby approved for the units referred to as A, B, D, E, F,G, H, J, K, L, M, N, P, Homebase, 1 & 2 as shown on plan no. 8659 P02 Revision W shall be used for A1 (retail) but shall not be used for the sale of food, as a post office, for the sale of tickets, as a travel agency, for hairdressing, for the direction of funerals, for the reception of goods to be washed, cleaned or repaired, as an internet café where the primary purpose of the premises is to provide facilities for enabling members of the public to access the internet or as a pharmacy, except for Unit B, which can be in part used as a pharmacy and can sell food in up to 5% of its total ground floor area") - The variation is to increase the range of permitted goods that can be sold from the premises to facilitate reoccupation of the floorspace by incoming tenant, Poundland.	Awaiting Decision
Springfield Bungalow & Stratton Farm Cottages Land, land at bridleway 58 to the south of Dunton Lane and land south of Stratton Business Park	22/04252/FULL	13/12/2022	It was <b>RESOLVED</b> that the Town Council <b>OBJECTS</b> to this planning application on the grounds of traffic congestion on the A1 south but note that if Officers are minded to pass this application then Biggleswade Town Council would like to see Section 106 money related to speeding, access to the A1, leisure facilities and in terms of sustainable transport to the Town Centre in terms of buses.	Demolition of 3 existing dwellings and the construction of 3 B8 units, together with associated access, vehicle parking, landscaping, and all other ancillary works.	Awaiting Decision
Potton Road, Land at former Scaffolding Depot	22/02691/FULL	08/09/2022	It was <b>RESOLVED</b> that the Town Council <b>OBJECTS</b> to this planning application as•The traffic impact on Furzenhall Road and Potton Road. •There are too many dwellings hence overdevelopment. •Loss of residential parking on Winston Crescent. •Properties would be very close to the railways line which will lead to noise pollution for residents. The Town Council notes that the Highways Officer has objected.	Erection of ten dwellings and the conversion of an existing building into two one bed flats.	Awaiting Decision
<b>2023</b>					
Biggleswade Baptists Church, 24 London Road, Biggleswade, SG18 8EB	23/00864/FULL	11/04/2023	The Town Council has no objection to this application, subject to consultation with neighbours and consideration of their comments.	Erection of a wooden shed/workshop and retention of two existing sheds.	Awaiting Decision
Biggleswade, Land North of	19/04301/OUT	10/01/2023	It was <b>RESOLVED</b> that the Town Council <b>STRONGLY OBJECTS</b> to this planning application on the grounds of the letter circulated in the Town Council agenda pack, which must be sent to Senior Central Bedfordshire Council Officers, and attaching with it the Transport Consultants' Review.		Awaiting Decision
Coltsfoot, 4, Biggleswade, SG18 8 SR	CB/23/01447/FULL	23/05/2023	The Town Council <b>OBJECTS</b> to this application on the following basis: •Concerns that the new position of boundary fence and new front boundary wall with railings will change the street scene. •The new fencing will not be in keeping with the other houses as this house will have an enclosure. •Fencing seems to be elevated and will look intrusive.	New position of boundary fence and new front boundary wall with railings.	Awaiting Decision

Dhillion Farm, Dunton Lane,	22/04966/FULL	14/02/2023	It was RESOLVED that the Town Council has NO OBJECTION to this planning application provided that the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Erection of palisade fencing and CCTV/lighting columns	Awaiting Decision
Drove Road, 36	23/00238/FULL	14/02/2023	The Town Council OBJECTS to this planning application on the grounds that the application is different from its first application in 2019 and there is not an up to date transport and traffic survey.	Erection of 3 no. dwellings. Demolition of a single storey side and rear extension to existing dwelling	Decision Granted
Fairfield Cottage, Fairfield Road, Biggleswade, SG18 0AA	CB/23/01404/FULL	23/05/2023	The Town Council has NO OBJECTION to this application, subject to consultation with neighbours and consideration of their comments. However, the Council would like that the comments from the Arboriculture Impact Assessment regarding trees being protected from any damage during these works are taken into consideration. As the works appear to be close to these protected trees additional information would be required on the impact on the root areas of these trees. The Council would also like that the recommendations in the Ecology Appraisal followed as well.	New garage and car port with store above to replace existing outbuildings and garages.	Awaiting Decision
High Street,8, Biggleswade, SG18 0JL	22/04939/ADV	14/03/2023	The Town council objects to the planning application on the grounds that - <b>a.</b> The building is in a conservation area. No consideration has been given to this in the application. <b>b.</b> It is visually disruptive to the street scene. And <b>c.</b> 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	Awaiting Decision
High Street, 36, Biggleswade, SG18 0JL	23/00223/ADV/ CB23/01098/LB	25/04/2023/ 23/05/23	The Town Council has no objection to this application, subject to consultation with neighbours and their considerations.	Advertisement: wall mounted, illuminated logo signs to High Street and Victoria Place elevations. Listed Building application. Display wall mounted, illuminated signs to High Street and Victoria Place elevations.	Awaiting Decision
High Street,45, Biggleswade, SG18 0JF	23/01093/FULL	25/04/2023	The Town Council has no objection to this application, subject to consultation with neighbours and their considerations.	Installation of bird point spikes and a steel mesh access gate.	Not Proceeded with
Holme Crescent, 2, Biggleswade, SG18 8DA	23/00744/FULL	28/03/2023	The Town Council has no objection to this application, subject to consultation with neighbours and their considerations.	Demolition of existing garage & erection of a two-storey dwelling.	Awaiting Decision
Land off Drove Road, adj to 1A Drove Road	23/00003/DOC	24/01/2023	The Town Council STRONGLY OBJECT to the discharge conditions on this application as Council would like to see the conditions in place ahead of any planning approval.	Discharge of Conditions 6,8,9,11,12,13 and 21 against planning permission CB/22/00575/FULL (Erection of 5 dwellings with associated car park, access road and amenity space and proposed stopping up of the highway)	Discharge of Condition Decision Released
Land north of Lindsell's Level Crossing, Biggleswade	22/04935/ VOC	24/01/2023	The Town Council NOTED the shorter ramps and changes to right of way; however Council STRONGLY OBJECT, as they have done previously in August 2022, as this will present even less landscaping.	Variation of condition 8 of planning permission CB/21/02168/FULL: Construction of new ramped and stepped bridleway bridge to facilitate the closure of Lindsell's level crossing; formation of new bridleway to western side of railway and associated works. Revised Plans	Variation of Condition - Granted

Land adj to Furzenhall Road, Biggleswade, SG18 0ES	23/00691/TDM	14/03/23	The Town Council has NO OBJECTION to this application, subject to consultation with neighbours and consideration of their comments. However, the Town Council noted that they OBJECT to the telecommunications mast being moved closer to homes in the area. The Council believes the planning application, which currently shows the location of the mast, is the best possible situation for its location.	Telecommunications Determination Masts: Installation of a 22.5m high monopole supporting 6no. antennas and 2no. 300mm dishes along with 4no. ground based equipment cabinets within a 6m x 6m compound and development ancillary thereto.	Awaiting Decision
Lilac Grove, 29, Biggleswade, SG18 8TP (planning appeal)	22/04410/FULL	11/04/23	The Town Council has no objection to this application, subject to consultation with neighbours and consideration of their comments.	Single storey rear extension and installation of solar panels and new front porch	Application Refused
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 Baulk	Application Refused
Shortmead Street, 46	23/00170/LB	14/02/2023	It was RESOLVED that the Town Council has NO OBJECTION to this planning application, however the Council raised concerns to CBC with regards to parking on such a busy street.	Listed Building: change of use and conversion from shop to 1 residential dwelling and internal alterations.	Awaiting Decision
Land at Springfield Bungalow and Stratton Farm Cottages London Road, and Land to the south of Stratton Business Park Gold Road Biggleswade SG18 8UZ	CB/22/04252/FULL	28/03/23	The Town Council objects to this planning application on the grounds of: •Traffic congestion at the A1 Roundabout. •Sustainable transport to and from the Town Centre. •Queues of traffic. •Rights of way. •Archaeological and ecological matters presented in Officers reports. •Pedestrian safety particularly at the A1 roundabout.  The Council would like it to be noted that these issues relate to potential other expansions in the area and although supportive of growth, increased traffic congestion for both cars and pedestrians are a concern.	Application seeking full planning permission for the demolition of 3 existing dwellings and the construction of 3 B8 units, together with associated access, vehicle parking, landscaping and all other ancillary works. Environmental Impact Assessment. Previously on agenda 13th December 2022.	Awaiting Decision
Land at Springfield Bungalow and Stratton Farm Cottages London Road, and Land to the south of Stratton Business Park Gold Road Biggleswade SG18 8UZ	CB/22/04252/FULL	11/04/23	The Town Council agreed to formally discuss the application again following a presentation by Mr Tom Leeming. The Town Council's decision is that, subject to the applicant following through with the proposed actions, the Town Council is prepared to <b>REMOVE THE OBJECTION</b> to this application.	Application seeking full planning permission for the demolition of 3 existing dwellings and the construction of 3 B8 units, together with associated access, vehicle parking, landscaping and all other ancillary works. Environmental Impact Assessment. Previously on agenda 13th December 2022.	Awaiting Decision

8 Wiseman Road, Biggleswade, SG18 8LN	CB/23/01283/FULL	23/05/23	The Town Council has NO OBJECTION to this application, subject to consultation with neighbours and consideration of their comments.	Installation of 3 new windows to the side elevation of property and replace garage door with a new door and window.	Awaiting Decision
Woodlands, 11&12, Dunton Lane	22/04516/REG3	10/01/23	The Town Council OBJECTS to this planning application on the grounds that there is no flood risk or noise analysis reports present for this area. The item came back to the agenda on the 14th of Feb after which the Council OBJECTED to the use of transit pitches and noise levels coming from them when used as permanent pitches.	Change of use of land, from the stationing of two transit pitches to two permanent pitches for gypsy and traveller use, with associated parking and amenity units	Awaiting Decision



23/05/2023

**Biggleswade Town Council**

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**Detailed Balance Sheet - Excluding Stock Movement****Month 1 Date 30/04/2023**

<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
	<b>Total Fixed Assets</b>	<b>3,140,056</b>	<b>1,364,094</b>	<b>1,775,962</b>
	<u>Current Assets</u>			
91	CAPITAL WORK IN PROGRESS	17,809		
100	DEBTORS - TOWN COUNCIL	2,138		
102	DEBTORS - PITCH HIRE	262		
103	DEBTORS - ORCHARD CENTRE	4,100		
105	VAT REFUNDS	27,443		
106	DEBTORS - BURIAL FEES	240		
110	PREPAYMENTS	105,681		
116	Accrued Interest	(0)		
201	UNITY CURRENT A/C	484,135		
203	UNITY SALARY A/C	16,608		
210	PETTY CASH	246		
224	PUBLIC SECTOR DEPOSIT	588,060		
226	PUBLIC SECTOR DEPOSIT A/C 2	213,780		
	<b>Total Current Assets</b>		<b>1,460,500</b>	
	<u>Current Liabilities</u>			
501	TRADE CREDITORS	146,442		
505	HALL DEPOSIT	200		
510	ACCRUALS	9,713		
515	PAYE & NI DUE	17,363		
519	UNION FEES	12		
525	ALLOTMENT DEPOSITS	4,950		
526	OLD DEPOT DEPOSIT	1,750		
530	INC IN ADVANCE - COMMUTED	16,200		
	<b>Total Current Liabilities</b>		<b>196,630</b>	
	<b>Net Current Assets</b>			<b>1,263,871</b>
	<b>Total Assets less Current Liabilities</b>			<b>3,039,833</b>
	<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		
	<b>Total Long Term Liabilities</b>		<b>514,906</b>	
	<b>Total Assets less Total Liabilities</b>			<b>2,524,927</b>
	<u>Represented by :-</u>			
301	CURRENT YEAR FUND	572,015		



**Detailed Balance Sheet - Excluding Stock Movement****Month 1 Date 30/04/2023**

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<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
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)	
	<b>Total Equity</b>		<b>2,524,927</b>

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	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	(10)	9,500	9,510			(0.1%)	
ALLOTMENTS :- Income	<u>(10)</u>	<u>9,500</u>	<u>9,510</u>			<u>(0.1%)</u>	<u>0</u>
4013 RENT	39	465	426		426	8.3%	
4047 MATERIALS/TOOLS	0	0	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>709</u>	<u>865</u>	<u>156</u>	<u>160</u>	<u>(4)</u>	<u>100.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(719)</u>	<u>8,635</u>	<u>9,354</u>				
<u>104 BURIAL GROUNDS</u>							
1084 INC-BURIAL FEES	3,825	38,745	34,920			9.9%	
BURIAL GROUNDS :- Income	<u>3,825</u>	<u>38,745</u>	<u>34,920</u>			<u>9.9%</u>	<u>0</u>
4011 RATES	369	5,000	4,631		4,631	7.4%	
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>195</u>	<u>7,775</u>	<u>7,580</u>	<u>0</u>	<u>7,580</u>	<u>2.5%</u>	<u>0</u>
Net Income over Expenditure	<u>3,630</u>	<u>30,970</u>	<u>27,340</u>				
<u>105 CAR PARKS</u>							
1088 INC-CAR PARKING FEES	2,271	23,000	20,729			9.9%	
1089 INC - PARKING PERMITS WORK	431	11,000	10,569			3.9%	
1189 INC-PARKING PERMITS RES	22	10,000	9,978			0.2%	
CAR PARKS :- Income	<u>2,724</u>	<u>44,000</u>	<u>41,276</u>			<u>6.2%</u>	<u>0</u>
4011 RATES	2,192	28,725	26,533		26,533	7.6%	
4013 RENT	0	1	1		1	0.0%	
4023 STATIONERY	0	200	200		200	0.0%	
4037 GROUNDS MAINTENANCE	0	700	700	32	668	4.6%	
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	112	1,200	1,088		1,088	9.4%	
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	2,579	75,026	72,447	749	71,697	4.4%	0
Net Income over Expenditure	144	(31,026)	(31,170)				
<u>106 MARKET</u>							
1085 INC-TUESDAY MARKET RENTS	479	5,000	4,521			9.6%	
1086 INC-SATURDAY MARKET RENTS	1,494	15,000	13,506			10.0%	
MARKET :- Income	1,973	20,000	18,027			9.9%	0
4011 RATES	123	5,400	5,277		5,277	2.3%	
4014 ELECTRICITY	(134)	2,000	2,134		2,134	(6.7%)	
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	(12)	8,100	8,112	0	8,112	(0.1%)	0
Net Income over Expenditure	1,985	11,900	9,915				
<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	120	880	12.0%	
4138 MARKET SQUARE EVENTS	0	0	0	450	(450)	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	0	20,500	20,500		20,500	0.0%	
TOWN CENTRE GENERAL :- Indirect Expenditure	0	48,900	48,900	690	48,210	1.4%	0
Net Income over Expenditure	0	(48,700)	(48,700)				
<u>109 CAPITAL EXPENDITURE</u>							
4053 LOAN INTEREST	746	36,631	35,885		35,885	2.0%	
4603 CP ex PWLB Drove Rd Cem	28,923	36,302	7,379	7,379	0	100.0%	
4604 CP ex Pwlb Franklin P A	26,731	39,994	13,263	13,071	192	99.5%	
4605 CP ex PWLB TBD	10,000	176,903	166,903	534	166,369	6.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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%	
<b>CAPITAL EXPENDITURE :- Indirect Expenditure</b>	<b>74,159</b>	<b>109,472</b>	<b>35,313</b>	<b>20,984</b>	<b>14,329</b>	<b>86.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(74,159)</b>	<b>(109,472)</b>	<b>(35,313)</b>				
<b>110 PUBLIC CONVENIENCES</b>							
4012 WATER RATES	63	1,700	1,637		1,637	3.7%	
4016 CLEANING COSTS	(1,620)	0	1,620		1,620	0.0%	
4017 JANITORIAL MATERIALS	105	1,000	895	262	633	36.7%	
4036 PROPERTY MAINTENANCE	0	200	200	65	135	32.5%	
4042 EQUIPT MAINT/REPAIR	0	200	200		200	0.0%	
4047 MATERIALS/TOOLS	15	250	236	227	8	96.8%	
<b>PUBLIC CONVENIENCES :- Indirect Expenditure</b>	<b>(1,438)</b>	<b>3,350</b>	<b>4,788</b>	<b>554</b>	<b>4,234</b>	<b>(26.4%)</b>	<b>0</b>
<b>Net Expenditure</b>	<b>1,438</b>	<b>(3,350)</b>	<b>(4,788)</b>				
<b>111 CORPORATE MANAGEMENT</b>							
1076 PRECEPT RECEIVED	766,621	1,533,241	766,621			50.0%	
1096 INTEREST RECEIVED	(0)	6,000	6,000			0.0%	
<b>CORPORATE MANAGEMENT :- Income</b>	<b>766,620</b>	<b>1,539,241</b>	<b>772,621</b>			<b>49.8%</b>	<b>0</b>
4057 AUDIT FEES	0	2,340	2,340		2,340	0.0%	
<b>CORPORATE MANAGEMENT :- Indirect Expenditure</b>	<b>0</b>	<b>2,340</b>	<b>2,340</b>	<b>0</b>	<b>2,340</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>766,620</b>	<b>1,536,901</b>	<b>770,281</b>				
<b>112 DEMOCRATIC REP'N &amp; MGM'T</b>							
4024 SUBSCRIPTIONS	700	2,500	1,800		1,800	28.0%	
4085 COUNCIL WEBSITE	402	1,500	1,098		1,098	26.8%	
4135 ELECTION PROVISION	0	5,500	5,500		5,500	0.0%	
<b>DEMOCRATIC REP'N &amp; MGM'T :- Indirect Expenditure</b>	<b>1,102</b>	<b>9,500</b>	<b>8,398</b>	<b>0</b>	<b>8,398</b>	<b>11.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,102)</b>	<b>(9,500)</b>	<b>(8,398)</b>				
<b>113 CIVIC ACTIVITIES &amp; EXPENSES</b>							
4112 TOWN MAYOR'S ALLOW.	235	1,000	765		765	23.5%	
4166 TWINNING	0	250	250		250	0.0%	
4179 CIVIC FUNCTIONS	0	1,000	1,000		1,000	0.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4180 CIVIC REGALIA REPAIRS ETC	0	250	250		250	0.0%	
4992 TRANSFER FROM E/MARKED RESERVE	0	(250)	(250)		(250)	0.0%	
CIVIC ACTIVITIES & EXPENSES :- Indirect Expenditure	235	2,250	2,015	0	2,015	10.5%	0
Net Expenditure	(235)	(2,250)	(2,015)				
<u>115 ORCHARD COMMUNITY CENTRE</u>							
1082 INC-LETTINGS	4,021	38,700	34,679			10.4%	
ORCHARD COMMUNITY CENTRE :- Income	4,021	38,700	34,679			10.4%	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	818	500	(318)		(318)	163.6%	
4014 ELECTRICITY	34	7,000	6,966		6,966	0.5%	
4015 GAS	3,031	11,700	8,669		8,669	25.9%	
4016 CLEANING COSTS	0	1,400	1,400	26	1,374	1.9%	
4023 STATIONERY	0	50	50		50	0.0%	
4036 PROPERTY MAINTENANCE	0	1,000	1,000		1,000	0.0%	
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	1,587	1,500	(87)		(87)	105.8%	
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	6,129	33,300	27,171	648	26,523	20.4%	0
Net Income over Expenditure	(2,108)	5,400	7,508				
<u>210 GENERAL</u>							
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				
<u>212 RECREATION GROUNDS</u>							
1081 INC-RENT	0	5,350	5,350			0.0%	
1083 INC-PITCH HIRE	0	8,300	8,300			0.0%	
RECREATION GROUNDS :- Income	0	13,650	13,650				0

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4011 RATES	345	4,750	4,405		4,405	7.3%	
4012 WATER RATES	4,668	12,000	7,332		7,332	38.9%	
4014 ELECTRICITY	110	7,500	7,390		7,390	1.5%	
4037 GROUNDS MAINTENANCE	0	5,000	5,000	417	4,583	8.3%	
4038 MAINTENANCE CONTRACT	517	7,500	6,983		6,983	6.9%	
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	209	2,500	2,291		2,291	8.4%	
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	7,644	47,600	39,956	800	39,157	17.7%	0
Net Income over Expenditure	(7,644)	(33,950)	(26,306)				
<u>901 CENTRAL SERVICES</u>							
4000 OVERTIME ALL BCT	2,483	0	(2,483)		(2,483)	0.0%	
4001 STAFF SALARIES	57,757	772,103	714,346		714,346	7.5%	
4002 EMPLOYERS N.I	5,769	64,288	58,519		58,519	9.0%	
4003 EMPLOYERS SUPERANN.	13,144	164,310	151,166		151,166	8.0%	
4007 HEALTH & SAFETY	75	1,200	1,125		1,125	6.2%	
4008 STAFF TRAINING	589	9,000	8,411		8,411	6.5%	
4009 STAFF TRAVEL	14	2,600	2,586		2,586	0.5%	
4010 MISC. STAFF COSTS	31	0	(31)	120	(151)	0.0%	
4011 RATES	1,339	16,020	14,681		14,681	8.4%	
4012 WATER RATES	17	250	233		233	6.8%	
4014 ELECTRICITY	(254)	4,000	4,254		4,254	(6.3%)	
4015 GAS	3,048	11,500	8,452		8,452	26.5%	
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	0	250	250		250	0.0%	
4021 TELEPHONE & FAX	460	11,000	10,540		10,540	4.2%	
4022 POSTAGE	0	1,600	1,600		1,600	0.0%	
4023 STATIONERY	726	3,500	2,774	520	2,254	35.6%	
4025 INSURANCE	1,618	17,000	15,382		15,382	9.5%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4026 COMPUTER	3,394	47,000	43,606		43,606	7.2%	
4027 PHOTOCOPIER	327	2,500	2,173		2,173	13.1%	
4030 ADVERTISING, RECRUITMENT	25	1,000	975		975	2.5%	
4031 ADVERTISING	44	3,425	3,382	361	3,021	11.8%	
4036 PROPERTY MAINTENANCE	855	1,500	645	600	45	97.0%	
4038 MAINTENANCE CONTRACT	(98)	300	398		398	(32.5%)	
4042 EQUIPT MAINT/REPAIR	0	600	600	535	65	89.2%	
4051 BANK CHARGES	358	1,000	642		642	35.8%	
4056 LEGAL EXPENSES	0	4,500	4,500		4,500	0.0%	
4058 PROFESSIONAL FEES	153	8,000	7,847	1,100	6,747	15.7%	
4059 CONSULTANCY	0	500	500		500	0.0%	
4060 OFFICE EQUIPMENT	478	1,000	522	471	52	94.8%	
4073 PAYROLL BUREAU FEES	854	1,500	646	95	551	63.3%	
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	3	200	197		197	1.5%	
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	134	1,366	8.9%	
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%	
<b>CENTRAL SERVICES :- Indirect Expenditure</b>	<b>105,726</b>	<b>1,194,596</b>	<b>1,088,870</b>	<b>5,185</b>	<b>1,083,685</b>	<b>9.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(105,726)</b>	<b>(1,194,596)</b>	<b>(1,088,870)</b>				
<b>902 PUBLIC REALM</b>							
1081 INC-RENT	0	7,000	7,000			0.0%	
<b>PUBLIC REALM :- Income</b>	<b>0</b>	<b>7,000</b>	<b>7,000</b>			<b>0.0%</b>	<b>0</b>
4007 HEALTH & SAFETY	0	750	750	475	275	63.3%	
4011 RATES	2,173	24,086	21,913		21,913	9.0%	
4012 WATER RATES	(46)	1,500	1,546		1,546	(3.1%)	
4013 RENT	4,883	52,756	47,873		47,873	9.3%	
4014 ELECTRICITY	(385)	2,500	2,885		2,885	(15.4%)	
4023 STATIONERY	0	100	100		100	0.0%	
4025 INSURANCE	343	6,000	5,657		5,657	5.7%	
4036 PROPERTY MAINTENANCE	0	150	150		150	0.0%	
4041 EQUIPMENT HIRE	0	1,200	1,200	51	1,149	4.3%	
4042 EQUIPT MAINT/REPAIR	87	14,200	14,113	70	14,043	1.1%	

## Detailed Income &amp; Expenditure by Budget Heading 30/04/2023

Month No: 1

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4044 TREES & PLANTS	0	3,000	3,000	2,585	415	86.2%	
4046 VEHICLE LEASING	0	29,200	29,200		29,200	0.0%	
4047 MATERIALS/TOOLS	1,217	2,500	1,283	1,545	(262)	110.5%	
4048 VEHICLE MAINT/REPAIR	1,263	5,000	3,737	831	2,905	41.9%	
4049 VEHICLE FUEL	0	9,000	9,000		9,000	0.0%	
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	423	3,000	2,577		2,577	14.1%	
4100 FERT./SEEDS/WEEDKILL	0	700	700		700	0.0%	
4101 MOWER REPAIRS	(12)	0	12		12	0.0%	
4103 PROTECTIVE CLOTHING	177	2,500	2,323		2,323	7.1%	
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		1,515	(1.0%)	
<b>PUBLIC REALM :- Indirect Expenditure</b>	<b>10,108</b>	<b>168,192</b>	<b>158,084</b>	<b>5,557</b>	<b>152,527</b>	<b>9.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(10,108)</b>	<b>(161,192)</b>	<b>(151,084)</b>				
<b>903 DEPOT</b>							
4017 JANITORIAL MATERIALS	0	0	0	488	(488)	0.0%	
<b>DEPOT :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>488</b>	<b>(488)</b>		<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>				
<b>Grand Totals:- Income</b>	<b>779,153</b>	<b>1,711,036</b>	<b>931,883</b>			<b>45.5%</b>	
<b>Expenditure</b>	<b>207,137</b>	<b>1,711,266</b>	<b>1,504,129</b>	<b>37,789</b>	<b>1,466,340</b>	<b>14.3%</b>	
<b>Net Income over Expenditure</b>	<b>572,015</b>	<b>(230)</b>	<b>(572,245)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>572,015</b>						



Payments made between 01/04/2023 and 30/04/2023

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
03/04/2023	BIGG Community Grp	BACS01	1,500.00			4261 901	1,500.00	BIGG Community Grp - BTC Grant
03/04/2023	Sea Cadets	BACS02	1,000.00			4261 901	1,000.00	Sea Cadets - BTC Grant Award
03/04/2023	Good Neighbours	BACS03	250.00			4261 901	250.00	Good Neighbours - BTC Grant Aw
03/04/2023	BIGG COMM GARDEN	BACS04	500.00			4261 901	500.00	BIGG COMM GARDEN - BTC Grant A
03/04/2023	Community Carnival	BACS05	500.00			4261 901	500.00	Community Carnival - BTC Grant
03/04/2023	BIGG WELCOME	BACS06	1,500.00			4261 901	1,500.00	BIGG WELCOME - BTC Grant Award
03/04/2023	HEAR2LISTEN CIC	BACS07	1,000.00			4261 901	1,000.00	HEAR2LISTEN CIC - BTC Grant Aw
03/04/2023	CARERS IN BEDS	BACS08	600.00			4261 901	600.00	CARERS IN BEDS - BTC Grant Awa
03/04/2023	BIGGLES FM	BACS09	1,850.00			4261 901	1,850.00	BIGGLES FM - BTC Grant Award
03/04/2023	FOR MEN TO TALK	BACS10	500.00			4261 901	500.00	FOR MEN TO TALK - BTC Grant Aw
03/04/2023	HISTORY SOCIETY	BACS11	900.00			4261 901	900.00	HISTORY SOCIETY - BTC Grant Aw
03/04/2023	KEECH HOSPICE CARE	BACS12	1,000.00			4261 901	1,000.00	KEECH HOSPICE CARE - BTC Grant
03/04/2023	BRITISH LEGION	BACS13	750.00			4261 901	750.00	BRITISH LEGION - BTC Grant Awa
03/04/2023	EAST BEDS BUS-IVEL	BACS14	250.00			4261 901	250.00	EAST BEDS BUS-IVEL - BTC Grant
04/04/2023	HM Land Registry	BACS	24.00			4058 901	24.00	4 Land Search fees
05/04/2023	Central Bedfordshire Council	DD	255.80	255.80		501		BOWLING GREEN RATES 23/4
05/04/2023	Central Bedfordshire Council	DD1	332.63	332.63		501		DAN ALBONE CAR PARK RATES 23/4
05/04/2023	Central Bedfordshire Council	DD10	90.90	90.90		501		RATES 23/4 STRATTON CHG RMS
05/04/2023	Central Bedfordshire Council	DD11	14.75	14.75		501		CRT HOUSE PARKING RATES 23/4
05/04/2023	Central Bedfordshire Council	DD13	1,041.24	1,041.24		501		CRT HSE OFFICES RATES 23/24
05/04/2023	Central Bedfordshire Council	DD14	66.50	66.50		501		PARKING CRT HSE RATES 23/24
05/04/2023	Central Bedfordshire Council	DD15	18.50	18.50		501		RATES - 23/24 OLD COURTHOUSE

Subtotal Carried Forward:

13,944.32

1,820.32

0.00

12,124.00

Payments made between 01/04/2023 and 30/04/2023

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
05/04/2023	Central Bedfordshire Council	DD16	207.57	207.57		501		RATES OLD COURTHOUSE OFFICES
05/04/2023	Central Bedfordshire Council	DD17	2,178.40	2,178.40		501		ELDON WAY RATES 23/4
05/04/2023	Central Bedfordshire Council	DD18	44.03	44.03		501		STRATTON CEM RATES 23/24
05/04/2023	Central Bedfordshire Council	DD2	334.90	334.90		501		ST ANDREWS CAR PARK RATES 23/4
05/04/2023	Central Bedfordshire Council	DD3	106.45	106.45		501		MARKET RATES 23/24
05/04/2023	Central Bedfordshire Council	DD5	167.05	167.05		501		ST ANDREWS CAR PARK RATES
05/04/2023	Central Bedfordshire Council	DD6	323.10	323.10		501		DROVE RD CEMETERY RATES
05/04/2023	Central Bedfordshire Council	DD7	280.20	280.20		501		CHESTNUT AVENUE CAR PARK RATES
05/04/2023	Central Bedfordshire Council	DD8	1,083.00	1,083.00		501		ROSE LANE CAR PARK RATES 23/4
05/04/2023	Central Bedfordshire Council	DD9	12.10	12.10		501		MARKET SQ STORE RATES 23/4
12/04/2023	Node IT Solutions Ltd	BACS	68.64	68.64		501		NETWORK SERVIECS-PRD - APRIL 23
12/04/2023	Node IT Solutions Ltd	BACS1	3,107.32	3,107.32		501		IT SERVICES
12/04/2023	Node IT Solutions Ltd	BACS2	444.00	444.00		501		SIP-LL: LEASED LINE RENTAL
12/04/2023	Node IT Solutions Ltd	BACS3	201.78	201.78		501		ZOOM SUBSCRIPTION- APRIL 23
12/04/2023	Node IT Solutions Ltd	BACS4	211.20	211.20		501		Forti Switch AP- April 23
12/04/2023	Lex Autolease Ltd	DD	410.64	410.64		501		RENTAL OF KV67 FPJ
12/04/2023	PWLB	DD01	15,227.55			4053 109	10,945.89	Loan Repayment
						405	4,281.66	Loan Repayment
13/04/2023	UNITY SALARY A/C	Internal	80,000.00			203	80,000.00	Internal transfer
14/04/2023	Bank charges	BACS	0.02			4051 901	0.02	Internal test
14/04/2023	Central Bedfordshire Council	DD	116.25	116.25		501		KENNEL FM ALLOT RENT 25/3- 25/6
17/04/2023	LLOYDS MULTIPAY CARD	DD	962.90	962.90		501		MARCH 23 ITEMS
17/04/2023	Node IT Solutions Ltd	DD1	564.90	564.90		501		INK CARTRIDGES
17/04/2023	British Telecommunications PLC	DD2	507.84	507.84		501		01.03.2023 TO 31.03.2023
17/04/2023	Integrating Solutions Limited	DD4	207.82	207.82		501		PHOTOCOPIER
Subtotal Carried Forward:			120,711.98	13,360.41	0.00		107,351.57	

Payments made between 01/04/2023 and 30/04/2023

Nominal Ledger Analysis							
Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount Transaction
							CHARGES
17/04/2023	Anglian Water Business Ltd (Na	DD6	4,365.09	4,365.09		501	WATER KITELANDS 1 oCT 22-31032
18/04/2023	Fuel Genie DDR	DD5	661.92	661.92		501	FUEL MARCH
18/04/2023	Anglian Water Business Ltd. (N	DD7	5.45	5.45		501	02.01.23 TO 01.04.2023 CEMETC
18/04/2023	Anglian Water Business Ltd. (N	DD8	15.23	15.23		501	02.01.2023 TO 01.04.2023- CEM
18/04/2023	Anglian Water Business Ltd. (N	DD8	245.39	245.39		501	02.01.23 TO 01.04.23-FFIELD
19/04/2023	Bank charges	BACS	100.03			4051 901	100.03 Bank charges
19/04/2023	Bank charges	BACS	100.57			4051 901	100.57 Bank charges
19/04/2023	Bank charges	BACS	100.18			4051 901	100.18 Bank charges
20/04/2023	Anglian Water Business Ltd. (N	DD	137.77	137.77		501	Sportsgrd-04-01-23 to 03-04-23
20/04/2023	citrusHR Limited	DD	75.00	75.00		501	M'SHIP FEE 15-4- 23 TO 14-5-23
21/04/2023	Anglian Water Business Ltd. (N	DD	116.89	116.89		501	Old Court 05-01-23 to 04-04-23
21/04/2023	Anglian Water Business Ltd. (N	DD1	361.87	361.87		501	P C. - 05-01-23 to 04-04-23
21/04/2023	Anglian Water Business Ltd. (N	DD2	40.78	40.78		501	Bus Term. 05-01-23 to 04-04-23
25/04/2023	Stotfold Motor Centre	107022	144.00	144.00		501	WELD REPAIR KUBOTA CAGE
25/04/2023	Hire or Buy Group Ltd	1103456	35.00	35.00		501	STIHL FUNCTION BASIC HELMET
25/04/2023	AIB Merchant Services	13270596	112.44	112.44		501	Car Payment Transaction Fees
25/04/2023	SEAGRAVE INSPECTION	1336	504.00	504.00		501	INV- 1336/OTH742324/C ex Pwlb
25/04/2023	RJ Warren Ltd	13719, 752	52,230.00	52,230.00		501	12.5% satisfactory completion
25/04/2023	Beds Bulletin Ltd	1452	261.00	261.00		501	ADS IN APRIL BEDS BULLETIN COU
25/04/2023	HOLLIDGE PLUMBING &	1539, 1548	1,182.00	1,182.00		501	Drained System replaced
25/04/2023	Turfcare Leisure Services Ltd	17706	619.99	619.99		501	BOWLIN GREEN MAINTENANCE APR23
25/04/2023	GLASSPLUS	18067	35.34	35.34		501	TOUGHENED GLASS HATCH
25/04/2023	Blunham Dairy	1916922503	33.76	33.76		501	MILK IN MARCH
25/04/2023	Tim's Digital	20189,196,	285.60	285.60		501	VPS HOSTING & MANAGE UPDATE
Subtotal Carried Forward:			182,481.28	74,828.93	0.00		107,652.35

Payments made between 01/04/2023 and 30/04/2023

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
25/04/2023	FLUSH AND FLOW DRAINAGE	2020-866	155.00	155.00		501		2020-866/1594/FLUSH AND FLOW D
25/04/2023	ORUS TECHNICAL SERVICES	20231304SN	720.00	720.00		501		20231304SN01/OT
25/04/2023	NABMA	23/20	384.00	384.00		501		annual subscription 2023-24
25/04/2023	Henlow Building Supplies	233,345,46	519.89	519.89		501		CHESHIRE PINE FOR HATCH
25/04/2023	AMF Services (Bedford) Ltd	27672 73 7	1,717.70	1,717.70		501		27786/PR882324/V MAINT/R
25/04/2023	R & C Hyett	337 338	2,100.00	2,100.00		501		MARCH CLEANS OLD COURT HOUSE
25/04/2023	L. Bennett & Son Ltd	34213389	206.46	206.46		501		VEHICLE REPAID/MAINTENA
25/04/2023	Parkes Print & Design	36762,853	496.97	496.97		501		Printing Council Agenda
25/04/2023	OPUS ENERGY - 1494144	42445254	710.57	710.57		501		DEPOT ELECTRICITY 240123-14032
25/04/2023	OM SECURITY LTD	45537	4,426.56	4,426.56		501		SECURITY GUARDING MARCH23
25/04/2023	ICCM Inc	4794/2023/	95.00	95.00		501		4794/2023/24/BIGG
25/04/2023	Nomix Enviro Ltd	67 409	1,178.52	1,178.52		501		CLASSIC LEASE LANCE RENEWAL
25/04/2023	BHIB Limited	69935,LC76	23,535.83	23,535.83		501		VECHILES INS 010423-310324
25/04/2023	Ford Tech Biggleswade Ltd	7014	355.02	355.02		501		MA13 UCN SERVICE, OIL FILTER
25/04/2023	National Association of Local	702615	360.00	360.00		501		Advertising re Assistant accou
25/04/2023	The Lion Press (Sandy) Ltd	9022	210.00	210.00		501		200 Civic Service Booklets
25/04/2023	J R GOLDTHORPE & SON	9184	5.00	5.00		501		009184/1602/BIGG3 R GO
25/04/2023	J CHILD MECHANICAL	9583	114.00	114.00		501		SERVICE CHARGE
25/04/2023	Veolia UK Ltd	95924,7781	399.70	399.70		501		LIFT LOAD-ORCHARD COMMUNITY
25/04/2023	John O'Conner (Grounds Mainten	96481,482	1,632.00	1,632.00		501		FRANKLINS REC TREE WORK
25/04/2023	Auditing Solutions Ltd	A7904A7946	1,152.00	1,152.00		501		INTERNAL AUDIT F.Y 22-23
25/04/2023	BATPC	AFF007	2,186.00	2,186.00		501		AFFILIATION FEES 2023-24 BATPC

Subtotal Carried Forward: 225,141.50 117,489.15 0.00 107,652.35

Payments made between 01/04/2023 and 30/04/2023

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
25/04/2023	CF CORPORATE FINANCE	BACS	392.40	392.40		501		Lease Rent for Sharp MX3061
25/04/2023	Unison Fees	BACS	11.50			519	11.50	Unison Fees
25/04/2023	Mayor Expenses	BACS	235.30			4112 113	235.30	G Fage Mayor Expenses 22/23
25/04/2023	Permit refund	BACS	125.00			1089 105	125.00	Permit refund
25/04/2023	Permit refund	BACS	125.00			1089 105	125.00	Permit refund
25/04/2023	Refunds for burials	BACS	210.00			1084 104	210.00	Refunds for burials-Malley 6B-
25/04/2023	Refund on Alltments	BACS	25.00			1087 102	25.00	Refund on Alltments-K Porter
25/04/2023	CENTRAL TYRE	BK225327	96.00	96.00		501		VEHICLE REPAIR
25/04/2023	HERTS FULLSTOP	H032309998	1,231.97	1,231.97		501		H032309998/BIGG2
25/04/2023	Tudor Environmental	IN0247745	1,673.10	1,673.10		501		Gloves, Dustbin Liner
25/04/2023	Vision ICT Ltd	INV 16354	60.00	60.00		501		SSL CERTI RENEW APL 23-MAY 24
25/04/2023	Sarah's Hire	INV 8860	36.00	36.00		501		SITE TOILET HIRE FRANKLIN GRD
25/04/2023	ATOMIC PEST CONTROL	INV-1492	70.00	70.00		501		pest control
25/04/2023	MPLAZA	M-23-04-00	589.00	589.00		501		PRINCE 2 FOR ISAAC LORD
25/04/2023	EE - DDR	Q793208134	491.00	491.00		501		April 23-A/c 158664558
25/04/2023	DCK Accounting Solutions Ltd	TPC10635 6	3,400.26	3,400.26		501		PROF FEE F.Y.22-23
25/04/2023	Peninsula Business Services Li	U003491127	39.70	39.70		501		U003491127/1628/P Busi
25/04/2023	Huxley Electrical Services	VERIOUS	2,950.00	2,950.00		501		CORRECTIVE WORK SOCKETS FASCIA
25/04/2023	Safe I.S. Ltd	VERIOUS.	1,889.31	1,889.31		501		CREDIT NOTE-ORCHARD CTR
26/04/2023	Transfer to CCLA 1	TRANS	100,000.00			224	100,000.00	Transfer to CCLA 1
27/04/2023	OPUS Energy (Corporate) Limite	1206225	1,479.27	1,479.27		501		COMM CTR 1ST MAR-31ST MAR 23
27/04/2023	Osso Gas - OSSO1107	2E87MF5-OS	1,270.91	1,270.91		501		orchard 31st Jan-28th Feb 23
27/04/2023	Osso Gas OSSO1108	HX37MEE-OS	889.54	889.54		501		OCH PRD 31ST JAN-28TH FEB23
27/04/2023	Transfer to CCLA 1	TRANS	100,000.00			224	100,000.00	Transfer to CCLA 1
28/04/2023	Bank charges	DD	28.90			4051 901	28.90	Stripe Fees 2103-2004
28/04/2023	Transfer to CCLA 1	TRANS	100,000.00			224	100,000.00	Transfer to CCLA 1
Total Payments:			542,460.66	134,047.61	0.00		408,413.05	

## Summary Income &amp; Expenditure by Budget Heading 30/04/2023

Month No: 1

## Cost Centre Report

		Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
102 ALLOTMENTS	Income	(10)	9,500	9,510			(0.1%)
	Expenditure	709	865	156	160	(4)	100.5%
	Movement to/(from) Gen Reserve	<u>(719)</u>					
104 BURIAL GROUNDS	Income	3,825	38,745	34,920			9.9%
	Expenditure	195	7,775	7,580		7,580	2.5%
	Movement to/(from) Gen Reserve	<u>3,630</u>					
105 CAR PARKS	Income	2,724	44,000	41,276			6.2%
	Expenditure	2,579	75,026	72,447	717	71,729	4.4%
	Movement to/(from) Gen Reserve	<u>144</u>					
106 MARKET	Income	1,973	20,000	18,027			9.9%
	Expenditure	(12)	8,100	8,112		8,112	(0.1%)
	Movement to/(from) Gen Reserve	<u>1,985</u>					
107 TOWN CENTRE GENERAL	Income	0	200	200			0.0%
	Expenditure	0	48,900	48,900	570	48,330	1.2%
	Movement to/(from) Gen Reserve	<u>0</u>					
109 CAPITAL EXPENDITURE	Expenditure	74,159	109,472	35,313	19,338	15,975	85.4%
110 PUBLIC CONVENIENCES	Expenditure	(1,438)	3,350	4,788	554	4,234	(26.4%)
111 CORPORATE MANAGEMENT	Income	766,620	1,539,241	772,621			49.8%
	Expenditure	0	2,340	2,340		2,340	0.0%
	Movement to/(from) Gen Reserve	<u>766,620</u>					
112 DEMOCRATIC REP'N & MGM'T	Expenditure	1,102	9,500	8,398		8,398	11.6%
113 CIVIC ACTIVITIES & EXPENSES	Expenditure	235	2,250	2,015		2,015	10.5%
115 ORCHARD COMMUNITY CENTRE	Income	4,021	38,700	34,679			10.4%
	Expenditure	6,129	33,300	27,171	648	26,523	20.4%
	Movement to/(from) Gen Reserve	<u>(2,108)</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	7,644	47,600	39,956	800	39,157	17.7%
	Movement to/(from) Gen Reserve	<u>(7,644)</u>					
901 CENTRAL SERVICES	Expenditure	105,726	1,194,596	1,088,870	4,014	1,084,855	9.2%
902 PUBLIC REALM	Income	0	7,000	7,000			0.0%
	Expenditure	10,108	168,192	158,084	5,557	152,527	9.3%
	Movement to/(from) Gen Reserve	<u>(10,108)</u>					
903 DEPOT	Expenditure	0	0	0	488	(488)	0.0%
	Grand Totals:- Income	779,153	1,711,036	931,883			45.5%
	Expenditure	207,137	1,711,266	1,504,129	34,820	1,469,309	14.1%
	Net Income over Expenditure	<u>572,015</u>	<u>(230)</u>	<u>(572,245)</u>			
	Movement to/(from) Gen Reserve	<u>572,015</u>					





**NOTES OF THE BTC ALLOTMENT MEETING**  
**HELD ON 25<sup>th</sup> MAY 2023**  
**AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL**

**PRESENT:**

Peter Tarrant	BTC - Town Clerk & Chief Executive – Chairman
Michael North	BTC Councillor
Colin Thomas	BTC Councillor
Brian Barraclough	Biggleswade Allotment Association
John Ingrey	Biggleswade Allotment Association
Julia Duffin	Biggleswade Allotment Association
Carol Carstairs	Biggleswade Allotment Holder
Bill Lucas	Biggleswade Allotment Holder
Kathy Porter	Biggleswade Allotment Holder
Josie Morrell	Biggleswade Allotment Holder
Isaac Lord	BTC - Place Shaping Manager
Louise Millsip	BTC - Administrator

**1. Apologies**

Karim Hosseini, BTC - Head of Governance & Strategic Planning  
Jonathan Woolley, BTC - Public Realm Manager

2. The minutes from the previous meeting of 23<sup>rd</sup> February 2023 were agreed as being accurate. The following item was discussed as a matter outstanding:

**2.1 Car Park Lock**

BAA welcomed the new lock recently fitted to the gate, but expressed concern over the high spec, as it was agreed previously that the price was not acceptable.

ACTION: Mr Tarrant to confirm the price.

**3. Flooded Plots and Blocked Gully**

Mr Barraclough met with Mr Hosseini and Mr Woolley at the allotment site on 28<sup>th</sup> March, and discussed the possibility of digging a channel at the lowest point of the flooded area to try and relieve the situation. It is planned for this to be done by the end of June. Meanwhile, affected tenants have been refunded and Mr Tarrant confirmed that those affected will be offered a replacement plot when one becomes available. The group heard from Mrs Porter and Miss Morrell regarding their flooded plot, number 60.

Mr Barraclough reported that there is obvious blocking of the drainage system from the new building development. There is a large plastic pipe inserted in the gully but it is raised at least six inches above the water line, and the water flow from the site is being diverted from the drainage ditch directly to the allotments. Council will write to the developer indicating their responsibility to ensure that facilities for ground water and surface water do not cause problems on adjoining areas.

ACTION: Mr Hosseini to write to the developer, Taylor Wimpey.



#### **4. Tenants of Flooded Plots Being Put at the Bottom of the Waiting List**

This was addressed in Item 3: tenants of flooded plots will be offered alternative plots when they become available.

#### **5. Entrance Track Pot Holes**

The group acknowledged that the condition of the track is getting worse, and that the MOT substrate doesn't last. Mr Ingrey added that the track could have been relevelled over the winter.

ACTION: Public Realm Team to make good as soon as possible.

#### **6. Track on Site 2 in Need of Repair**

It was noted that the track on site 2 also deteriorated over the winter period when equipment was used to create the additional plots.

#### **7. BTC Update on Allotment Improvement Plan**

The wildlife CCTV camera has now been purchased, however the pole needs to be extended, and BTC are waiting on quotes from a welder.

New signs have been approved and are being printed. These will be erected when the PR Team have resources.

Central Bedfordshire Council are providing a sign at the start of the track indicating the allotment site.

ACTION: Mr Hosseini to circulate the updated progress report.

#### **8. Uncultivated Plots**

BAA reported that 44 plots are currently uncultivated. Mrs Millsip explained that she had been making regular visits during the past few weeks and contacting those tenants with overgrown plots (a total of 48 emails and calls), revisiting two weeks later. This has resulted in four full plots and two half plots currently being relinquished.

Also notice has been given to the tenants of eight plots who live outside of Biggleswade. They were given one year's notice, from last September until the end of August 2023. One couple have recently met with Mr Tarrant as they object this and are still using their plot. The other affected tenants are not making use of their plots, and have let them become very overgrown.

#### **9. BTC Definition of Tidy Plot, Right of Appeal**

Mr Tarrant said that we should use the experience of the Public Realm Manager and Team to determine if a plot was left in a reasonable condition for the next tenant. BAA wished for it to be noted that it would exercise the right of appeal if it was thought that deposits were being unfairly withheld. Mr Tarrant added that there was a right of appeal for plot holders and also for BAA on behalf of their members.

#### **10. Total Number of Usable Plots, Vacant Plots and Waiting List**

Mrs Millsip provided an update. There are currently 80 full plots and 150 half plots. Fourteen tenants have accepted newly created plots, and there are a further nine new plots to offer out. Since our last meeting in February, 28 people have been taken off the waiting list: eight no longer interested, and 20 accepted offered plots. Seven people that were offered newly created plots, decided to decline and stay on the waiting list. The waiting list currently has 33 people on it.

#### **11. Strimming and Weed Treatment / Removal of Waste for New Tenants**

BAA referred to the Terms & Conditions that indicate a strimming and weedkiller application service is available for a fee. This has not been offered to new tenants which has resulted in challenges for new plot holders. Mr Tarrant explained that resources are limited and have to be prioritised, but agreed it should be offered and will confirm a price with Officers.

ACTION: Price of service to be agreed.

#### **12. Camping on Wild Meadow near the Tree Line**

Several allotment holders have reported seeing someone coming and going from a tent near the site.

ACTION: Public Realm Team to investigate and explain that they should not be there.

#### **13. BAA Advice Not Taken Seriously**

BAA feels that nothing has happened over the past three months since the last meeting, and several items have not been actioned, including the drainage channel, compost bins and sleepers.

The BAA represents over half of the number of plot holders, and had circulated information to their members, and they are disappointed these actions have not been met.

Everyone agreed communication is important, and Mr Tarrant will discuss this with Mr Hosseini with a view to improve communication.

ACTION: Mr Hosseini to provide updates to BAA in between meetings.

#### **14. Bi-monthly Meetings, March to September**

It was agreed it would be useful to meet every two months from March to September.

##### **AOB**

##### **Walkway Bridge**

Still awaiting decision from CBC.

##### **Pest Control**

BAA asked for an update on pest control regarding rodents, and there has been an increase in mole activity. This will be reported on at the next meeting.

**Date of Next Meeting**

Thursday 20<sup>th</sup> July 2023, 2-3pm at Biggleswade Town Council Offices.





## **PUBLIC NOTICE**

Highways Act 1980  
Central Bedfordshire Council  
Notice of Making of Public Path Order

### **CENTRAL BEDFORDSHIRE COUNCIL (BIGGLESWADE: PART OF FOOTPATH NO 24) PUBLIC PATH DIVERSION ORDER 2023**

The above Order made on 25 May 2023 under Section 119 of the Highways Act 1980 will divert part of Footpath No 24, Biggleswade running between points A-B-C-D to a line running between points A-E-F-D as shown on the Order map.

The length of Footpath No 24, Biggleswade to be stopped up extends from its junction with an unaffected part of Footpath No 24 at Ordnance Survey Grid Reference (OS GR) TL 2103 4423 (Order map – point A) in a generally east south easterly direction for approximately 465 metres to OS GR TL 2148 4415 (Order map – point B) continuing in an east south easterly direction for approximately 244 metres to OS GR TL 2172 4414 (Order plan – point C) then heading in a northerly direction for approximately 30 metres to its junction with an unaffected part of Footpath No 24 at OS GR TL 2172 4417 (Order plan – point D). The footpath is stopped up across its full width.

The length of Footpath No 24 Biggleswade, to be created extends from an unaffected part of Footpath No 24 at Ordnance Survey Grid Reference (OS GR) TL 2103 4423 (Order plan – point A) in a generally east south easterly direction for approximately 248 metres to OS GR TL 2127 4417 (Order plan – point E) continuing in the same direction for approximately 206 metres to OS GR TL 2147 4414 (Order plan – point F) then heading in an east north easterly direction for approximately 246 metres to an unaffected part of Footpath No 24 OS GR TL 2172 4417 (Order plan – point D). The new route of the footpath has a width of 2 metres.

A copy of the Order and the Order map have been placed and may be seen free of charge at the offices of Central Bedfordshire Council Highways, Priory House, Monks Walk, Chicksands, Shefford. Any inspection will be by appointment only, please contact [definitivemap@centralbedfordshire.gov.uk](mailto:definitivemap@centralbedfordshire.gov.uk) or 0300 300 6888 to arrange an appointment. A copy of the Order, the Order map and an explanatory statement are available to view and download for free at [https://www.centralbedfordshire.gov.uk/info/82/countryside/424/definitive\\_map/3](https://www.centralbedfordshire.gov.uk/info/82/countryside/424/definitive_map/3). Paper copies of the Order and map may be bought at a charge of £4.00

Any representations about or objections to the Order may be sent in writing to the Highway Assets Intelligence Team Leader, Central Bedfordshire Council Highways, Priory House, Monks Walk, Chicksands, Shefford, SG17 5QT or [definitivemap@centralbedfordshire.gov.uk](mailto:definitivemap@centralbedfordshire.gov.uk) not later than 7 July 2023. Please state the grounds on which they are made. Representations and objections must include either a postal or e-mail address. Any representations or objections made will be in the public domain and will be available for viewing/copying by members of the public.

If no such representations or objections are duly made, or if any so made are withdrawn, the Central Bedfordshire Council may confirm the Order as an unopposed Order. If the Order is sent to the Secretary of State for the Environment, Food and Rural Affairs for confirmation any representations and objections which have not been withdrawn will be sent with the Order and will be made publicly available by either the Council or the Planning Inspectorate.

Dated 2 June 2023

Priory House, Monks Walk  
Chicksands, Shefford  
Beds SG17 5QT

NICOLINA COOPER  
Interim Assistant Director,  
Highways



## **PUBLIC PATH ORDER SUPPORTING STATEMENT**

### **INTRODUCTION**

The Definitive Map and Statement records the existence and route of any rights of way that exist over a parcel of land. The Map and Statement provides conclusive evidence of the existence of public rights of way and are very important for the landowner and users as a record of where the public has a right to walk, ride horses and drive vehicles.

### **HIGHWAYS ACT 1980 ORDERS**

The power for the Council to make an order for the diversion of a footpath or bridleway is contained in Section 119 of the Highways Act 1980. Before making an order the Council must be satisfied that it is expedient to do so in the interests of the owner or lessee of the land crossed by the footpath or in the interests of the public and that such an order would not alter any point of termination of the path, other than to another point on the same path, or another highway connected with it, and which is substantially as convenient to the public.

### **DIVERSION ORDER**

This diversion has been made by Central Bedfordshire Council in the interest of the owner and lessee. The order seeks to:

Divert part of Biggleswade Footpath No 24 from a route that crosses through farmed arable land, across development land onto which is being built an electricity substation, finally the route misses the footbridge over a ditch. To an alternative route that will move the route onto that which is a walked track and then through the development site avoiding the structures, to then pass over the footbridge.

### **OBJECTING TO THE ORDER**

Objections or representations relating to the order must be made in writing by the date stated in the Public Notice to: **Asset Intelligence Team Leader, Highways, Central Bedfordshire Council, Priory House, Chicksands, Shefford, SG17 5QT.**

This Council is willing to discuss the concerns of anyone considering objecting or making representations relating to the order. Please telephone number 0300 300 5122 or e-mail [clare.wild@centralbedfordshire.gov.uk](mailto:clare.wild@centralbedfordshire.gov.uk) .

### **WHAT WILL HAPPEN NEXT**

If there are no objections to the order, or if all objections are withdrawn, this Council will confirm the order and certify any required works at which point the Order will come into operation.

If objections are made and these are not withdrawn, this Council will forward the order to the Secretary of State for the Environment, Food and Rural Affairs, who will appoint an independent Inspector to consider the evidence and hear the objections, normally by means of an exchange of written representations or by holding a local hearing or public inquiry. Objectors to the order will be given the chance to put their case at an inquiry or hearing and will be able to cross-examine any witnesses produced by this Council. The inspector may then decide to confirm the order, with or without modifications, or may decide that they should not be confirmed.

**THIS ORDER HAS NO EFFECT UNTIL AND UNLESS CONFIRMED.**

PUBLIC PATH DIVERSION ORDER  
HIGHWAYS ACT 1980  
CENTRAL BEDFORDSHIRE COUNCIL

CENTRAL BEDFORDSHIRE COUNCIL (BIGGLESWADE: PART OF FOOTPATH NO 24) PUBLIC PATH DIVERSION ORDER 2023

This Order is made by Central Bedfordshire Council ("the authority") under Section 119 of the Highways Act 1980 ("the 1980 Act") because it appears to the authority that in the interests of owner/occupier of the land crossed by the footpath described in paragraph 1 of this Order it is expedient that the line of the footpath should be diverted.

Bidwells on behalf of UK Power Networks has agreed to defray any compensation which becomes payable in consequence of the coming into force of this order and any expenses which are incurred in bringing the new site of the footpath into a fit condition for use by the public.

Biggleswade Town Council has been consulted as required by Section 120(2) of the 1980 Act.

BY THIS ORDER

1. The public right of way over the land situated in the parish of Biggleswade and shown by a bold continuous line between points A-B-C-D on the map contained in this Order and described in Part 1 of the Schedule to this Order shall be stopped up on the date on which Central Bedfordshire Council has certified that the footpath described in paragraph 2 has been set out to their satisfaction.

2. There shall at the end of 30 days from the date of confirmation of this Order be a public footpath over the land situated in the parish of Biggleswade as described in Part 2 of the Schedule and shown by a bold broken line between points A-E-F-D on the map contained in this Order

3. Notwithstanding this Order *UK Power Networks* shall have the following rights over the land referred to in paragraph 1 above, namely:- The company's usual statutory rights of protection.

In witness whereof  
THE COMMON SEAL OF  
CENTRAL BEDFORDSHIRE COUNCIL  
was hereunto affixed this  
26<sup>th</sup> day of May 2023  
in the presence of:



Signed  
Authorised Signatory



## **SCHEDULE**

### **PART 1**

#### Description of Site of Existing Path or Way

The length of Footpath No 24, Biggleswade to be stopped up extends from its junction with an unaffected part of Footpath No 24 at Ordnance Survey Grid Reference (OS GR) TL 2103 4423 (Order map – point A) in a generally east south easterly direction for approximately 465 metres to OS GR TL 2148 4415 (Order map – point B) continuing in an east south easterly direction for approximately 244 metres to OS GR TL 2172 4414 (Order plan – point C) then heading in a northerly direction for approximately 30 metres to its junction with an unaffected part of Footpath No 24 at OS GR TL 2172 4417 (Order plan – point D).

The footpath is stopped up across its full width.

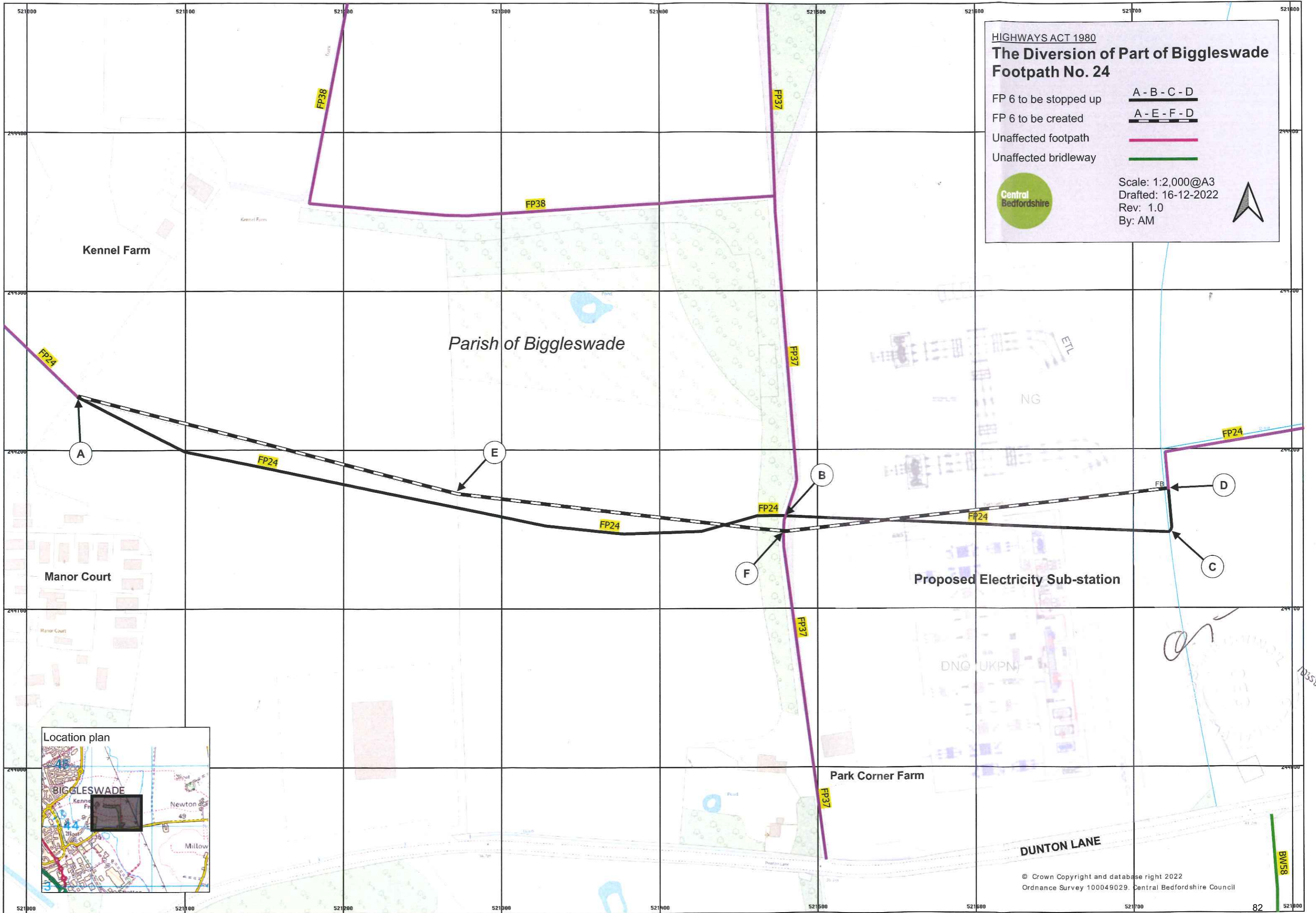
## **SCHEDULE**

### **PART 2**

#### Description of Site of New Path or Way

The length of Footpath No 24 Biggleswade, to be created extends from an unaffected part of Footpath No 24 at Ordnance Survey Grid Reference (OS GR) TL 2103 4423 (Order plan – point A) in a generally east south easterly direction for approximately 248 metres to OS GR TL 2127 4417 (Order plan – point E) continuing in the same direction for approximately 206 metres to OS GR TL 2147 4414 (Order plan – point F) then heading in an east north easterly direction for approximately 246 metres to an unaffected part of Footpath No 24 OS GR TL 2172 4417 (Order plan – point D).

The new route of the footpath has a width of 2 metres.



HIGHWAYS ACT 1980  
**The Diversion of Part of Biggleswade Footpath No. 24**

FP 6 to be stopped up		A - B - C - D
FP 6 to be created		A - E - F - D
Unaffected footpath		
Unaffected bridleway		

Scale: 1:2,000@A3  
 Drafted: 16-12-2022  
 Rev: 1.0  
 By: AM



