



Ref: Agenda/Council – 14/11/2023

9<sup>th</sup> November 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 14<sup>th</sup> November 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**

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

### **2. DECLARATIONS OF INTEREST**

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

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

### **3. TOWN MAYOR'S ANNOUNCEMENTS**

### **4. PUBLIC OPEN SESSION**

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

Please register in advance for this webinar:

**[https://us06web.zoom.us/webinar/register/WN\\_MkJUhYdwT1-SSIF\\_0rni4A](https://us06web.zoom.us/webinar/register/WN_MkJUhYdwT1-SSIF_0rni4A)**

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**

None.

6. **MEMBERS' QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the minutes of the Town Council Meeting held on **Tuesday 24<sup>th</sup> October 2023** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. For Members to note the minutes of the Public Land & Open Spaces Committee Meeting held on **Tuesday 3<sup>rd</sup> October 2023** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- c. For Members to note the minutes of the Biggleswade Joint Committee Meeting held on **Thursday 12<sup>th</sup> October 2023** at the Orchard Community Centre, Kings Reach, Biggleswade.
- d. For Members to note the minutes of the Town Centre Management Committee Meeting held on **Tuesday 17<sup>th</sup> October 2023** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. **MATTERS ARISING**

- a. Minutes of the Council Meeting held on **Tuesday 24<sup>th</sup> October**.

9. **ITEMS FOR CONSIDERATION**

a. **PWLB Update Report**

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

b. **Opening of new bank account for Lindsell's Bequest Charity**

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

c. **Christmas Ice Rink**

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

d. **A00419 Wharf Mews, Biggleswade - Waiting Restrictions**

For Members to receive and consider the correspondence from Central Bedfordshire Council. A time extension on the consultation has been received for 15<sup>th</sup> November 2023.

e. **Central Bedfordshire Council's Draft Planning Obligations Supplementary Planning Document (SPD) Consultation Notification (Database)**

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

f. **Red Lion Planning Appeal Hearing**

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

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/23/03223/FULL - 88 Lawrence Road, Biggleswade, SG18 0LU**

Detached rear garden outbuilding and alterations to first floor rear windows.

b. **CB/23/03150/FULL - 172 London Road, Biggleswade, SG18 8EH**

Single storey side extension.

c. **CB/23/03338/FULL - 12 Tate Drive, Biggleswade, SG18 8UD**

Single storey rear extension conversion of garage to a habitable room and store.

d. **CB/23/03337/FULL - 124 Drove Road, Biggleswade, SG18 0HN**

Two storey side extension, with a first floor rear Juliet balcony and alterations to existing fenestration.

e. **CB/23/03355/FULL -157 Holme Court Avenue, Biggleswade, SG18 8PB**

Side single storey extension.

f. **CB/23/03218/FULL - 75 The Rowlands, Biggleswade, SG18 8NZ**

Proposed dropped kerb.

g. **CB/23/03421/VOC - Asda Store, Church Street, Biggleswade, SG18 0JS**

Removal of condition 3 (Goods delivery hours) of planning permission CB/20/03923/VOC Variation of condition 3 of appeal decision APP/P0240/A/12/2185842 (Redevelopment for construction of retail store with catering facilities, bakery, pharmacy, dry cleaners, crèche and associated level parking for 363 cars, store serving and access arrangements (all matters reserved except siting and means of access). Change of opening hours).

11. **PLANNING APPLICATION OUTCOMES**

- a. A report of the Planning Application Outcomes (by exception applications only) as of **Tuesday 7<sup>th</sup> November 2023**.

12. **ACCOUNTS**

a. **Financial Administration**

The Management Accounts report is attached in the agenda pack.

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

<https://biggleswadetowncouncil.gov.uk/about-the-council/finance-transparency-documents/>

- i) Balance sheet to 31/10/23.
- ii) Detailed Income and Expenditure to 31/10/23.
- iii) Payment Listing from 01/10/23 to 31/10/23.
- iv) Summary Income and Expenditure to 31/10/23.

### 13. **ITEMS FOR INFORMATION**

#### a. **Christmas Lights Switch-on Road Closures**

For Members to note the correspondence from Central Bedfordshire Council.

### 14. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

Please register in advance for this webinar:

**[https://us06web.zoom.us/webinar/register/WN\\_MkJUhYdwT1-SSIF\\_0rni4A](https://us06web.zoom.us/webinar/register/WN_MkJUhYdwT1-SSIF_0rni4A)**

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. (All Play Areas Update Report)
- b. (Brunel Play Area Project)
- c. (Kitelands Play Area Project)
- d. (Stratton Way Cemetery Report)
- e. (Drove Road Chapel Update Report)

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





**MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING**  
**HELD ON TUESDAY 24<sup>th</sup> OCTOBER 2023**  
**AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES**  
**THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL**

**PRESENT:**

Cllr M Foster (Mayor)  
Cllr M Knight (Deputy Mayor)  
Cllr I Agnew  
Cllr D Albone  
Cllr G Barrett  
Cllr J Jones  
Cllr S Patel  
Cllr M Russell  
Cllr S Sajid  
Cllr A Skilton  
Cllr D Strachan  
Cllr C Thomas

Mr P Tarrant – Town Clerk & Chief Executive  
Mr R Youngs – Head of Finance & Deputy RFO  
Ms F Gumush – Meetings Administrator

Members of the Public – 5 (2 online)

**Meeting Formalities:**

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

**1. APOLOGIES FOR ABSENCE**

Cllr P Guilcher, Cllr M North, Cllr J Woodhead.

**2. DECLARATIONS OF INTEREST**

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

None.

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

Cllr Thomas, Cllr Skilton and Cllr Patel for Item 9a.

**3. TOWN MAYOR'S ANNOUNCEMENTS**

None.

**4. PUBLIC OPEN SESSION**

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

The representatives were:

Ms Rhiannon Barrow – Biggleswade Community Garden  
Ms Fiona Soden – Bigg Theatre  
Ms Monika Carpenter – Biggleswade, Sandy & District NCT  
Ms Carole Birtwhistle – Biggleswade Community Safety Group

**5. INVITED SPEAKER**

None.

**6. MEMBERS' QUESTIONS**

There were no Members' questions.

**7. MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. P7 Item 9a - third paragraph should read 'Council needs to understand the impact'.  
P9 Item 9g - sentence should read 'too complex to discuss at Council this evening'.  
P9 Item 9h - last resolution should be removed as it did not receive the votes required.  
P11 Item 13 - remove the '1' at the end of the sentence in UK Shared Prosperity Fund.

Subject to these amendments the Minutes were **APPROVED** as an accurate record of the Town Council Meeting held on 10<sup>th</sup> October 2023.

**8. MATTERS ARISING**

There were no matters arising from the Minutes of 10<sup>th</sup> October 2023.

**9. ITEMS FOR CONSIDERATION**

a. **Grant Applications First Tranche**

The Head of Finance & Deputy RFO presented the report.

He noted that grant application requests for more than £2,000 had to be approved by the Town Council as stated in the grants policy.

The Head of Finance & Deputy RFO added that successful applications would be paid in October, again in line with the Council's grants policy.

Members considered all the grant application requests and agreed grants for sixteen organisations.

The table below shows the amounts awarded.

APPLICANT	AMOUNT REQUESTED	AMOUNT AWARDED
Biggleswade Community Carnival	£1,500	£1,000
Biggleswade Community Garden	£1,500	£1,000
Biggleswade Community Safety Group	£432	£432
Biggleswade ATC Squadron (Royal Air Force Air Cadets)	£1,000	£875
Autism Bedfordshire	£1,000	£500
Wellbeing in Biggleswade	£500	£500
Biggleswade Arts Collective CIC	£2,000	£1,500
Biggleswade Community Group	£2,000	£1,500
Bigg Welcome	£1,200	£500
Veg Box Donation Scheme	£700	£375
Sue Ryder St John's Hospice	£3,000	£1,000
Biggleswade, Sandy & District NCT	£1,450	£600
Magpas Air Ambulance	£1,300	£250
Biggleswade Scout Group	£279	£279
Biggleswade Amateur Theatrical Society	£5,000	£1,000
Respite at Home Volunteers	£1,000	£600
<b>TOTAL</b>		<b>£11,411</b>

b. **PWLB Report**

The Town Clerk & Chief Executive presented the report.

He noted that the Council currently have five PWLB loans, some which date back to October 1964.

The Town Clerk & Chief Executive noted that Council has engaged with Central Bedfordshire Council to determine if any S106 monies could be sourced for projects the Town Council wishes to progress. CBC have indicated that the Council projects do not match any S106 criteria.

Members discussing the report noted that it was important for Officers to get clarity on the full scope of land included under the PWLB loan for Stratton Way in 1964.

Members also commented that Officers should be seeking clarification on the levels of S106 funding when large scale land development planning applications are submitted.

Members comments included the requirement for better information through the reporting to show the full Public Works Loans liability.

Members **RESOLVED** to accept the following recommendations:

- That Members note this interim position and the contents of this report.
- That Officers actively engage with CBC and other grant providers to determine if complementary funding streams can be sourced to help mitigate the Councils future commitments.
- That further debate take place at Council in November once estimates of cost are refined and project specifications supported by PLOS.

- That Officers take advice from the National Association of Local Councils (NALC) and other appropriate parties (including internal audit) and report back to Town Council the result of those inquiries with a recommendation as to the way forward with regards to the future of the balance sheet.

c. **Interim Internal Audit Report 2023-2024**

Members discussed the contents of the first report submitted by the new internal auditor Heelis & Lodge.

Consistent with good practice determined by the Finance & General Purposes Committee, any internal audit report should be considered by Council immediately on receipt.

Members echoed comments of appreciation to the Head of Finance and the Town Council team for the quality of documentation and results of the audit.

Members **RESOLVED** that all recommendations be implemented in a timely manner and where there may be potential issues, for these to be mitigated as best advised by the Head of Finance, and that the F&GP Committee should confirm the recommendations have been fully implemented.

d. **Additional PLOS Committee Meeting**

Members discussed the report that pointed to recent resolutions taken by Council on 10<sup>th</sup> October 2023 which recommended that designs and costings of projects should be discussed and critiqued by the Public Land & Open Spaces Committee before approval by Council.

The Chairman of the PLOS Committee and Officers recommended holding an extraordinary PLOS Committee on Thursday 2<sup>nd</sup> November 2023, at which additional project information on Brunel, Kitelands and Stratton would be available.

Members **RESOLVED** to accept the recommendation.

10. **PLANNING APPLICATIONS**

Not Applicable.

11. **PLANNING APPLICATION OUTCOMES**

Not Applicable.

12. **ACCOUNTS**

None.

13. **ITEMS FOR INFORMATION**

Not Applicable.

14. **PUBLIC OPEN SESSION**

No one from the public wished to speak.

15. **EXEMPT**

None.

The Mayor closed the meeting at **8.20pm**

DRAFT



**MINUTES OF THE BIGGLESWADE PUBLIC LAND AND OPEN SPACES**  
**MEETING HELD TUESDAY 3<sup>rd</sup> OCTOBER 2023**  
**AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES**  
**THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL**

**PRESENT:**

Cllr M North (Chairman)  
Cllr C Thomas (Deputy Chairman)  
Cllr P Guilcher  
Cllr M Foster (ex-officio voting Member)  
Cllr A Skilton  
Cllr D Strachan

Mr P Tarrant – Town Clerk & Chief Executive  
Mr K Hosseini – Head of Governance & Strategic Partnerships (via Zoom)  
Mr J Woolley – Public Realm Manager  
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 Chairman advised that members of the public will be given an opportunity to speak during public open session but not at other times. The meeting is being filmed and by being present attendees are deemed to have agreed to be filmed and to the use of those images and sound recordings. The Chairman advised that attendees should not disclose any personal information of individuals as this would infringe the Data Protection Rights of that individual.

**1. APOLOGIES FOR ABSENCE**

a. Cllr M Knight, Cllr J Woodhead.

**b. REMOTE ATTENDANCE**

Cllr J Jones (via zoom).

**2. DECLARATIONS OF INTEREST**

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

None.

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

None.

### **3. CHAIRMANS ANNOUNCEMENTS**

- a. None.

### **4. PUBLIC OPEN SESSION**

No member of the public wished to speak.

### **5. MEMBERS' QUESTIONS**

- a. Cllr Skilton pointed to concerns residents had raised regarding cows on Biggleswade Common which have caused problems not only for dog walkers on numerous occasions but have broken out of their enclosures, damaged fences and entered private properties.

Cllr Skilton indicated that even though the Town Council did not have any jurisdiction in this area, it was disturbing for residents and a matter which needed attention.

The Chairman of the Committee explained that Cllr Russell, was scheduled to have a meeting with Fen Reeves who are the custodians of the Common, to discuss this matter.

The Town Clerk & Chief Executive underlined that the Council strongly sympathises with residents and although has no legal powers, has supplied residents with contact information for the Fen Reeves.

Cllr Foster indicated that the Council website should be updated so that it gives contact information for the Fen Reeves.

- b. Cllr Strachan asked that going forward, the Mayor and the Deputy Mayor are included on distribution lists of all Committee meetings.

### **6. MINUTES AND RECOMMENDATIONS OF MEETINGS**

No amendments were made to the Minutes which were **APPROVED** as an accurate record of the PLOS Committee meeting held on **Tuesday 6<sup>th</sup> June 2023**.

### **7. MATTERS ARISING**

P7 – Cllr Strachan noted the resolution regarding progression of a power source to facilitate future connection for lighting and CCTV at Franklins and added that as Members had received informal reports on the matter, it would be appropriate to note this.

The Head of Governance & Strategic Partnerships pointed out that the outcome of this work would be presented at a forthcoming growth budget discussion.

### **8. ITEMS FOR CONSIDERATION**

- a. **Brunel Drive Play Area Update Report**

The Chairman explained that several Members of the PLOS Committee had recently carried out a visit to Brunel Drive and Kitelands Play Areas with the Head of Governance & Strategic Partnerships and the Public Realm Manager.

The Head of Governance & Strategic Partnerships explained that there were several pieces of equipment in the play areas which had worn over time and for health and safety reasons needed to be reinvigorated.

The Town Clerk & Chief Executive indicated that he was working with the Chair of the Finance & General Purposes Committee, the Mayor and Deputy Mayor to prepare a report for Town Council on the 10<sup>th</sup> of October, which provides an umbrella overview of the potential funding streams for the key projects. He added that the debate this evening will contribute to that paper.

Regarding the location of the swings, the Public Realm Manager noted that they could not be relocated because this would cause damage to the swing sets. Presently, the seats of the swings would be replaced in situ.

Members **RESOLVED** to accept the recommendation that they support the contents of the report and recommend to the Town Council that Officers and Members assess the anticipated bids with a view to selecting a winning supplier.

b. **Kitelands Play Area Update Report**

The Head of Governance & Strategic Partnerships presented the report.

He explained that one of the contractors had provided a 3D walk-through for both Brunel Drive and Kitelands Play Areas and these would be shared with Members in due course.

The Head of Governance & Strategic Partnerships pointed out that the first tranche of the Community Grant funding of £57,000 would be provided once the Town Council selects a viable contractor through the tendering process. He added that the children's play area would be completed first and the larger play area would receive the second tranche of funding once the go ahead is given.

Members questioned the material of some of the play equipment and their position in the park, noting that some of the metal equipment was positioned in the sun whilst the wooden equipment was placed in the shade.

The Head of Governance & Strategic Partnerships noted that one of the suppliers had prepared their bid with this in mind.

Members commented that once the preferred supplier is selected, Members will need to scrutinize the plan, equipment, layout and colour of the equipment in order to achieve the right balance.

Members pointing to the vandalism issues during the renovation of the Franklins Play Area, also questioned how security would be achieved during the renovation of these new play areas.

The Head of Governance & Strategic Partnerships indicated that fencing would be erected around the parks, but other measures had not yet been explored. This would become clearer once the preferred supplier is selected.

On the point of colours for the play equipment, Members asked that colours were taken into consideration for children with special needs in mind.

The Town Clerk & Chief Executive suggested that it may be an opportunity to reach out within the community and take into consideration the views of parents and teachers who work with less able-bodied children and young adults such as the Ivel Valley School, to get a sense of what they would like to see in play areas.

Members **RESOLVED** to accept the recommendation that they support the report and recommend to the Town Council that Officers and Members assess all anticipated bids with a view to selecting a successful supplier.

c. **All Play Areas Equipment Replacement Report**

The Town Council is now in the second year of its five-year play areas project. In August 2023 Officers conducted a detailed review and the report calls for the replacement of identified play equipment and ground surfaces which are in poor condition.

The Chairman noted that the Council currently has a maintenance budget of £1,500 a year, which is inadequate to maintain the play areas.

Members **RESOLVED** to note the findings of the report and **RESOLVED** to **RECOMMEND** to approve option A.

This will enable Officers to:

- Draw down an indicative £183,000 in 2023-34 from PWLB funding.
- It will also enable Officers to make the case in October 2023 for growth funding of £20,000 maintenance for 2024-25.
- This will allow Officers to deliver timely improvements to play equipment with ground surfacing across all 11 play areas on a worst condition replaced first basis.

d. **Stratton Way Cemetery Project**

The Head of Governance & Strategic Partnerships and Public Realm Manager presented the report.

He noted that the project aimed to transform the cemetery into a more dignified offering for all faiths.

The project aimed to enhance both entrances to the cemetery and fortify the roundabouts to ensure it can be negotiated easily by vehicles. Additionally, memory walls and ash scattering areas will be introduced to boost the current offer.

Members commenting indicated that in heavy rain fall, the eastern part of the roundabout is usually flooded, and this needed to be addressed.

Members also indicated that it would be a good opportunity for Members to have a walkabout so that they are clear on how the cemetery could be set out better at a later stage.

Members **RESOLVED** to note the report and accept the recommendation for the use of an indicative £60,000 of PWLB funds and for Officers to report the tender outcomes to a future Town Council meeting.

Members also **PROPOSED** and **RESOLVED** that Officers present a report for Town Council to review the Terms & Conditions and Burials Policy to ensure they are aligned with future configuration and lay out of the Cemetery.

9. **ITEMS FOR INFORMATION**

None.

**10. PUBLIC OPEN SESSION**

**a. Ellie Church, Biggleswade Resident**

Ms Church who has been a resident of Biggleswade since 1989 wanted to draw the Committee's attention to the issues she has experienced due to the cattle on the Fen Reeves Common.

Ms Church underlined that for the last five years the cows from the common have crossed the river and destroyed her garden. She indicated that only recently, 20 cows overran her garden as well as her neighbour's property and despite the herdsman being notified, the issue was not taken into control until the next day.

Ms Church explained that although she contacts the managers of the common, she does not always get a prompt response. She stressed that the situation had become untenable and was causing her an untold amount of distress.

The Chairman repeated that a Member of Council would be meeting with the Fen Reeves Management soon and added that despite the Council not having any legal jurisdiction, they would be following the matter closely.

**11. EXEMPT**

**a. None.**

The Chairman closed the meeting at **8.05pm**

**MINUTES OF THE MEETING OF BIGGLESWADE JOINT COMMITTEE  
HELD IN PERSON AND VIA ZOOM VIRTUAL MEETING AT  
THE ORCHARD CENTRE, KINGS REACH, BIGGLESWADE  
ON THURSDAY 12<sup>TH</sup> OCTOBER at 7.00 PM**

Present:	<b>BTC:</b> Cllr M Russell (Deputy Chairman), Cllr M North, Cllr C Thomas, Cllr D Albone <b>CBC:</b> Cllr G Tranter (Chairman), Cllr G Fage, Cllr Dr. H Whitaker, Cllr P How (via zoom) <b>BTC Head of Governance &amp; Strategic Partnerships:</b> Karim Hosseini <b>BTC Meetings Administrator:</b> Funda Gumush
In Attendance:	<b>CBC Community Engagement Manager:</b> Sarah Hughes <b>Co-opted Member:</b> Cliff Andrews <b>CBC:</b> Cllr Rebecca Hares
Members of the public:	<b>2</b>

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

**PART A – ADMINISTRATION**

**1. APOLOGIES FOR ABSENCE**

Mr. P Tarrant, Cllr S Patel.

**NO APOLOGIES FOR ABSENCE**

Cllr S Watkins.

**2. DECLARATIONS OF INTEREST**

- (a) Disclosable Pecuniary Interests in any agenda item – None.
- (b) Non-pecuniary interests in any agenda item – None.

**3. PUBLIC OPEN SESSION**

To adjourn for a period of 15 minutes to allow members of the public to put questions or to address the Committee, through the Chairman, pertaining to items listed on the Agenda. Each speaker to be allocated a 3-minute speaking slot.

### **Helen Kingerley – Biggleswade Scouts Group**

Addressing the Committee, Ms Kingerley indicated that around 200 scouts access the Scout Hub on a weekly basis. She explained that the hub is located through an alleyway that runs from London Road and is only accessible through there. She added that in the summer, the alleyway, which is CBC land, is overgrown whilst in the winter it can be treacherous due to fallen leaves. Youngsters with mobility issues and visual impairments also use that alleyway.

Ms Kingerley asked whether there was a possibility of having a schedule of maintenance to look at that alleyway to help remove some of the trip hazards and improve the lighting there. She requested that the Scouts Group were made aware of any planning applications concerning that area that might benefit the access to the hub.

Cllr Whitaker responding said that CBC Officers would take the matter to Environmental Services and ask if establishing a schedule of maintenance on the alleyway was possible. She added that lighting for that alleyway was also an action that could be taken.

### **Carole Birtwhistle – Biggleswade Community Safety Group**

Ms Birtwhistle who is the Secretary to the Biggleswade Community Safety Group raised a few issues relating to crime statistics.

Ms Birtwhistle firstly indicated that shoplifting had become a major issue in the town adding that assaults with and without injury were also on the rise. She asked if anything was being done to combat this.

Secondly Ms Birtwhistle noted that despite reporting maintenance work with regards to potholes, the response had been poor.

Responding to the queries, Cllr Whitaker indicated that it would give a better understanding to know where the assaults were taking place so that if it was an issue with street lighting for example this could be improved or if it would need regular police patrolling. She added however this was something CBC Officers and Councillors would need to take away and look at.

Commenting on the issue of potholes, Cllr Whitaker noted that this was a longer process which would require traffic control hence the length of time it took for repairs.

Cllr Fage commenting on crime statistics pointed out that the Town Council used to receive crime statistic reports; he added that this was possibly something that could be distributed from the relevant body to relevant groups to help inform conversations.

Cllr North noted that in February, BTC Councillors had met with CBC Officer Tom Price with regards to the electric vehicle chargers in the Town. He indicated that there had not been any significant progress and asked if Ward Councillors were able to update.

## **4. MINUTES OF MEETINGS**

Members reviewed and **APPROVED** the Minutes of the Biggleswade Joint Committee Meeting of **Thursday 13<sup>th</sup> July 2023**.

## **5. MATTERS ARISING**

P6 - Cllr North inquired if there were any developments with regards to the Bus Interchange.

Cllr Whitaker responding noted that a solution had been found with regards to the grounding of buses and a meeting would be taking place over the next week when more updates would be made.

P7 - Mr Cliff Andrews gave an update on the App-Bike Scheme and indicated that as of the 2<sup>nd</sup> of October, 92 residents had signed up to the scheme.

## 6. **CO-OPTION PROCESS**

The Head of Governance & Strategic Partnerships introduced the report and indicated that Officers had prepared the report, in discussions with the Chair and Vice-Chair of the Committee. He noted that the report sets out how the Committee wishes to co-opt Members from various groups within the Town.

Cllr Fage commenting noted that it was important for further expressions of interest in the Committee to be from individuals who were active members of the town parish.

Cllr Russell clarifying the process of co-option explained that anyone wishing to join the BJC Committee would apply to the Town Council as they are the secretariat for the Committee; the Committee would then decide on co-option.

Cllr Russell proposed that the matter of co-option of individuals is discussed in an exempt session at the January meeting of the BJC since it would involve personal details of those individuals.

Following on from Officers recommendations, Members **RESOLVED** to formerly co-opt Cliff Andrews, Deputy Chief Executive of the Bedfordshire Rural Communities Charity.

Members also **RESOLVED** to accept:

- Officers amend the co-option application form to enable the name of the organisation (if someone is part of one) to be included and also details to help to ensure equality and diversity.
- Officers would include the co-option form on the Town Council website (and in turn the CBC website if possible)
- The further expressions of interest are discussed under Exempt in the January meeting of the BJC.

## 7. **BIGGLESWADE JOINT COMMITTEE – STRATEGIC IMPACT**

### a. **CBC to provide an overview of Joint Committees in Central Bedfordshire**

CBC Community Engagement Manager Sarah Hughes presented a report on Joint Committees in Central Bedfordshire.

Ms Hughes explained that CBC had five joint partnerships with Dunstable, Biggleswade, Leighton – Linslade, Houghton Regis, and a pilot in Flitwick which had met once and added that they were Member led comprising equal numbers of Ward and Town Councillors.

Ms Hughes briefly explained the agenda's for each committee and underlined that the joint committees were a forum for sharing information, discussing local important infrastructure issues and a hub for wider stakeholder engagement.

Ms Hughes added that other Councils were making use of motions to agree a collaborative view on an issue.

### b. **BJC discussion on embracing a future strategic role**

Cllr Russell commenting on Ms Hughes previous comment about motions, asked how this would influence both Councils and how would the interaction be made. She underlined that the key was to become more forward looking.

Cllr Fage commenting noted that a good partnership between the chairman and the vice chairman of the committee, good visibility of the agenda in advance and potentially saying no to certain things being on an agenda from a CBC perspective and a Town Council perspective was a good start.

Cllr Whitaker indicated that a forward plan for committees would be beneficial to have as it would enable Members to be proactive to discuss future plans. She added that the Schools for Future programme for example, would bring with it a host of items such as planning applications, which the Town Council will be able to have an input into.

Cllr Whitaker proposed to have a Member's Questions section at the start of the agenda so that Members from both committees could ask each other questions regarding issues relating to their respective Councils.

Members **RESOLVED** to accept the recommendation.

The Chairman in checking with the Clerk noted that motions as a point of order, must be submitted beforehand in writing and suggested that these are submitted to Officers in advance of the meeting.

Cllr Whitaker asked that the Clerk email Members two weeks ahead of the Agenda being released to ask for any motions to be submitted.

## **8. PART B – TOWN CENTRE AND MARKET SQUARE VISION**

### **a. BTC presentation on the Market Square Vision and Urban Design Plan**

The Head of Governance & Strategic Partnerships presented on the Market Square Vision and Urban Design Plan.

He noted that Officers had been working with Town Council Members to come up with a brief for obtaining professional help to produce a vision for the Market Square. On 10<sup>th</sup> October, the Town Council resolved to appoint an urban design company. Officers have now established a timeline for early December. The Head of Governance & Strategic Partnerships went on that this would be brought to the Town Council in December.

Cllr Russell indicated that as a new Council, with new Members, it was important to determine not only the Market Square, but how the Town operates, particularly now with the new Bus Interchange. Cllr Russell added that it was important to have an initial document so that it could be shared with other stakeholders, particularly CBC, and the public for their views.

Cllr Whitaker pointed out that the UK Shared Prosperity Fund is giving £90,000 for Biggleswade and wondered if the Town Council knew how this money was going to be spent. Cllr Russell responded that at present Council did not have any plans.

Cllr Whitaker noted that funding could be used to improve the ground surfaces in the Town Centre, with a view to preventing trip hazards.

Cllr Fage indicated that power supply sources around the market square is one issue which needs to be addressed urgently. They need upgrading.

The spend-by date for the UK Shared Prosperity Fund is March 2025 and the spend would be agreed between CBC and Biggleswade Town Council and the decision would be made by the end of February 2024.

b. **Cllr Grant Fage's proposal on brown "Town Centre" directional signage**

Cllr Fage presenting his proposal indicated that presently there was £200,000 of uncommitted Section 106 money related to the Town Centre.

He indicated that the majority of traffic on the A1 may not be aware of the historic town centre as there was no directional signage.

With regards to S106 money, Cllr Whitaker pointed out that it had to be used within the Town Centre boundary. She also added that it would be useful if the town had a digital car parking sign at entry points to the town to show which parking areas were available.

Cllr Whitaker asked whether the Town Council can take forward the idea of digital car park sign and apply for S106 money, to which Cllr Russell indicated that it should be on a future Council agenda.

Members **AGREED** on the following:

- To support brown signage at strategic entry points indicating the way to the Town Centre, and also signs are needed at the Railway Station, six signs in all.
- For Officers from both Councils to determine whether funding for this was available.
- That digital car parking signage be taken forward to a future Council meeting.

9. **PART C – FORWARD LOOK UPDATES FROM COUNCILLORS**

a. CBC Councillors gave updates on the following:

- A new developer for Land East of Biggleswade has been identified.
- There would be a delay in the final phase of Kings Reach as there was no planning application.
- Some success around fly-tipping removal and general maintenance around town.
- Possibility of funding for a youth club in Biggleswade and this would be pursued.
- Cutting of overgrown shrubbery around the roundabouts around Saxon Drive.

b. BTC Councillors updated on the following:

- Play Area Developments – refurbishment and regeneration.
- Refurbishment of Stratton Way Cemetery.
- Adoption of Kings Reach Estate. This is currently waiting for red line drawings and volumetrics.
- Drove Road Cemetery Project.

10. **DATE OF NEXT MEETING**

Members agreed that the next meeting, to be held on the 18<sup>th</sup> January 2024, would take place at the Town Hall at 7pm.

Meeting Closed at 9.00pm





**MINUTES OF THE BIGGLESWADE TOWN CENTRE MANAGEMENT  
COMMITTEE MEETING HELD ON TUESDAY 17<sup>th</sup> OCTOBER 2023  
AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES  
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL**

**PRESENT:**

Cllr S Patel (Deputy Chairman)  
Cllr I Agnew  
Cllr D Albone  
Cllr M Foster (ex-officio voting Member)  
Cllr M Knight (ex-officio voting Member)  
Cllr A Skilton  
Cllr D Strachan  
Cllr C Thomas

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

Members of the Public – 2

**Meeting Formalities:**

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

**1. APOLOGIES FOR ABSENCE**

Cllr M North, Cllr J Woodhead (Chairman).

**NO 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. **CHAIRMAN'S ANNOUNCEMENTS**

None.

### 4. **PUBLIC OPEN SESSION**

No member of the public wished to speak.

### 5. **INVITED SPEAKER**

#### **Mr Aiden Jones, Director of Jones' Fitness**

Mr Jones, who is the Director of Jones' Fitness for the past 10 years explained that he wished to organise a 5km Marathon in Biggleswade and begin the race in the town centre. He noted that other neighbouring towns frequently hold 5 or 10km events and his aim was getting as many of the local community involved. He hoped to get the support of the Town Council in trying to close off the Market Square as he wanted the starting and finishing point to be there.

Mr Jones hoped to organise either a 2x 2.5km course or a 5km course depending on the path that was chosen, for the end of May 2024. He went on to explain that several local businesses had conveyed an interest in supporting the venture by sponsorship.

Members expressed their support to Mr Jones' venture and observed:

- Any profit made should be donated to charity.
- There were opportunities for possible cooperation with the Council that might include adjoining events, such as the Bigg Eats.
- Involvement of Central Bedfordshire Council for road marshalling and closures.
- To agree to the idea in principle and discuss the details in Council at a later date.

### 6. **MEMBERS' QUESTIONS**

There were no Members' questions.

### 7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. The Draft Minutes were **APPROVED** as an accurate record of the Town Centre Management Committee held on Tuesday 20<sup>th</sup> June 2023.

### 8. **MATTERS ARISING**

P6 Item 5 - Cllr Skilton asked if any further developments had been made relating to the Bus Interchange for Biggleswade. The Place Shaping responded that he was still waiting to hear back after a meeting with Grant Palmer and CBC and a follow-up email recently.

The Town Clerk & Chief Executive indicated that the matter was brought to the attention of the new assistant Director of CBC and escalated to Director Lorna Carver as well.

### 9. **ITEMS FOR CONSIDERATION**

#### **Community Safety Web Page**

Commenting on the report, Members suggested that following recent incidents with cattle on the Fen Reeves Common, it would be beneficial to have the Fen Reeves contact details added to the Safety Web page.

Members asked for clarification on how the retrieval of information from CCTV footage would occur.

The Place Shaping Manager responded that it was not about the public accessing the CCTV but rather pointing them in the right direction for making requests for CCTV evidence to go to the police and the other authorised parties.

The Place Shaping Manager explained that there is a process for the retrieval of the CCTV footage and this did not entail Council involvement.

Members **RESOLVED** to accept the Officer recommendation to make the webpage live, with minimal content around CCTV and bring to committee the current CCTV disclosure policy so that Members can re-examine the contents.

b. **Car Parking Permit Policy**

Members commenting on the report indicated that a review date had not been included and asked that a two-year review date is added to any policy going forward.

Members posed various questions in relation to the points of the policy which the Place Shaping Manager noted.

It was also pointed out that currently St Andrew's Car Park is not open to Worker's Parking Permits, considering its proximity to areas such as Hitchin Street.

Members also noted that the possibility of having residents from Sun Street parking at Rose Lane Car Park was also another idea to consider later.

Members **RESOLVED** to agree the policy in principle, subject to the final wording of the policy being agreed by the Chairman and Vice-chairman of the Committee and Mayor and Deputy Mayor, and subject to that the documentation is placed to Council with a recommendation by those Members, that it is accepted.

c. **80<sup>th</sup> D-Day Anniversary**

The Place Shaping Manager indicated that after speaking with the Chairman of the Committee, it was deemed that there was an appetite for collaboration from all churches in Biggleswade.

Members **RESOLVED** to accept the recommendations for Officers to:

- Engage with Biggleswade Churches to understand interest in collaborating for the service.
- Liaise with the Chairman and Deputy Chairman of TCM to progress the service.
- Provide a further update at TCM in February 2024.

d. **Bigg Eats**

Members commenting on the report pointed to the sourcing of a commercial bin for next year and asked if this would detract from the look of the event. It was suggested that rubbish could be collected by the vendors themselves.

The Place Shaping Manager responded that following a wash-up meeting with organisers after the second Bigg Eats event, they noted that:

- The bins filled up very quickly.
- They did not have enough manpower to empty or store bin bags.
- The organisers suggested having a commercial bin off site in a compound area.

The Place Shaping Manager said this could be discussed in the third-party agreement at the next Committee meeting in February.

Members **RESOLVED** to accept an amended proposal which said that Members agreed in principle for the Bigg Eats to proceed monthly from April 2024 to September 2024, subject to a third-party agreement presented to TCM in February 2024 being agreed and Council being satisfied as to the financial arrangements.

## 9. **ITEMS FOR INFORMATION**

### a. **Christmas Light Switch-on**

Members discussing the report inquired about the outcome of the interview with the prospective MC on the 13<sup>th</sup> of October. The Place Shaping Manager indicated that the interview had not taken place as the candidate had been unwell.

Members commented that the report carried a lot of details as well as a reference to an ice rink.

The Place Shaping Manager responded that the ice rink was not included in the terms of recommendations of the supplier they are dealing with. However, the Chairman of the Committee had expressed a desire to see what the figures would be hence the inclusion.

The cost for an ice rink had not been included in the 2023/2024 budget.

As for further details on the evening's events, the Place Shaping Manager suggested that this could be shared with Members in a different format.

Members **NOTED** the report and **AGREED** to a lunchtime zoom meeting for all interested Members to attend to discuss the details and make a proposal to Council with regards to an ice rink.

### b. **Car Parking Machine Update**

The Place Shaping Manager presented the report and noted that Flowbird did not have any further updates with regards to the software changes. They have assured however that once it is ready, they will be providing a demonstration for Members.

Cllr Albane requested for the record that when reports refer to Members contributing towards an event or a paper that the specific Members are highlighted in the reports to aid transparency and understanding.

The Place Shaping Manager responded that he invited the Chairmen of the relevant Committees, so that entailed the Mayor, Deputy Mayor, Chairman and Vice Chairman of the TCM.

With regards to the software change, Members questioned whether this would cause a delay in the implementation and whether any customisation of the software would lead to an issue when upgrading was needed.

The Place Shaping Manager replied that in part this was the reason for the delay as these queries were asked during the tender demonstration. Following various tests, Flowbird have confirmed that these are now possible.

Members **NOTED** the report.

c. **Remembrance Sunday Update**

Responding to Members comments, the Place Shaping Manager indicated that Officers have received permission from CBC to use the bus interchange as the railway station forecourt would be out of bounds.

The Place Shaping Manager also added that if the bus interchange could not be used in future events, the fallback option of mastering the parade on Hitchin Street would be utilised. He went on to note that he would continue to communicate with CBC as far in advance as possible to alleviate any issues arising.

Members **NOTED** the report.

d. **Vintage Vehicle Day**

Members **NOTED** the report.

e. **CCTV Update**

The Place Shaping Manager indicated that the installation was going to plan and there were no issues other than the one mentioned in the report regarding permission from CBC to install a mobile camera on the newly installed floodlight at Rose Lane car park.

Members **NOTED** the report.

10. **PUBLIC OPEN SESSION**

No one from the public wished to speak.

11. **EXEMPT**

None.

The Chairman closed the meeting at **8.05pm**



**BIGGLESWADE TOWN COUCL**  
**Report to Full Council Meeting**  
**14<sup>th</sup> November 2023**  
**Public Works Loan Board (PWLB) 2023/2024 Borrowing Requirement**

**Implications of Recommendations**

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

**Finance:** Additional borrowing particular to Brunel and Drove Road Chapel; and a reduction in the Council's Capital Reserve particular to Drove Road Site Development (Bowls /Tennis Courts) and the Capital Asset Improvements Project.

**Equality:** Not applicable.

**Environment:** Not applicable.

**Community Safety:** Not applicable.

**A. Background**

The purpose of this report is to determine the level and term of any 2023/24 financial year PWLB borrowing requirement.

**B. Council - 14th February**

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.

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

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

**C. Council - 24th October**

At Town Council on 24th October Members RESOLVED to accept the following recommendations:

- That Members note this interim position and the contents of this report.
- That Officers actively engage with CBC and other grant providers to determine if complementary funding streams can be sourced to help mitigate the Councils future commitments.
- That further debate take place at Council in November once estimates of cost are refined and project specifications supported by PLOS.

That Officers take advice from the National Association of Local Councils (NALC) and other appropriate parties (including internal audit) and report back to Town Council the result of those inquiries with a recommendation as to the way forward with regards to the future of the balance sheet.

## D. PLOS - 2nd November 2023

### Brunel Drive Play Area Update Report

Members discussed the report.

Members RESOLVED to accept the recommendation that:

- The PWLB can apply to this project if appropriate.
- The Committee is satisfied that the recommended bid fully satisfies the criteria within the specification of the tender.

### Stratton Way Cemetery Project Report

Members RESOLVED to stop the current expression of interest exercise and for PLOS Committee Members to work offline to redetermine the tender specifications.

Members also RESOLVED for the project to return to the 30th January PLOS agenda.

Members AGREED that the Town Clerk & Chief Executive would reach out for further expertise through Cemetery Manager contacts.

## E. Financial Overview

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

<b>PWLB Expenditure to date</b>	<b>(£)</b>
Franklins Play Area	199,875
Drove Road Chapel (Phase 1)	054,134
Drove Road Chapel (Phases 2 & 3)	141,894
Allotments	000,923
Capital Asset Improvements	019,450
<b>Sub total:</b>	<b>416,276</b>

## F. Emerging Projects

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

<b>Project</b>	<b>Cost (£)</b>	<b>Quotation source</b>	<b>Funding Stream</b>
<b>Drove Road Site Development (Phase 1)</b>	010,000	Estimate ref architects drawings	Capital reserve
<b><i>Drove Road Chapel amendments to spec/inflation</i></b>	<b><i>10,713</i></b>	<i>Quotation</i>	<i>PWLB</i>
<b><i>Brunel Play Area</i></b>	<b><i>44,994</i></b>	<i>Tender</i>	<i>PWLB</i>

<b>Stratton Cemetery</b>	Project delayed pending new specification - moves to tranche 3		
<b>11 Play Area Essential Upgrades</b>	Project delayed pending receipt of specific bids so as to more accurately inform potential cost- moves to tranche 3		
<b>Capital Asset Improvement Project</b>	500	Quote from external supplier	Capital Reserve
<b>Tranche 2 demand</b>	<b>£55,707</b>		

## G. PWLB Borrowing Term

Project	Project Cost (£)	Term	Repayments
Drove Road Chapel amendments to spec/inflation	10,713	25 years	Part funded from 22/23 unallocated funds with the net figure of £1,079 being included in the borrowing total below of £46,073.

## H. Brunel PWLB Borrowing Term (new borrowing)

This upgrade is predominantly wood and it is therefore recommended that a shorter borrowing term be determined recognising the life of the capital asset. **Please see Appendix A** as evidence of the different rates for the different term loans.

Term	Interest Rate	Repayment Every 6 months # (£)	Annual cost (£)	Total cost (£)
12 years	5.13%	2,594.61	5,189.22	62,270.64
15 years	5.20%	2,230.71	4,461.42	66,921.30
18 years	5.31%	2,003.10	4,006.20	72,111.60
20 years	5.38%	1,894.58	3,789.16	75,783.20
25 years	5.55%	1,714.91	3,429.82	85,745.50

*#: Includes interest & capital. Overall amount paid does not vary.*

<b>I. Overall position</b>	<b>(£)</b>
PWLB loan 2022/2023	425,910
Current agreed commitments (Agreed at Council)	416,276
New emerging commitments	055,707
<b>Net effect/future borrowing requirement:</b>	<b>046,073</b>

## Impact upon the 2023/2024 budget

No additional interest budgetary provision is required in the existing 2023/2024 financial year to service these two loans should Members countenance their draw down. An underspend of £9,919 exists particular to revenue. Provision does need to be made for capital and this equates to £1,500. The overall position equates to a surplus of £8,419.

**Appendix B** summarises the interest and capital payments per year for all of the Council's outstanding loans and the suggested new loan.

**Appendix C** details the six monthly repayment breakdown for both the capital and the interest elements for the suggested new loan of £46,073, assuming that it is taken out for 15 years.

## **Impact upon the 2024/2025 budget**

The budget for interest can be set at £9,349 lower than the current year and the growth requirement for capital equates to £3,195 with an overall effect equating to a reduction of £6,154 for the 24/25 budget compared to the 23/24 budget. This is assuming a mid-point range for Brunel 15 years.

## **2024/2025 Precept**

Whilst the new year's precept is yet to be determined by Council the consequences of this additional borrowing will equate to a movement of less than 0.5%. Growth is defined as that level of additional budgetary provision required in excess of the previous year's budgetary allowance to source a higher level of commitment.

## **ADDITIONAL CONTEXT:**

### **J. CBC/Other Grant Providers**

CBC have confirmed in writing that there are no Section 106 funds available to contribute towards the Councils emerging projects. Officers will continue to explore other funding streams to source play area expenditure.

Should the Council be successful with any further grant submissions then any corresponding underspend will be used to offset the tranche 3 borrowing requirement.

### **K. Layout of the Councils Balance Sheet**

Prior to recent discussion at Council the following organisations had confirmed that the Councils gearing was not of concern, BATPC (Bedfordshire Association of Town & Parish Councils), Internal Audit, External Audit and the Department for Levelling Up, Housing and Communities (DLUHC).

The Council is awaiting further advice from NALC in regard to the layout of its accounts, however BATPC (Bedfordshire Association of Town & Parish Councils), Internal Audit, External Audit and the Department for Levelling Up, Housing and Communities (DLUHC) advised that the current approach is not inconsistent with national best practice.

The current approach was determined by the Chair of the Joint Panel on Accountability and Governance. This is the national body that provides governance for Town and Parish Council accounting matters.

### **L. Capital Reserve**

The current balance equates to £76,242.92. This reduces to £65,742.92 after deducting the costs associated with Drove Road Site Development (Bowls /Tennis Courts) and the Capital Assets Improvement Project.

## **Recommendations**

1. That Members agree to proceed with drawing down a sum of £46,073 from a PWLB loan to allow the development of Brunel Drive. The specific term to be determined by Members.
2. That the emerging costs connected to Drove Road Chapel phase 2 be agreed with the net cost being included in the overall borrowing requirement. Manufacturers need to be advised that the Council will not countenance further high levels of price inflation without convincing evidence to justify any increase.

3. That Drove Road Site Development (Tennis Courts/Bowls Club) be sourced from the Council's Capital Reserve. A detailed report will follow shortly after the Council is in receipt of ground works advice from the LTA representative. Any greater funding requirement to be sourced from the tranche 3 funding.
4. That the Capital Asset Improvements work be sourced from Council's Capital Reserve.
5. That Members defer a decision to borrow in connection to Stratton Cemetery until a new specification has been agreed and the tendering exercise is complete. If and when agreed this commitment would be sourced from tranche 3 funding.
6. That Members defer a decision to borrow in connection to the 11 Play Area Upgrades pending receipt of specific bids so as to more accurately inform potential cost. If and when agreed this commitment would be sourced from tranche 3 funding.

Peter Tarrant  
Clerk & Chief Executive

Rob Youngs  
Head of Finance & Deputy RFO

#### **Appendices:**

Appendix A - PWLB Loan Repayment Costs.

Appendix B - Yearly interest and capital repayments for all of the Council's PWLB Loans.

Appendix C - Capital and interest repayment breakdown for the suggested new loan.

Amount of Advance: 46,073.00

Period  (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year	Total Cost (£)
1 year	-	0.00	0.00	-	0.00	0.00	0.00
Over 1 not over 1½	-	0.00	0.00	-	0.00	0.00	0.00
Over 1½ not over 2	5.75	12,357.85	49,431.40	5.75	12,842.85	331.15	49,384.50
Over 2 not over 2½	5.68	10,014.34	50,071.70	5.68	10,523.07	261.69	49,998.42
Over 2½ not over 3	5.61	8,450.07	50,700.42	5.61	8,971.18	215.39	50,596.22
Over 3 not over 3½	5.55	7,332.43	51,327.01	5.56	7,862.69	182.98	51,196.32
Over 3½ not over 4	5.49	6,492.98	51,943.84	5.50	7,026.13	158.38	51,774.53
Over 4 not over 4½	5.44	5,840.32	52,562.88	5.45	6,374.71	139.50	52,350.45
Over 4½ not over 5	5.39	5,317.43	53,174.30	5.41	5,853.57	124.63	52,927.51
Over 5 not over 5½	5.35	4,890.24	53,792.64	5.37	5,425.51	112.46	53,495.36
Over 5½ not over 6	5.31	4,533.78	54,405.36	5.33	5,067.26	102.32	54,054.00
Over 6 not over 6½	5.28	4,233.09	55,030.17	5.29	4,762.71	93.74	54,603.42
Over 6½ not over 7	5.25	3,975.12	55,651.68	5.26	4,502.65	86.55	55,160.90
Over 7 not over 7½	5.22	3,751.33	56,269.95	5.24	4,278.65	80.47	55,729.90
Over 7½ not over 8	5.20	3,556.67	56,906.72	5.21	4,079.76	75.01	56,274.71
Over 8 not over 8½	5.18	3,384.86	57,542.62	5.19	3,905.77	70.33	56,833.35
Over 8½ not over 9	5.16	3,232.09	58,177.62	5.17	3,750.60	66.17	57,387.38
Over 9 not over 9½	5.15	3,096.75	58,838.25	5.16	3,613.58	62.56	57,959.83
Over 9½ not over 10	5.14	2,975.03	59,500.60	5.15	3,490.03	59.32	58,529.99
Over 10 not over 10½	5.13	2,864.99	60,164.79	5.14	3,378.03	56.38	59,097.84
Over 10½ not over 11	5.13	2,766.45	60,861.90	5.13	3,276.00	53.72	59,663.38
Over 11 not over 11½	5.13	2,676.69	61,563.87	5.13	3,184.95	51.38	60,254.27
Over 11½ not over 12	5.13	2,594.61	62,270.64	5.13	3,101.48	49.24	60,845.16
Over 12 not over 12½	5.14	2,520.72	63,018.00	5.13	3,024.69	47.27	61,436.04
Over 12½ not over 13	5.15	2,452.83	63,773.58	5.13	2,953.81	45.45	62,026.93
Over 1+A83 not over 13½	5.16	2,390.27	64,537.29	5.14	2,890.48	43.85	62,650.07
Over 13½ not over 14	5.17	2,332.46	65,308.88	5.14	2,829.54	42.29	63,242.10
Over 14 not over 14½	5.18	2,278.93	66,088.97	5.15	2,775.10	40.91	63,868.70
Over 14½ not over 15	5.20	2,230.71	66,921.30	5.16	2,724.45	39.62	64,497.59
Over 15 not over 15½	5.21	2,184.50	67,719.50	5.17	2,677.21	38.42	65,128.79
Over 15½ not over 16	5.23	2,142.94	68,574.08	5.18	2,633.07	37.29	65,762.30
Over 16 not over 16½	5.25	2,104.25	69,440.25	5.20	2,594.05	36.30	66,437.27
Over 16½ not over 17	5.27	2,068.19	70,318.46	5.21	2,555.29	35.30	67,076.53
Over 17 not over 17½	5.29	2,034.54	71,208.90	5.22	2,518.88	34.36	67,718.10
Over 17½ not over 18	5.31	2,003.10	72,111.60	5.24	2,486.92	33.53	68,404.58
Over 18 not over 18½	5.32	1,972.15	72,969.55	5.25	2,454.63	32.69	69,051.91
Over 18½ not over 19	5.34	1,944.61	73,895.18	5.27	2,426.47	31.95	69,746.46
Over 19 not over 19½	5.36	1,918.79	74,832.81	5.28	2,397.69	31.19	70,399.54
Over 19½ not over 20	5.38	1,894.58	75,783.20	5.30	2,372.76	30.52	71,102.16
Over 20 not over 20½	5.40	1,871.87	76,746.67	5.31	2,346.97	29.84	71,761.00
Over 20½ not over 21	5.42	1,850.53	77,722.26	5.33	2,324.82	29.23	72,471.68
Over 21 not over 21½	5.44	1,830.48	78,710.64	5.34	2,301.61	28.61	73,136.28
Over 21½ not over 22	5.46	1,811.64	79,712.16	5.36	2,281.87	28.06	73,855.02
Over 22 not over 22½	5.48	1,793.93	80,726.85	5.37	2,260.90	27.49	74,525.38
Over 22½ not over 23	5.49	1,775.63	81,678.98	5.39	2,243.25	26.99	75,252.18
Over 23 not over 23½	5.51	1,759.95	82,717.65	5.40	2,224.25	26.47	75,928.30
Over 23½ not over 24	5.52	1,743.54	83,689.92	5.42	2,208.43	26.01	76,663.17
Over 24 not over 24½	5.54	1,729.65	84,752.85	5.43	2,191.15	25.53	77,345.05
Over 24½ not over 25	5.55	1,714.91	85,745.50	5.44	2,174.65	25.06	78,029.23

Over 25 not over 25½	5.57	1,702.60	86,832.60	5.46	2,161.19	24.66	78,775.62
Over 25½ not over 26	5.58	1,689.33	87,845.16	5.47	2,146.12	24.23	79,465.56
Over 26 not over 26½	5.59	1,676.74	88,867.22	5.48	2,131.70	23.82	80,157.81
Over 26½ not over 27	5.60	1,664.78	89,898.12	5.50	2,120.21	23.46	80,915.71
Over 27 not over 27½	5.61	1,653.43	90,938.65	5.51	2,107.00	23.08	81,613.71
Over 27½ not over 28	5.62	1,642.64	91,987.84	5.52	2,094.35	22.71	82,314.02
Over 28 not over 28½	5.63	1,632.39	93,046.23	5.53	2,082.22	22.35	83,016.64
Over 28½ not over 29	5.64	1,622.65	94,113.70	5.54	2,070.58	22.00	83,721.55
Over 29 not over 29½	5.65	1,613.39	95,190.01	5.55	2,059.42	21.67	84,428.77
Over 29½ not over 30	5.66	1,604.59	96,275.40	5.56	2,048.71	21.35	85,138.30
Over 30 not over 30½	5.66	1,594.47	97,262.67	5.57	2,038.43	21.03	85,850.12
Over 30½ not over 31	5.67	1,586.52	98,364.24	5.58	2,028.55	20.73	86,564.26
Over 31 not over 31½	5.67	1,577.19	99,362.97	5.59	2,019.06	20.44	87,280.69
Over 31½ not over 32	5.68	1,570.01	100,480.64	5.60	2,009.93	20.16	87,999.43
Over 32 not over 32½	5.68	1,561.39	101,490.35	5.60	1,998.86	19.85	88,644.45
Over 32½ not over 33	5.69	1,554.90	102,623.40	5.61	1,990.42	19.58	89,366.65
Over 33 not over 33½	5.69	1,546.93	103,644.31	5.62	1,982.31	19.32	90,091.14
Over 33½ not over 34	5.69	1,539.26	104,669.68	5.63	1,974.50	19.07	90,817.95
Over 34 not over 34½	5.69	1,531.87	105,699.03	5.63	1,964.68	18.80	91,466.42
Over 34½ not over 35	5.70	1,526.59	106,861.30	5.64	1,957.44	18.56	92,196.68
Over 35 not over 35½	5.70	1,519.74	107,901.54	5.64	1,948.17	18.30	92,846.31
Over 35½ not over 36	5.70	1,513.15	108,946.80	5.65	1,941.47	18.08	93,580.02
Over 36 not over 36½	5.70	1,506.78	109,994.94	5.65	1,932.70	17.83	94,230.80
Over 36½ not over 37	5.70	1,500.65	111,048.10	5.66	1,926.47	17.62	94,967.97
Over 37 not over 37½	5.70	1,494.73	112,104.75	5.66	1,918.17	17.38	95,619.90
Over 37½ not over 38	5.70	1,489.02	113,165.52	5.67	1,912.39	17.19	96,360.53
Over 38 not over 38½	5.70	1,483.52	114,231.04	5.67	1,904.52	16.96	97,013.61
Over 38½ not over 39	5.70	1,478.20	115,299.60	5.67	1,896.85	16.75	97,666.70
Over 39 not over 39½	5.70	1,473.07	116,372.53	5.68	1,891.68	16.56	98,411.93
Over 39½ not over 40	5.70	1,468.11	117,448.80	5.68	1,884.39	16.36	99,066.16
Over 40 not over 40½	5.70	1,463.32	118,528.92	5.68	1,877.28	16.15	99,720.40
Over 40½ not over 41	5.69	1,456.78	119,455.96	5.69	1,872.64	15.99	100,470.24
Over 41 not over 41½	5.69	1,452.31	120,541.73	5.69	1,865.87	15.79	101,125.63
Over 41½ not over 42	5.69	1,447.98	121,630.32	5.69	1,859.26	15.60	101,781.02
Over 42 not over 42½	5.69	1,443.80	122,723.00	5.69	1,852.81	15.42	102,436.40
Over 42½ not over 43	5.69	1,439.76	123,819.36	5.69	1,846.51	15.24	103,091.79
Over 43 not over 43½	5.68	1,433.91	124,750.17	5.69	1,840.35	15.07	103,747.18
Over 43½ not over 44	5.68	1,430.12	125,850.56	5.70	1,836.64	14.92	104,505.08
Over 44 not over 44½	5.68	1,426.46	126,954.94	5.70	1,830.75	14.75	105,161.62
Over 44½ not over 45	5.68	1,422.92	128,062.80	5.70	1,825.00	14.59	105,818.16
Over 45 not over 45½	5.67	1,417.52	128,994.32	5.70	1,819.38	14.43	106,474.70
Over 45½ not over 46	5.67	1,414.20	130,106.40	5.70	1,813.87	14.27	107,131.24
Over 46 not over 46½	5.67	1,410.98	131,221.14	5.70	1,808.49	14.12	107,787.78
Over 46½ not over 47	5.66	1,405.89	132,153.66	5.70	1,803.22	13.97	108,444.32
Over 47 not over 47½	5.66	1,402.87	133,272.65	5.70	1,798.06	13.82	109,100.86
Over 47½ not over 48	5.66	1,399.94	134,394.24	5.70	1,793.01	13.68	109,757.40
Over 48 not over 48½	5.65	1,395.11	135,325.67	5.70	1,788.06	13.54	110,413.94
Over 48½ not over 49	5.65	1,392.36	136,451.28	5.70	1,783.21	13.40	111,070.48
Over 49 not over 49½	5.65	1,389.70	137,580.30	5.70	1,778.46	13.26	111,727.03
Over 49½ not over 50	5.64	1,385.11	138,511.00	5.70	1,773.81	13.13	112,383.57

Note:

1. If a borrower wishes to make a premature repayment of a loan, either in whole or in part, it should contact the Board giving full details beforehand. The Board will usually agree to accept this request but it should be noted that a premium will be payable when the interest rate on the loan to be repaid is higher than the current rate applying to the premature repayment of a loan repayable by the same method and over the same period as that remaining on the loan which it is proposed to repay.  
When the interest rate on the loan to be repaid is lower than the current rate applying to the premature repayment, a discount will be allowed.

**Biggleswade Town Council**

Interest repayments, which are the actual extra costs of taking out the loan and therefore need budgeting for:

PWLB Reference	Final Repayment date	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28 and beyond	TOTAL
		£	£	£	£	£	
331100	21/09/2024	2	0				2
331275	21/09/2024	62	13				75
484665	21/09/2025	294	168	34			496
491331	21/03/2036	3634	3403	3161	2910	12909	26016
559293	12/10/2047	21782	21330	20855	20355	251145	335467
Requested-15 yrs BRUNEL	08/11/2038	0	2369	2259	2143	14078	20849
Total		25773	27282	26309	25408	278132	382904
Growth			-9349	-973	-901		
Budget		36631					
Accrue for 4 months		938					
Projected outturn		26712					
Variance to budget		9919					

**Capital repayments:**

PWLB Reference	Final Repayment date	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28 and beyond	TOTAL
		£	£	£	£	£	
331100	21/09/2024	23	12				35
331275	21/09/2024	812	424				1236
484665	21/09/2025	2380	2507	1303			6191
491331	21/03/2036	5313	5544	5785	6036	63138	85816
559293	12/10/2047	8673	9125	9600	10100	388412	425910
Requested-15 yrs BRUNEL	08/11/2038	0	2092	2203	2319	39459	46073
Total		17201	19705	18891	18455	491009	565261
Growth			3195	-814	-436		
Budget		16510					
Accrue for 4 months		809					
Projected outturn		18010					
Variance to budget		-1500					

<b><u>Brunel-repayments if 15 years chosen</u></b>			
Interest repayment rate:		5.200%	
Repayment rate every 6 months:		£2,230.71	
	CAPITAL REPAYMENT	LOAN BALANCE TO REPAY	INTEREST REPAYMENT
		46073.00	
08/05/24	1,032.81	45040.19	1,197.90
08/11/24	1,059.67	43980.52	1,171.04
08/05/25	1,087.22	42893.31	1,143.49
08/11/25	1,115.48	41777.82	1,115.23
08/05/26	1,144.49	40633.34	1,086.22
08/11/26	1,174.24	39459.09	1,056.47
08/05/27	1,204.77	38254.32	1,025.94
08/11/27	1,236.10	37018.22	994.61
08/05/28	1,268.24	35749.99	962.47
08/11/28	1,301.21	34448.77	929.50
08/05/29	1,335.04	33113.73	895.67
08/11/29	1,369.75	31743.98	860.96
08/05/30	1,405.37	30338.61	825.34
08/11/30	1,441.91	28896.71	788.80
08/05/31	1,479.40	27417.31	751.31
08/11/31	1,517.86	25899.45	712.85
08/05/32	1,557.32	24342.13	673.39
08/11/32	1,597.81	22744.31	632.90
08/05/33	1,639.36	21104.95	591.35
08/11/33	1,681.98	19422.97	548.73
08/05/34	1,725.71	17697.26	505.00
08/11/34	1,770.58	15926.68	460.13
08/05/35	1,816.62	14110.06	414.09
08/11/35	1,863.85	12246.22	366.86
08/05/36	1,912.31	10333.91	318.40
08/11/36	1,962.03	8371.88	268.68
08/05/37	2,013.04	6358.84	217.67
08/11/37	2,065.38	4293.46	165.33
08/05/38	2,119.08	2174.38	111.63
08/11/38	2,174.38	0.00	56.53



**BIGGLESWADE TOWN COUNCIL**  
**Town Council 14<sup>th</sup> November 2023**  
**Opening of new bank account for Lindsell's Bequest Charity**

**Implications of Recommendations**

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

**Finance:** Compliance with the Internal Audit report.

**Equality:** Not applicable.

**Environment:** Not applicable.

**Community Safety:** Not applicable.

**Background:**

The recent Internal Audit report, supplied by our new internal auditors, Heelis and Lodge, on the 11<sup>th</sup> October, 2023, recommended that we open a separate bank account in the name of Henry Martin Lindsell's Bequest. The cricket ground was gifted to the Town Council and should be considered separately from The Town Council's accounts as it is a separate charity. A new bank account would enable keeping the transactions of both entities clear and distinct from each-other. Please see Appendix A, pages 6-7.

**Current Unity Trust bank signatories and accesses:**

The current bank signatories are Councillor Foster, Councillor Knight, Councillor Strachan, Councillor Agnew, Councillor Albone, Councillor North, The Town Clerk & Chief Executive and The Head of Governance & Strategic Partnerships. None of the signatories can set payments up in the bank, thus ensuring complete separation of duties.

Officers with "View and Submit" access are the Head of Finance & Deputy RFO, the Assistant Accountant and the Accounts Administrator.

**Recommendation:**

Officers recommend Members approve the application for a new bank account to be set up at Unity Trust Bank for making payments and receiving income just for the Henry Martin Lindsell's Bequest. The recommendation is to repeat the above signatories and accesses.

Rob Youngs  
Head of Finance and Deputy RFO

Appendix A: Internal Audit report.

# HEELIS&LODGE

## Local Council Services • Internal Audit

### **Interim Internal Audit Report for Biggleswade Town Council – 2023/2024**

The following Internal Audit was carried out on the adequacy of systems of control in accordance with the requirements of the Audit and Accounts Regulations 2015 and the guidance and instruction in the Practitioners Guide 2023. The following recommendations/comments have been made:

**Proper book-keeping** Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

*All were found to be in order. VAT payments are tracked and identified within the accounts. The Council hold the General Power of Competence and the power of the Local Government Act s137 does not apply.*

*The cashbook is referenced providing a clear audit trail. Supporting paperwork is in place and well referenced. The Council use the Rialtas Omega accounting package.*

**Financial regulations** Standing Orders and Financial Regulations  
Tenders  
Appropriate payment controls including acting within the legal framework with reference to council minutes  
Identifying VAT payments and reclamation  
Cheque books, paying in books and other relevant documents

Standing Orders in place: Yes

Reviewed: 11/4/2023 (Ref: 9.a)

Financial Regulations in place: Yes

Reviewed: 11/4/2023 (Ref: 9.a)

VAT reclaimed during the year: Yes Registered: Yes

*The VAT return for the period 1/4/2023 – 30/6/2023 has been submitted. A further examination will take place at the year end audit.*

General Power of Competence: Yes Adopted: 16/5/2023 (Ref: 14.a)

*There was no evidence of tenders during the year that exceeded the £25,000 Public Contract Regulations threshold.*

Contact details : 1 Hembling Terrace, Mill Lane, Suffolk, IP13 0PP  
Tel: 07732 681125  
Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy FILCM  
Lynne Lodge Dip HE Local Policy

*The following policies were reviewed:*

- *Lost and Found Children & Vulnerable Adults (11/7/2023 – 9.b)*
- *Commemorative Memorials and Benches (27/6/2023 – 11.c)*
- *Risk Management (13/6/2023 – 9.c)*
- *Scheme of Delegation (11/4/2023 - 9.a)*
- *Grants (21/3/2023 F&GP – 9.a)*

## **Risk Assessment**

Appropriate procedures in place for the activities of the council  
Compliance with Data Protection regulations

Risk Assessment document in place: Yes  
Data Protection registration: Yes (Ref: Z125722X)

### ***Data Protection***

*The General Data Protection Regulations have changed and the new Regulations came into force on 25 May 2018. It is likely that this will affect the way in which the Council handles its data. Due to the financial risk associated with the General Data Protection Regulations, the Council have included this in their Risk Assessment.*

Privacy Policy published: *Yes*

*Insurance was in place for the year of audit and reviewed at a meeting held on 21/3/2023 (Ref: F&GP 9.e). The Risk Management document was reviewed at a meeting held on 18/7/2023 (Ref: F&GP 10.f). The Risk Management document is comprehensive and thorough with a risk rating and risk reduction strategies.*

*The Council have **effective** internal financial controls in place. The Clerk and Finance Manager provide comprehensive financial reports to council meetings which include:*

- *Balance Sheet*
- *Detailed Income & Expenditure*
- *Payments Listing*
- *Summary Income & Expenditure*

*Councillors are provided with information to enable them to make informed decisions.*

*Bank mandates were reviewed updated at a meeting held on 25/7/2023 (Ref: 9.a) reflecting changes in staff and relevant access to the accounts.*

*Bank signatories were reviewed and approved at a meeting held on 23/5/2023 (Ref: 9.d) and again on 13/6/2023 (Ref: 9.f).*

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*It is noted that there is a rota of councillors from the F&GP Committee that review the bank reconciliations to the accounting reports on a quarterly basis. The findings are reported at the next F&GP Committee meeting.*

*It is noted that the authorisation limits, as stated in Financial Regulation 4.1 are as follows:*

- *The Council for all items over £30,000*
- *The Town Clerk, in conjunction with the Chair of the appropriate committee for items £15,000 - £30,000*
- *The Town Clerk for items up to £15,000*

*It is noted that there is one multipay card, held by the Clerk. It may be worth considering, as part of the risk review, a second card holder to ensure business continuity should the Clerk not be available for a period of time.*

Fidelity Cover: £2,000,000

*The level of Fidelity cover is within the recommended guidelines of year end balances plus 50% of the precept ie £694,528 + £766,620 = £1,461,148..*

## Transparency

Under the **Transparency code for smaller authorities**, smaller councils with income/expenditure under £25,000 should publish on their website from 1 April 2015:

Smaller Council: No

Website: <https://biggleswadetowncouncil.gov.uk/>

*The Council is not subject to the requirements of the Transparency Code for smaller Councils. The Transparency Code for Councils with a turnover exceeding £200,000 is not covered as part of the Internal Audit.*

Under **The Accounts & Audit Regulations 2015 15** councils must publish on their website:

External audit report

*2023 Annual Return, Section One Published – Yes*

*2023 Annual Return, Section Two Published – Yes*

*2023 Annual Return, Section Three Published – Yes*

Under **The Accounts & Audit Regulations** councils must publish on their website:

Notice of period for the exercise of public rights

*Published – Yes*

Period of Exercise of Public Rights

Start Date **5/6/2023**

End Date **14/7/2023**

Contact details : 1 Hembling Terrace, Mill Lane, Suffolk, IP13 0PP

Tel: 07732 681125

Email: [heather@heelis.eu](mailto:heather@heelis.eu)

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Under the requirements of the **Accounts and Audit Regulations 2015 13(2b)** council are required to display AGARs for the five years 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23 on their website.

*The Council have published 4 years of AGARs and have yet to meet the publication requirements.*

**Recommendation:** *To publish the 2018-2019 AGAR in order to complete the 5 years published AGARs as required by the Accounts and Audit Regulations 2015 13 (b).*

**Recommendation:** *To ensure that complete AGARS are published on the website for the past 5 years ie:*

*Section 1 – Annual Governance Statement*

*Section 2 – Accounting Statements*

*Section 3 – External Audit Opinion*

**Budgetary controls**  
supporting documents

Verifying the budgetary process with reference to council minutes and

Precept: £1,533,241 (2023-2024) Date: 24/1/2023 (Ref: 9.a)

*Effective budgetary procedures are in place. The precept was agreed in full council and the precept decision and amount has been clearly minuted. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.*

**Income controls**

Precept and other income, including credit control mechanisms

*All were found to be in order. Income controls were checked and a sample of income received and banked cross referenced with the Cash Book and bank statements.*

*Aside from the precept the Council generates income streams from the following:*

- *Allotments*
- *Orchard Centre*
- *Cemetery*
- *Car parking*
- *Playing field hire*
- *Markets*

*Tenancy agreements are in place for allotment holders and fees are collected annually. A refundable deposit of £50 is held for the duration of the tenancy.*

*Invoices are produced via Rialtas for allotments, Orchard Centre, burials and facility hire.*

*Cash raised through market rents are banked promptly. An audit trail of a sample of market rents paid in cash was carried out and all was found to be in order.*

*The hire agreement for the Orchard Centre was reviewed and approved at a meeting held on 21/3/2023 (Ref: F&GP 9.b).*

## **Petty Cash**

Associated books and established system in place

*A satisfactory petty cash system is in place with supporting paperwork. A sample of receipts were examined from April 2023 to September 2023 and cross referenced with vouchers and the cash book. Regular reconciliations are undertaken which are reviewed by the Finance Manager and the Town Clerk.*

*Petty Cash limit: £300 (Financial Regulation 6.19).*

*It is noted that, on occasion, income received is paid into petty cash eg parking permit, charity stall. In accordance with Financial Regulation 6.19.b, all income should be banked separately. However, it is noted that obtaining cash for petty cash accounts is becoming increasingly difficult.*

## **Payroll controls**

PAYE and NIC in place where necessary.  
Compliance with Inland Revenue procedures  
Records relating to contracts of employment

PAYE System in place: Yes

*The Council continue to operate RTI in accordance with HMRC regulations. Payroll is outsourced. Eligible employees have joined the nominated pension scheme. A further detailed examination will be carried out as part of the year end Internal Audit.*

## **Asset control**

Inspection of asset register and checks on existence of assets  
Cross checking on insurance cover

*A separate asset register is in place. Values are recorded at cost value. The total value of assets are recorded at 31/3/2023 stood at £3,157,865. The figure in the asset register corresponds with the figure in Section 2, Box 9 of the 2023 AGAR. It is noted that whilst the Council depreciates assets, this is not reflected in the AGAR figure.*

**Bank Reconciliation** Regularly completed and cash books reconcile with bank statements

*All were in order. Bank Reconciliations are carried out regularly. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.*

*Bank Balances at 30 September 2023 were confirmed as:*

PSDF	xxxxxxx001PC	£738,059.60
PSDF	xxxxxxx002PC	£213,780.00
Unity Trust (payroll)	xxxx8389	£32,730.57
Unity Trust	xxxx8376	£508,854.47

*Interest from the PSDF accounts is credited directly to the current account.*

**Reserves** General Reserves are reasonable for the activities of the Council  
Earmarked Reserves are identified

*The Council have adequate general reserves of £348,886 at 30/9/2023 and have identified earmarked reserves in in their accounts. A Reserves Policy is in place identifying the level of general reserves held, which should not exceed the precept amount. It is suggested that the policy published on the website is updated with the 2023 year end figures.*

*The Council currently have 5 Public Work Loan Board loans amounting to £510,692 as at 30/9/2023.*

**Year-end procedures** Appropriate accounting procedures are used and can be followed through from working papers to final documents  
Verifying sample payments and income  
Checking creditors and debtors where appropriate.

*To be carried out at the year end audit.*

**Sole Trustee** The Council has met its responsibilities as a trustee

*The Council is the sole trustee of the Public Recreation Ground (Henry Martin Lindsell Bequest). Charity Number: 231489.*

*The last annual submission of the accounts was 11/10/2022 for the 2021 financial year (calendar year). It was reported that there were no financial transactions during the year.*

*It is noted that the Charity accounts are currently included in the Town Council accounts and that steps are being taken to separate the Town Council from the Charity.*

*This should include:*

- *Separate accounts for the Charity*
- *A separate bank account in the Charity's name*
- *Removal of the Charity's income and expenditure from the Town Council's year end accounts and the figures presented for the 2023-2024 AGAR*
- *The Council should acknowledge the Charity on the 2023-2024 AGAR:*
  - *Section 2 – Boxes 11.a and 11.b*
  - *Section 1 – Box 9*

## **Internal Audit Procedures**

*The 2023 Final Internal Audit report was considered by the Council at a meeting held on 25/4/2023 (Ref: 12.a). The second Interim report was considered at a meeting held on 11/4/2023 (Ref: 9.b).*

*A review of the effectiveness of the Internal Audit was carried out on 21/3/2023 (Ref: 12.d).*

*Heelis & Lodge were appointed as Internal Auditor at a meeting held on 21/3/2023 (Ref: 12.d).*

## **External Audit**

*The Council formally approved the 2023 AGAR at a meeting of the full Council held on 25/4/2023 (Ref: 12.b.i & 12.b.ii).*

*The External Auditor's report was considered at a meeting held on 8/8/2023 (Ref: 9.a).*

*There were no matters arising from the External Audit.*

## **Additional Comments/Recommendations**

- The Annual Town Council meeting was held on 16/5/2023. The first item of business was the Election of Mayor, in accordance with Standing Orders.
- It is a requirement for either pages or minute items to be sequentially numbered for minutes kept in loose-leaf format. It is **recommended** that this is implemented as soon as possible.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Head of Finance and the Town Council staff for their assistance during the course of the audit work and the quality of documentation presented for the audit.



**Heather Heelis**  
**Heelis & Lodge**  
11 October 2023

Contact details : 1 Hembling Terrace, Mill Lane, Suffolk, IP13 0PP  
Tel: 07732 681125  
Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy FILCM  
Lynne Lodge Dip HE Local Policy



**BIGGLESWADE TOWN COUNCIL**  
**Town Council Meeting 14<sup>th</sup> November 2023**  
**Christmas Ice Rink**

**Implications of Recommendations**

**Corporate Strategy: ASPIRATIONS: ECONOMY:** Develop a programme of events for the Town Centre.

**Finance:** Not applicable.

**Equality:** Not applicable.

**Environment:** Not applicable.

**Community Safety:** Not applicable.

**Background**

Members agreed at the Town Centre Management (TCM) committee meeting on 17<sup>th</sup> October 2023 to have a lunchtime virtual meeting for all interested Members to attend to discuss the details and make a proposal to Council with regards to a synthetic ice rink.

**Summary**

This meeting took place on 8<sup>th</sup> November 2023. Members were presented with the report tabled at the TCM meeting on 17<sup>th</sup> October 2023, with updated figures to reflect the revised quotes received from suppliers. Notably, this included a price increase from £4,500 to £8,500 for one of the suppliers, who cited a mistake when sending over the initial quote. These figures are included below.

Fig 1: Ice Rink Cost

	<b>Cost</b>	<b>Description</b>
Supplier A	£8,500	12m x 12m
Supplier B	£6,800	12m x 12m
Supplier C	£11,300	10m x 10m

Assuming the Council would prefer to proceed with the cheapest supplier, the below Figure 2 provides income estimates for low, medium and high demand. These are based on: £10 ticket cost (majority of survey respondents deemed this fair), capacity of 35 skaters, operating for 24 hours (8 hours per day) for 30-minute slots. Low is based on 25% capacity at all times, medium is 50% capacity at all times and high is 75% capacity at all times.

Fig 2: Ice Rink Income Estimate

	<b>Low Estimate</b>	<b>Medium Estimate</b>	<b>High Estimate</b>
Projected Income	£4,200	£8,400	£12,600
Rental Cost	£6,800	£6,800	£6,800
Variance	- £2,600	+ £1,600	+ £5,800

Following an informal discussion, Officers and Members are recommending that that Council defer the synthetic ice rink hire until 2024. It is financially prudent to ensure that a budget is in place that could cover a potential loss if demand turns out to be low.

It is also recommended that the topic be discussed at the TCM meeting on 20<sup>th</sup> February. Officers will produce a business plan that includes ideas for sponsorship.

**Recommendation:**

For Members to agree to defer the ice rink until next year with an update report presented at TCM on 20<sup>th</sup> February 2024.

Isaac Lord  
Place Shaping Manager





# PUBLIC NOTICE

## **CENTRAL BEDFORDSHIRE COUNCIL PROPOSES TO INTRODUCE NO WAITING AT ANY TIME ON WHARF MEWS, BIGGLESWADE**

Reason for proposal: The waiting restrictions are intended to address indiscriminate parking and to ensure that visibility is not obstructed by parked vehicles.

Effect of the Order:

### **To introduce No Waiting at Any Time on the following length of road in Biggleswade:-**

1. Wharf Mews, north side, from a point 8.5 metres west of the rear western boundary of No. 33 Shortmead Street and extending in a easterly direction for approximately 13.5 metres (up to a point in line with Lamp Column No.2).
2. Wharf Mews, south side, from a point 8 metres east of the eastern flank wall of No. 4 Wharf Mews and extending in an easterly direction for approximately 24 metres.

Details may also be viewed online at [www.centralbedfordshire.gov.uk/publicstatutorynotices](http://www.centralbedfordshire.gov.uk/publicstatutorynotices).

Comments should be sent by e-mail to [highways.consultation@centralbedfordshire.gov.uk](mailto:highways.consultation@centralbedfordshire.gov.uk) by 10 November 2023. Any objections must state the grounds on which they are made **and must quote unique reference number A00419**. If you want to send in your comments in writing please send them to the address shown below FAO Emily Hirst.

Please note that any comments received will be redacted of personal information and uploaded onto the Central Bedfordshire Council website as part of a report on the scheme a few days before the proposal is discussed at the relevant Traffic Management Meeting, where it will remain in the public domain. If you do not wish for your comments to be part of the report please state this explicitly within your response.

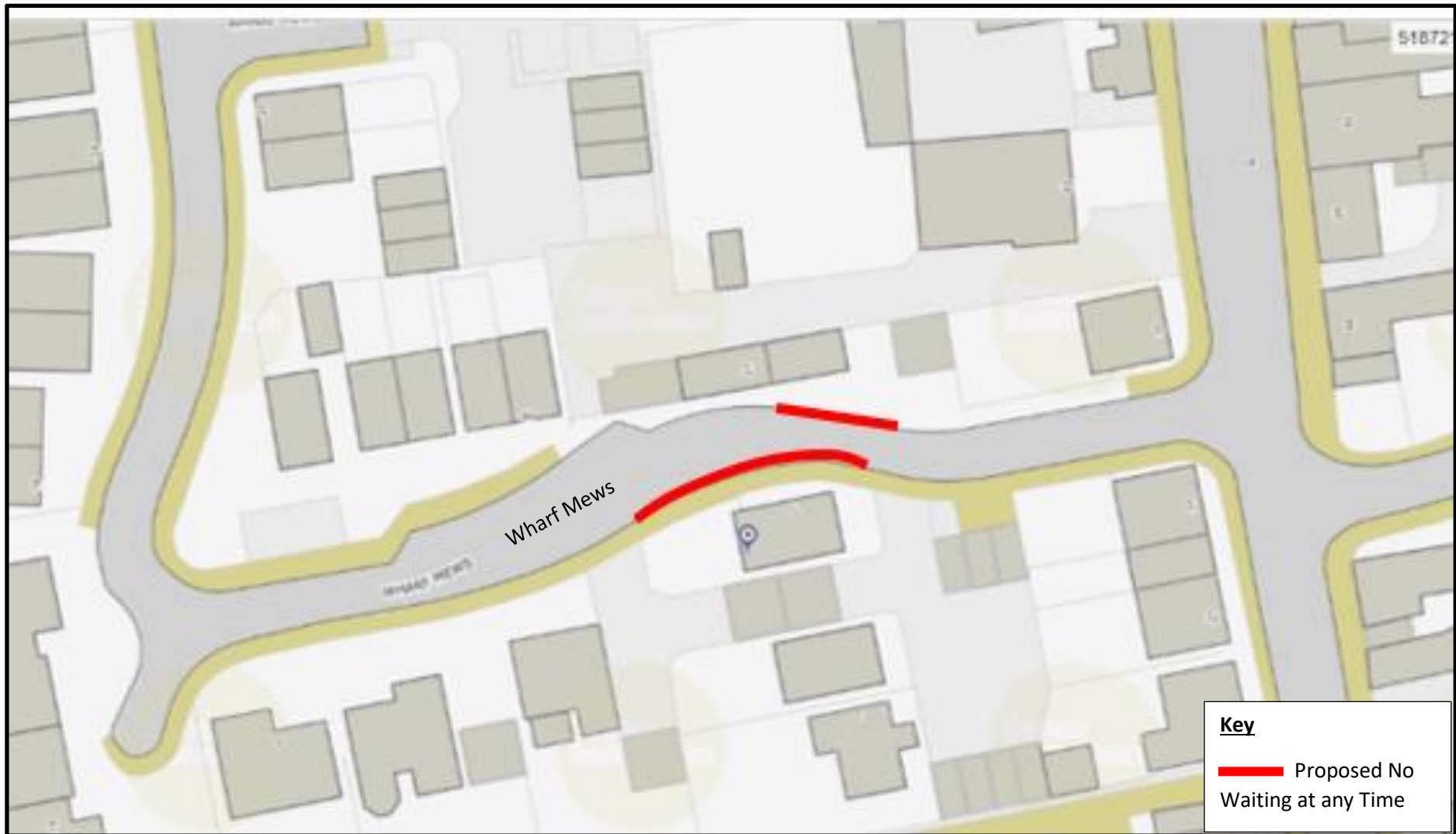
Order Title: If made will be "Central Bedfordshire Council (Bedfordshire County Council (District of Mid Bedfordshire) (Civil Enforcement Area and Special Enforcement Area) (Waiting Restrictions and Street Parking Places) (Consolidation) Order 2008) (Variation No.\*) Order 202\*\*"

Central Bedfordshire Council  
Priory House  
Chicksands  
Shefford SG17 5TQ

Gary Powell  
Assistant Director  
Highways

20 October 2023

## Wharf Mews, Biggleswade – Proposed No Waiting at any Time





**From:** Local Plan <[LocalPlan@centralbedfordshire.gov.uk](mailto:LocalPlan@centralbedfordshire.gov.uk)>

**Subject:** Central Bedfordshire Council's Draft Planning Obligations Supplementary Planning Document (SPD) Consultation Notification (Database)

### **Planning Obligations Supplementary Planning Document**

We are writing to you as you have asked to be kept informed of consultations on planning policy documents.

The Council is inviting you to express your views on the draft Planning Obligations Supplementary Planning Document (SPD). The six-week consultation will begin at 10am on Monday 30th October 2023 and end at 10am on Monday 11th December.

### **Planning Obligations Supplementary Planning Document**

The Planning Obligations SPD is a guidance document that explains the Council's approach to securing planning obligations (also known as Section 106 contributions) from new development. Planning Obligations may be sought from housing, commercial, employment and mixed-use developments as well as minerals and waste developments. Their purpose is to ensure the necessary on site or off site infrastructure is provided to mitigate the impacts of new developments, and make them acceptable in planning terms.

The Planning Obligations SPD sets out the different types of infrastructure the Council seeks contributions towards, and the supporting evidence to justify how much is collected. It also sets out the approach to site viability and the prioritisation of infrastructure.

This guidance will ensure developers understand the type and scale of planning obligation requirements from an early stage in the development process and make appropriate provision. This in turn will enable the creation of sustainable communities, whereby high-quality development is supported by high-quality infrastructure.

### **Details of the Consultation**

The consultation will run for six weeks from 10am on Monday 30th October until 10am on Monday 11th December 2023. Full details of how to respond to the consultation are set out on the Consultations page of the Council's website:

<https://link.edgepilot.com/s/e477570f/302xITpk0ir71Jn2meQxw?u=https://www.centralbedfordshire.gov.uk/consultations>

### **Submitting comments via Commonplace:**

We are excited to be hosting this consultation on our new digital engagement platform, [Commonplace](#). We encourage you to explore the document on this platform and submit your responses using this method.

The consultation document has been split down into topic specific pages, or tiles, to hopefully provide an alternative, and more interactive way of viewing the content. There are feedback boxes on each page to capture your comments. A copy of the full document in PDF format is also available to download should you wish.

As well as your views on the SPD itself, we are keen to receive your feedback on the Commonplace platform, to help us to ensure our engagement is as effective as it can be moving forward. This can

be shared by commenting via Commonplace or by email to  
[LocalPlan@centralbedfordshire.gov.uk](mailto:LocalPlan@centralbedfordshire.gov.uk).

Submitting comments via email or post:

Comments on the consultation document may also be submitted via email to  
[LocalPlan@centralbedfordshire.gov.uk](mailto:LocalPlan@centralbedfordshire.gov.uk) or by post to:

Strategic Growth, Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford,  
SG17 5TQ.

### **Next Steps**

A summary of the comments received and how they have been taken into account will be presented to Executive in the Spring 2024 alongside the final Planning Obligations SPD.

Once adopted, the SPD will be a material consideration in the determination of planning applications and will be used when assessing planning applications and negotiating planning obligations for new development.



# Development Management

## Central Bedfordshire Council

Priory House, Monks Walk  
Chicksands, Shefford  
Bedfordshire SG17 5TQ  
[www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk)



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

<b>Contact</b>	Planning Appeals
<b>Email</b>	<a href="mailto:planning.appeals@centralbedfordshire.gov.uk">planning.appeals@centralbedfordshire.gov.uk</a>
<b>Appeal Ref</b>	APP/P0240/W/22/3313193
<b>CBC Ref</b>	CB/22/00857/FULL
<b>Date</b>	11 October 2023

Dear Mr Tarrant,

### TOWN AND COUNTRY PLANNING ACT 1990 APPEAL UNDER SECTION 78

<b>Site address:</b>	The Red Lion, 1 London Road, Biggleswade, SG18 8ED
<b>Description of development:</b>	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
<b>Appellant's name:</b>	Elliott Builders Ltd
<b>Appeal reference:</b>	APP/P0240/W/22/3313193
<b>Application reference:</b>	CB/22/00857/FULL

This Hearing refers to planning application Ref No: CB/22/00857/FULL received on 1st March 2022, for 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 and planning application Ref. No. CB/22/01357/LB received on 1st March 2022, for 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 at The Red Lion, 1 London Road, Biggleswade, SG18 8ED

The appeal will be determined on the basis of a Hearing. The procedure to be followed is set out in the Town and Country Planning (England) Rules 2000.

The Hearing will take place on **15 November 2023** for **2 days** starting promptly at 10.00am, the event will take place at Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford. Beds. SG17 5TQ

#### **This is an entirely "In-Person" event only.**

You may attend the Hearing, and as a person who may be interested in or affected by the appeal you may, at the Secretary of State's Inspector's discretion, make your views known.

If you, or anyone you know has a disability and is concerned about facilities at the Hearing venue, contact the Council [Planning.Appeals@centralbedfordshire.gov.uk](mailto:Planning.Appeals@centralbedfordshire.gov.uk) to confirm that suitable provisions are in place.

Documents relating to the appeal can be viewed on the Council website <http://www.centralbedfordshire.gov.uk/planning-register> (enter application reference, CB/22/00857/FULL, or CB/22/01357/LB into the search box).

You can view and download the Planning Inspectorate's guidance "taking part in an appeal" from the Planning Inspectorate website at

[www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal](http://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal).

When made, the decision will be published on the Planning Inspectorate's website  
[www.gov.uk/appeal-planning-inspectorate](http://www.gov.uk/appeal-planning-inspectorate).

Yours sincerely,

A handwritten signature in black ink that reads "Andrew Davie". The signature is written in a cursive style with a capital 'A' and 'D'.

**Andrew Davie**  
**Assistant Director - Development Infrastructure**



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

Home Farm House, Dunton Lane, Biggleswade, SG18 8QU	23/01989/FULL	11/07/2023	The Town Council OBJECTS to this application on the grounds that: <ul style="list-style-type: none"><li>•It is a development outside of the Green Wheel.</li><li>•Entrance and exit to the site is on a blind corner and close to a roundabout and therefore unsafe.</li><li>•It will add to the congestion in accessing the A1 and will lead to a potentially dangerous right of way issue.</li><li>•It is deemed as overdevelopment.</li></ul>	Erection of 9 new dwelling houses following the demolition of the existing dwelling house and all associated outbuildings.	Awaiting Outcome
Land off Drove Road, adj to 1A Drove Road	23/00003/DOC	24/01/2023	The Town Council STRONGLY OBJECT to the discharge conditions on this application as Council would like to see the conditions in place ahead of any planning approval.	Discharge of Conditions 6,8,9,11,12,13 and 21 against planning permission CB/22/00575/FULL (Erection of 5 dwellings with associated car park, access road and amenity space and proposed stopping up of the highway)	Discharge of Condition Decision Released
Land north of Lindsell's Level Crossing, Biggleswade	22/04935/ VOC	24/01/2023	The Town Council NOTED the shorter ramps and changes to right of way; however Council STRONGLY OBJECT, as they have done previously in August 2022, as this will present even less landscaping.	Variation of condition 8 of planning permission CB/21/02168/FULL: Construction of new ramped and stepped bridleway bridge to facilitate the closure of Lindsell's level crossing; formation of new bridleway to western side of railway and associated works. Revised Plans	Variation of Condition - Granted
Land South of Pottton Road, Biggleswade	23/02014/SECM		The Town Council OBJECTS to this application on the grounds that: <ul style="list-style-type: none"><li>•There is insufficient background information,</li><li>•There is not enough information regarding the outcome on crime and other activities if the mounds are removed,</li><li>•The CCTV implications for this area are unknown.</li></ul>	Modification of Section 106 Agreement attached to planning permission MB/05/01477/OUT Residential development (all matters reserved except means of access) This application seeks to remove the CCTV contribution.	Awaiting Outcome
Shortmead Street, The Close Cottage, 17A, Biggleswade, SG18 0AT	TRE/23/00382	12/09/23	Members OBJECT to this planning application for the following reasons: <ul style="list-style-type: none"><li>•The sketch is of poor quality to allow detailed assessment.</li><li>•The suggestion that providing space for a removal lorry is not an appropriate reason to remove the ivy on tree T1 shown on the plan.</li><li>•It is also suggested that tree T2 on the diagram be removed to near ground level because it is encroaching the drive. A TPO will have been placed to protect the tree, a small amount of pruning would suffice.</li></ul>	Works to a tree(s) protected by a Tree Preservation Order: MB/TPO/00004/G1 (T1) - Yew tree front of drive to remove leaning Ivy-covered stem over the drive back to crown break (T2) - Yew tree side of drive to dismantle to near ground level.	<b>Preserved Tree - Refuse Consent</b> Conditions or reasons:1) The trees are in a suitable condition for retention. 2) The reason for the works provided is not a sustainable solution. 3) There has been previous works which have not been approved present on the trees. 4) The removal would have a detrimental affect on the TPO as a whole. The proposal suggests moving the TPO to a different tree. This would not be a sustainable solution. 5) The removal of the trees would detrimentally affect the group of Yews.
Unit P, A1 London Retail Park, London Road, Biggleswade, SG18 8NE	23/01105/FULL	08/08/2023	Members OBJECT to this planning application on the grounds that: <ul style="list-style-type: none"><li>• There will be a loss of parking spaces.</li><li>• There is potential risk to public safety due to the transporters loading and unloading within the main car park deliveries for all other businesses on the retail park take place in designated loading areas away from the public.</li></ul>	Stationing of a pod to the car park (for We Buy Any Car) retrospective.	Awaiting Outcome

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

					<p>5) No commercial activities shall take place on the land, including the storage of materials. Reason: In order to ensure appropriate development in the open countryside and to protect the amenities of local residents in accordance with Policies HQ1, H7, EE5 and CC8 of the Central Bedfordshire Local Plan 2021</p> <p>6) The development hereby permitted shall not be carried out except in complete accordance with the details shown on the submitted plans, numbers TQRQM22339114500179; 21055wd1.02; 17003-MODW-M&amp;E-002AB12 Reason: To identify the approved plan/s and to avoid doubt.</p>
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**BIGGLESWADE TOWN COUNCIL**  
**Town Council 14<sup>th</sup> November 2023**  
**Financial Management Report for October 2023**

**Implications of Recommendations**

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

**Finance:** Improved financial reporting with commentary for further context.

**Equality:** Not applicable.

**Environment:** Not applicable.

**Community Safety:** Not applicable.

**Background**

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

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

<https://biggleswadetowncouncil.gov.uk/about-the-council/finance-transparency-documents/>

The projected outturn after month 7 suggests an unallocated spend of £776.

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

**Recommendation:**

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

Rob Youngs  
Head of Finance and Deputy RFO

Appendix A: October 2023 Financial Management report.

	Actual FY22/3	Actual FY 23/4	Budget FY 23/4	Variance FY 23/4	Projected Outturn FY23/4	Committed Expenditure	COMMENTARY
Income	8147	9155	9500	(345)	9500		All annual rent renewal sales invoices are paid. Skip hire needed for substantial waste clearance, due to flooding and creation of extra plots. Vandal locks £600 and signs £160.
ALLOTMENTS							
Expenditure	3107	4573	865	(3708)	6120	340	
Movement to/(from) Gen Reserve	5040	4582	8635	(4053)	3380		
Income	40658	15295	38745	(23450)	35000		Expected higher income in winter, but projected outturn income still reduced to £35K from £38.7K. Rates £0.6K under budget. Electricity projected at £1K (£0.5K over budget) based on recent bills. Water projected at £0.2K over budget based on April to Sept bills. Aviva have paid for the recent Drove Road cemetery wall damage, but awaiting supplier invoice, circa £6K.
BURIAL GROUNDS							
Expenditure	8525	591	7775	591	7363	428	
Movement to/(from) Gen Reserve	32133	14704	30970	(16266)	27637		
Income	41445	30379	44000	(13621)	48654		New machines due in November for installing in December. Tickets issue. £12.5K PO Smart City 7 car park new machines. Aviva have paid for the recent lamppost damage.
CAR PARKS							
Expenditure	83685	46719	78826	15032	90000	17075	
Movement to/(from) Gen Reserve	(42,239)	(16340)	(34826)	18486	(41346)		
Income	18527	13278	20000	(6722)	23140		Income projected £23.1K, £3.1K over budget due to improved Saturday business, Tuesday remains weak. Virement to car parks for £3.8K, permissible as rates bill much lower than budget.
MARKET							
Expenditure	24665	1820	4300	2430	3994	50	
Movement to/(from) Gen Reserve	(6,138)	11458	15700	(4242)	19146		
Income	865	11080	200	10880	11280		Includes £9.1K National Rail, £1.5K S106 monies for CCTV. £7K vired out of Christmas lights as over budgeted. Lots of POs raised re Christmas lights event.
TOWN CENTRE GENERAL							
Expenditure	114526	16169	42400	8593	42720	17638	
Movement to/(from) Gen Reserve	(113,662)	(5089)	(42200)	37111	(31440)		
Income	6248	0	0	0	0		£76K PWLB remains unspent from 22/23 loan, reduced by Tranche 2 Chapel POs.
CAPITAL EXPENDITURE							
Expenditure	22007	174891	109472	(150499)	135203	85080	
Movement to/(from) Gen Reserve	(15759)	(174891)	(109472)	(65419)	(135203)		
Expenditure	22497	1375	3350	1534	2550	441	Costs are as expected. Both precept payments from CBC have been received. External Audit fees invoice £2.52K and first Internal Audit fees invoice £0.545K.
PUBLIC CONVENIENCES							
Income	1440282	1548512	1539241	9271	1557241		
CORPORATE MANAGEMENT							
Expenditure	4420	3065	2340	0	3430		
Movement to/(from) Gen Reserve	1435862	1544072	1533551	7737	1551261		
Expenditure	15358	6970	10500	3429	14950	101	Budget increased by £1K re approved website virement. Subscriptions £4.5K higher projected than budget. Includes successful Pub Quiz and Green Wheel walk. Expenditure matches above, all others on budget.
DEMOCRATIC REP'N & MGM'T							
Income	2580	3142	0	3142	3622		
CIVIC ACTIVITIES & EXPENSES							
Expenditure	2466	4062	2250	(1812)	5872		
Movement to/(from) Gen Reserve	114	(7890)	(12750)	4860	(17200)		
Income	45341	30539	38700	(8161)	52500		Income projected at £52.5K, £14K over budget. In-depth business plan for revenue improvements is almost ready. New boiler has been fitted.
ORCHARD COMMUNITY CENTRE							
Expenditure	94187	17361	37625	19522	36986	742	
Movement to/(from) Gen Reserve	(48,845)	13178	1075	(12103)	15514		
Income	19613	9052	13650	(4598)	14750		Online football bookings are now being invoiced.  Expecting cricket ground accounting to move to separate entity and year to date will be adjusted. Refuse collection now includes green waste, projected cost £7.8K versus £2.5K budget. Rates, electricity and water rates projected slightly lower than budget.
RECREATION GROUNDS							
Expenditure	81884	32069	47600	13553	47547	1978	
Movement to/(from) Gen Reserve	(62,270)	(23017)	(33950)	10933	(32797)		
Income	3148	3410	0	3410	3410		Dividends on Common ground, not budgeted. £3K BRCC. Projected spend £1.21m, close to budget. Salaries £13K under but back pay expected imminently, but computers £9K over and equipment £0.6K over.
CENTRAL SERVICES (includes Magistrates Court and Grants)							
Expenditure	775269	686367	1201096	480264	1212630	34465	
Movement to/(from) Gen Reserve	(774,021)	(682957)	(1201096)	518139	(1209220)		
Income	4497	3500	7000	(3500)	7000		Rent of old depot received quickly - £1.75K per quarter.  Spend close to budget. New lawn mower due 08/11/23.
PUBLIC REALM (includes Depot and Repairs & Maintenance)							
Expenditure	472097	88419	162867	72580	157508	1869	
Movement to/(from) Gen Reserve	(462,951)	(84919)	(155867)	70948	(150508)		
GRAND TOTALS							
Income	1631351	1677342	1711036	(33694)	1766097		
Expenditure	1724693	1084451	1711266	461510	1766873	160205	
Movement to/(from) Gen Reserve	(88,153)	592891	(230)		(776)		



# **PUBLIC NOTICE**

ROAD TRAFFIC REGULATION ACT 1984 - SECTION 16A

CENTRAL BEDFORDSHIRE COUNCIL

(CHRISTMAS LIGHTS SWITCH-ON, MARKET SQUARE, STATION ROAD,

HITCHIN STREET, BONDS LANE, BIGGLESWADE)

(TEMPORARY PROHIBITION OF TRAFFIC) ORDER 2023

NOTICE IS HEREBY GIVEN that the Central Bedfordshire Council intend not less than seven days from the date of this Notice to make an Order the effect of which will be to prohibit any vehicle, except a vehicle being used for fire, police or ambulance purposes in an emergency or any vehicle engaged in the event, from proceeding along the full length of Market Square and lengths of Station Road, Hitchin Street, Bonds Lane which extends from High Street to Bonds Lane and Mill Lane.

This temporary closure is required to facilitate the holding of the Christmas Lights Switch-On and shall apply to such extent as may from time to time be indicated by the appropriate traffic signs.

**The event will take place on Friday 24 November 2023 between 6am and 10pm.**

The proposed Order will come into operation on 24 November 2023 for a period of one day.

For further information please contact Biggleswade Town Council – 07399 115198.

DATED 8 November 2023

Central Bedfordshire Council  
Priory House  
Chicksands  
Shefford SG17 5TQ

Gary Powell  
Assistant Director, Highways

