



Ref: Agenda/Council-12062018

7 June 2018

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 12 June 2018** at the **Offices of Biggleswade Town Council, Saffron Road, Biggleswade** commencing at **7.00 p.m.** in order to transact the under mentioned items of business.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Rob D McGregor'.

Rob D McGregor
Town Clerk

Distribution: All Town Councillors Bedfordshire Constabulary
Notice Boards (2) The Editor, Bedfordshire on Sunday
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The Editor, Biggleswade Advertiser The Editor, Biggleswade Comet

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**

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

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

3. **TOWN MAYOR'S ANNOUNCEMENTS**
4. **PUBLIC OPEN SESSION**

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

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**

There is no invited speaker.

6. **MEMBERS QUESTIONS**

To receive questions from members.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the minutes of the Council Meeting held on Tuesday 24 April 2018 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. For Members to receive the minutes of the Annual Statutory Meeting held on Tuesday 22 May 2018 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. **MATTERS ARISING**

- a. Minutes of the Town Council Meeting held on Tuesday 24 April 2018.
- b. Minutes of the Annual Statutory meeting held on Tuesday 22 May 2018.

9. **PLANNING APPLICATIONS**

- a. **CB/18/01731/FULL – 9 Avon Rise, Biggleswade, SG18 8NP**
Single storey rear extension.
- b. **CB/18/01728/FULL – 11 Avon Rise, Biggleswade, SG18 8NP**
Single storey rear extension.
- c. **CB/18/01772/FULL – 73 Holme Court Avenue, Biggleswade, SG18 8PE**
Proposed rear extension and garage conversion.
- d. **CB/18/01667/FULL – 15 Market Square, Biggleswade, SG18 8AS**
Installation of new recessed shopfront.
- e. **CB/18/01863/FULL – 46 Oak Crescent, Biggleswade, SG18 8JT**
Proposed single storey rear extension and area of hardstanding to front of property.
- f. **CB/18/01874/FULL – 75 Wilsheres Road, Biggleswade, SG18 0DN**
Proposed two storey side and single storey rear extensions plus internal works.
- g. **CB/18/01875/FULL – 5 Cedar Avenue, Biggleswade, SG18 0DE**
Proposed ground floor wc.
- h. **CB/18/01927/FULL – 16 Anne Street, Biggleswade, SG18 0DD**
Two storey side extension with single storey projection.

- i. **CB/18/02028/REG3 – Ivel Valley School Secondary Site, Hitchmead Road, Biggleswade, SG18 0NL**
REG 3: Installation of a two-classroom 159.12m2 modular unit on site for a temporary period of 5 years.
- j. **CB/18/01954/FULL – 64 High Street, Biggleswade, SG18 0LJ**
Remove the flat roof of the existing garage block and install a mansard type roof to accommodate a professional services office (A2) at first floor level. Amend the vehicular access point for the garage and install a new personnel door and staircase to the new first floor.

10. **ACCOUNTS**

a. **Internal Audit Final Report 2017 - 18**

For Members to receive and approve the internal audit, final report 2017-18.
(Report Attached)

b. **Financial Administration**

For Members to receive and adopt the following accounts:

- i. Detailed Balance Sheet to 30 April 2018.
- ii. Summary of Income & Expenditure.
- iii. Income and Expenditure by budget heading.
- iv. Current Bank Account, receipts and payments to 30 April 2018.

11. **ITEMS FOR CONSIDERATION**

a. **Central Bedfordshire Council proposes to introduce No Waiting Restrictions 'AT ANY TIME' in Stratton Park, Biggleswade**

The attached notice gives information regarding the proposal for facilitating the safe passage of traffic on the road or any other road of any class of traffic.

The No Waiting Restrictions are intended to enable the safe movements of heavy goods vehicles throughout the business park.

b. **Commons Registration Act 1965 – Biggleswade Common Unit CL19 – Transfer of Right**

The attached notice has been received from CBC and gives notice of application for the transfer of a right of common at Biggleswade Common.

c. **Community Priority Setting Meeting**

Bedfordshire Police are holding a priority setting meeting on the 14th August 2018, at Police Headquarters, Woburn Road, Kempston, 18:30 hrs. Members are asked to consider the priorities for Biggleswade and to submit them on the attached form.

d. **Car Parking Management**

This item was deferred from the Town Centre Management meeting of 5th June 2018. Under Standing Order 35 of the Town Council Standing Orders, a special resolution and written notice, bearing the signatures of 5 members of the Council has been received.

Members are asked to consider the attached report.

12. **ITEMS FOR INFORMATION**

a. **Crime Statistics**

For Members to receive the crime statistics for May 2018.

b. **Planning Application Outcomes**

Attached report of the Planning Application Outcomes as at 6 June 2018.

c. **Traffic Management Committee 7th June 2018**

A copy of the report including proposed schemes considered by CBC Traffic Management Committee on 7th June 2018 is attached to this agenda. The following schemes were approved:

- 1) High Street Zebra Crossing: Scheme approved subject to a review by CBC officers to consider removal of the proposed central reservation and the inclusion of a raised bed.
- 2) Back Street One-Way: Scheme approved as presented.
- 3) The Baulk One-Way: Scheme approved to include two-way traffic from High Street to Chestnut Avenue and one-way traffic from Chestnut Avenue to Drove Road.
- 4) Appendix A – A list of S106 Agreed proposals: The schedule of proposals to be progressed and brought back to CBC Traffic Management Committee for consideration.

d. **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.

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**.

e. **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.

There are no exempt items

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 APRIL 2018
AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL,
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE**

PRESENT:

- Cllr D Albone
- Cllr I Bond
- Cllr B Briars
- Cllr G Fage
- Cllr F Foster
- Cllr M Foster
- Cllr M North (Chairman)
- Cllr P Sheldon
- Cllr D Strachan
- Cllr S Watkins

Mr R McGregor – Town Clerk, Biggleswade Town Council
 Mr M Thorn – Deputy Town Clerk, Biggleswade Town Council
 Mrs J Durn – Administrator, Biggleswade Town Council
 Members of Public – 5

B24/0401 1. APOLOGIES FOR ABSENCE

Cllr J Medlock, Cllr H Ramsay, Cllr M Russell.

ABSENT WITHOUT APOLOGIES

Cllr S Patel, Cllr T Woodward.

B24/0402 2. DECLARATIONS OF INTEREST

B24/0402.1 a. Disclosable Pecuniary Interests in any agenda item – none.

B24/0402.2 b. Non-pecuniary interests in any agenda item – Cllr B Briars, Item 8b.

B24/0403 3. TOWN MAYOR'S ANNOUNCEMENTS

Attended the Scouts St Georges Day Parade on Sunday.

Cllr Patel attended Dunstable Civic Service.

Attended the St Johns Ambulance Ceremony presenting certificates to trainees.

B24/0404 4. PUBLIC OPEN SESSION

Members of the Biggleswade Music Festival put forward details outlining a proposal to Council in support of holding a Music Festival in Biggleswade on 21 July.

This item is under Item 11f on the Agenda, and Members requested that this be discussed in full at that time. A request was made to remove standing orders in order that a debate can take place and questions can be asked of the Music Festival representatives.

It was agreed that this item would be moved to follow Item 8 on the Agenda in order that the Festival Representatives do not have to wait until the end of the meeting for a response.

B24/0405 5. INVITED SPEAKER

There was no invited speaker.

B24/0406 6. MEMBERS QUESTIONS

B24/0406.1 a. Cllr B Briars asked for an update on the letter dated 5 April 2018 reference the Saturday market. The letter mentioned a meeting has this happened and has the resolution of the TCM been suspended.

Cllr M Foster informed members that he had met with market traders individually, that the resolution of TCM would have to come back to TCM to iron out some implementation issues.

B24/0406.2 b. Cllr D Strachan asked for an update on the progress of having the defibrillator sited on Century House.

The Town Clerk informed members that an email had been received late that afternoon asking for £200.00 towards the cost of the licence.

B24/0407 7. MINUTES AND RECOMMENDATIONS OF MEETINGS

B24/0407.1 a. Members received and approved the Minutes of the Biggleswade Town Council Meeting held on 27 March 2018.

B24/0408 8. MATTERS ARISING

B24/0408.1 a. Cllr B Briars asked if there was any further news on yellow lines – No update.

B24/0408.2 b. Cllr I Bond informed Members that the initial stages of Neighbourhood Plan were being progressed.

B24/04011.6 11. Biggleswade Music Festival

It was **RESOLVED** that Item 11 would be moved up the agenda to follow item 8 on the Agenda in order that the Festival Representatives do not have to wait until the end of the meeting for a response.

Members were asked to consider a report on proposals for a Biggleswade Music Festival.

(Standing Orders were suspended).

Members discussed with Representatives various issues around the event and considered the recommendations in the report.

(Standing Orders were reinstated).

It was **RESOLVED** that Town Council underwrite the event to a maximum of £20,000.00.

B240409 9. PLANNING APPLICATIONS

B240409.1 a. **CB/18/00586/FULL – 5 Foxglove Drive, Biggleswade, SG18 8SP**
Single storey rear extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

B240409.2 b. **CB/18/00907/FULL – 68 Laburnham Road, Biggleswade, SG18 0NY**
Demolition of existing outbuildings, erection of a wrap around two-storey side and rear extension and single-storey rear extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

B240409.3 c. **CB/18/00976/ADV – Saxon Pool and Leisure Centre, Saxon Drive, Biggleswade, SG18 8SU**
Advertisement: Luminated Wall Sign.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

B240409.4 d. **CB/18/01052/FULL – 2 Holme Crescent, Biggleswade, SG18 8DA**
Single-storey rear extension with pitched roof.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

B240409.5 e. **CB/18/01085/FULL – 17 Courtlands Drive, Biggleswade, SG18 8PG**
Single-storey front extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

B240409.6 f. **CB/18/01037/VOC – 35 Rowan Crescent, Biggleswade, SG18 0PQ**
Variation to planning permission CB/17/00359/FULL Condition No. 3 to change the 1800m timber fence and concrete gravel boards to 225 brickwork wall 1800 high.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

B240409.7 g. **CB/18/01039/VOC – 35 Rowan Crescent, Biggleswade, SG18 0PQ**

Variation of Condition No. 3 on Application CB/17/00359/FULL dated 23/03/2018. Proposed timber close boarded fence with concrete posts and gravel boards changed to brickwork boundary wall using Ibstock Manorial red brick to match proposed bungalow.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

B240409.8 h. **CB/18/01058/FULL – 4 Mill Close, Biggleswade, SG18 8BQ**
Loft conversion with front roof lights and rear dormer.

It was **RESOLVED** that the Town Council raise **NO OBJECTION** to this application.

B240409.9 i. **CB/18/01194/Full – 17 Gemini Lane, Biggleswade, SG18 8DN**
Two-storey front extension.

It was **RESOLVED** that the Town Council **OBJECT** to this application on the grounds that the extension is in front of the building line and parking.

B240410 10. ACCOUNTS

B240410.1 a. **Financial Administration**

The Year End Close down will be taking place on 14 May 2018 and accounts will be available at the Annual Statutory Meeting on 22 May 2018.

This Item was **NOTED**.

B240411 11. ITEMS FOR CONSIDERATION

B240411.1 a. Planning Issues – Update by Cllr I Bond

A meeting was held on the 13 March 2018 at Priory House, Chicksands, to discuss some of the experiences and issues that have arisen around planning.

Attendees: David Lamb (Planning Manager), Jennie Selley (Head of Planning Delivery), Cllr Ken Matthews (Chairman of DMC), Rob McGregor (BTC Town Clerk) Cllr Michael North (BTC Cllr), Cllr Ian Bond (BTC Cllr).

The matter of revised planning application was discussed, and it was suggested that it might be helpful if Planning Officers were to give a brief description of the revisions when notifications are given, Jennie Selley, agreed that this should be happening, and it would save time. It was agreed that a brief description of revisions would be included in the notification.

The 21-day call in process was discussed, the Town Council suggested that time was often limited to enable an application to be called in.

David Lamb felt that this was not the case, that Town Council had 21 days from the date of the notification letter, Cllr Matthews agreed with the Town Council that the CBC constitution states 21 days from the date of registration of the planning application.

On the 21 days call in, Ward Councillors have some discretion, Cllr Matthews has some discretion and planners have some discretion should the 21 days call in be missed.

The Town Council can ask for a call in on major applications. David Lamb stated that the Town Council have 28 days to consider an application.

Cllr Matthews felt that the constitution should be re aligned with what the planning officers were saying, this would be a lengthy process as it would have to go through Committees.

The matter of consistency was also raised, around the conservation area. David Lamb explained that each application must be looked at on its merits.

The Town Council were reassured that a neighbourhood plan for Biggleswade would be worthwhile and would be considered within the constraints of NPPF (National Planning Policy Framework).

Members consider writing to Cllr Ken Matthews thanking him for the meeting and his time and to support Cllr Matthews in his attempt to realign the CBC constitution 21- day call in process, to be in line with the planners suggested 21 days from the date of a notification letter.

It was **RESOLVED** to write to Cllr Ken Matthews.

B240411.2 **b. Community Priority Setting Meeting**

Bedfordshire Police are holding a priority setting meeting on the 16 May 2018, Police Headquarters, Woburn Road, Kempston, 18:30 hrs. Members are asked to consider the priorities for Biggleswade and to submit them on the attached form.

Councillors to send in priorities to the Town Clerk, to be forwarded to Bedfordshire Police and copied to Cllr Strachan.

B240411.3 **c. Notification of Application - Existing Street Trader**

An application was received from an existing street trader who wished to change location from Barton to either Montgomery Way or Pegasus Drive, Biggleswade.

Members **RESOLVED** to raise **NO OBJECTION**.

B240411.4 **d. Standing Orders**

Following an update from NALC, additions had been added to the standing orders for Members to consider. The additions were highlighted in blue and in the main are also highlighted in Bold.

As per Standing Order 70 of the Town Councils Standing Orders, a resolution to add a standing order, when proposed and seconded, will stand adjourned without discussion to the next meeting of the Council. The item will stand adjourned until the Annual Statutory meeting 22 May 2018.

Proposed Cllr Briars, 2nd Cllr Albone, the item stands adjourned until 22 May 2018 Annual Statutory meeting.

B240411.5 **e. Funding Letter – Link a Ride**

Members were asked to consider a Grant letter received from Link a Ride.

It was **RESOLVED** that Link a Ride be asked to submit a grant application during the next round of grants

B240411.6 **f. Biggleswade Music Festival**

Members were asked to consider a report on proposals for a Biggleswade Music Festival.

This Item was considered following Item 8 on the agenda.

B240412 12. ITEMS FOR INFORMATION

B240412.1 **a. Crime Statistics – March 2018**

Cllr Strachan raised the point that there were no meaningful comparisons, that it would be helpful to have trend details.

- B240412.2 **b. Temporary Closure – Biggleswade: Part of Footpath No 35**
- Attached information and a copy of the made order notice in connection with the temporary closure of the above footpath, to enable construction of a site depot to take place.
- This item was **NOTED**.
- B240412.3 **c. Planning Application CB/17/04479/FULL 61 Hitchin Street, Biggleswade, SG18 8BE**
- Change of use of ground floor restaurant (No.61) and vacant (former) undertaker (No 63) into residential dwellings. 2 No. existing first floor apartments to remain as existing.
- Correspondence was received from Central Bedfordshire Council that the above application was scheduled for the next Development Management Committee on 25 April 2018.
- This item was **NOTED**.
- B240412.4 **d. Grant letters 2018**
- Copies of thank-you letters were received for the Grants awarded in 2018.
- This item was **NOTED**.
- B240412.5 **e. Planning Application Outcomes**
- A report of the Planning Application Outcomes as at 18 April 2018.
- This item was **NOTED**.
- B240412.6 **f. Temporary Closure – Biggleswade: Part of Footpath No 58**
- Attached information and a copy of the made order notice in connection with the temporary closure of the above footpath, to enable development works to take place.
- This item was **NOTED**.
- B240413 13. PUBLIC OPEN SESSION**
- B240413.1 **a.** Mr Bacon raised the issue of dog mess around the town and asked what happened to the staff that had been trained as dog wardens. BTC confirmed that they continue to do everything they can to monitor this situation.

14. **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.

There were no Exempt Items

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.

DRAFT



MINUTES OF BIGGLESWADE ANNUAL STATUTORY MEETING
HELD ON TUESDAY 22 MAY 2018
AT BIGGLESWADE TOWN COUNCIL
THE OLD COURT HOUSE, SAFFRON ROAD, BIGGLESWADE

PRESENT:

Cllr M North (in the Chair)
Cllr D Albone
Cllr I Bond
Cllr B Briars
Cllr G Fage
Cllr F Foster
Cllr M Foster
Cllr S Patel
Cllr H Ramsay
Cllr M Russell
Cllr P Sheldon
Cllr D Strachan
Cllr S Watkins

Mr R McGregor, Town Clerk, Biggleswade Town Council
Mr M Thorn, Deputy Town Clerk, Biggleswade Town Council
Mrs J Durn, Meeting Administrator

Members of Public – 4 (including 2 Council staff)
Absent - Cllr J Medlock

- A22/0501** 1. **ELECTION OF TOWN MAYOR FOR THE YEAR 2018/2019**
- It was **RESOLVED** that Michael North be elected to the office of Town Mayor for Biggleswade, for the year 2018/2019.
- A22/0502** 2. **DECLARATION OF ACCEPTANCE OF OFFICE**
- The Town Mayor, Michael North signed the Declaration of Acceptance of Office.
- A22/0503** 3. **ELECTION OF DEPUTY TOWN MAYOR**
- It was **RESOLVED** that Madeline Russell be elected to the office of Deputy Town Mayor for Biggleswade, for the year 2018/2019.
- A22/0504** 4. **DECLARATION OF ACCEPTANCE OF OFFICE**
- The Deputy Town Mayor, Madeline Russell signed the Declaration of Acceptance of Office.

A22/0505 5. MEMBERSHIP OF STANDING COMMITTEES

A22/0505.1 a. It was **RESOLVED** that membership of Standing Committees is adopted as follows:

Finance and General Purpose (F&GP):

Cllr D Albone, Cllr I Bond, Cllr F Foster, Cllr M Foster, Cllr M North, Cllr S Patel, Cllr H Ramsay, Cllr M Russell, Cllr D Strachan

Public Land and Open Spaces (PLOS):

Cllr D Albone (Vice Chair), Cllr I Bond, Cllr B Briars (Chair), Cllr G Fage, Cllr F Foster, Cllr M Foster, Cllr J Medlock, Cllr M North, Cllr S Patel, Cllr D Strachan.

Town Centre Management (TCM):

Cllr D Albone, Cllr I Bond, Cllr G Fage, Cllr F Foster, Cllr M Foster (Chair), Cllr J Medlock, Cllr M North, Cllr S Patel, Cllr M Russell (Vice Chair), Cllr D Strachan.

Personnel:

Cllr I Bond (Chair), Cllr F Foster, Cllr M Foster (Vice Chair), Cllr J Medlock, Cllr M North, Cllr S Patel, Cllr H Ramsay, Cllr M Russell.

Appeals:

Cllr D Albone (Chair), Cllr S Patel, Cllr S Watkins, Cllr P Sheldon, Cllr D Strachan

A22/0505.2 b. For each Committee to appoint a “Chair”:

Finance and General Purpose	Cllr H Ramsey
Public Land and Open Spaces	Cllr B Briars
Town Centre Management	Cllr M Foster
Personnel	Cllr I Bond
Appeals	Cllr D Albone

A22/0505.3 c. For each Committee to appoint a “Vice Chair”:

Finance and General Purpose	Cllr D Strachan
Public Land and Open Spaces	Cllr D Albone
Town Centre Management	Cllr M Russell
Personnel	Cllr M Russell
Appeals	Cllr D Strachan

- A22/0506** **6. BIGGLESWADE PARTNERSHIP**
- Cllrs Mrs H Ramsay, Mrs M Russell, D Albone and B Briars were elected in May 2015 for a four-year term. Cllr I Bond and M Foster were elected as substitutes.
- (No action required).
- A22/0507** **7. APPOINTMENT OF REPRESENTATIVES**
- It was **RESOLVED** that appointments to the following bodies be adopted:
- A22/0507.1** **i.** Bedfordshire Association of Town & Parish Councils - Cllr M Foster, Cllr M North, Cllr I Bond
- A22/0507.2** **ii.** Biggleswade Twinning Committee - 1 Member -Cllr B Briars, 1 Substitute - Cllr D Albone
- A22/0507.3** **iii.** Sir John Cotton Educational Foundation - Cllr M North
Cllr M Russell would like it noted that she is a Trustee of Sir John Cotton Educational Foundation and not a representative on behalf of Biggleswade Town Council.
- A22/0507.4** **iv.** Fen Reeves Meetings- 1 Member as proxy voter - Cllr I Bond, Cllr H Ramsay (Substitute)
- A22/0507.5** **v.** Police Liaison - 1 Member - Cllr D Strachan, Cllr S Patel (Substitute)
- A22/0507.6** **vi.** Biggleswade Splash Park Committee – 1 Member – Cllr B Briars
- A22/0507.7** **vii.** Biggleswade Green Wheel Development Group – 2 Members - Cllr I Bond, Cllr M North.
- A22/0508** **8. APOLOGIES FOR ABSENCE**
- None
- A2/0509** **9. DECLARATIONS OF INTEREST**
- To receive Statutory Declarations of Interests from Members in relation to:
- (a)** Disclosable Pecuniary interests in any agenda item: None
(b) Non-Pecuniary interests in any agenda item: 16a, Cllr M Russell.
- A22/0510** **10. TOWN MAYOR'S ANNOUNCEMENTS**
- The Town Mayor attended the opening of the McCarthy Stone development of retirement flats and services off Shortmead Street, and the Sandy Civic Service.

The Deputy Mayor, Cllr M Russell, attended the Civic Service in Houghton Regis which featured a very poignant reading from television presenter Pam Rhodes, and included the moving story of a postcard written by a local lady which was the only communication to reach Terry Waite who was held captive in Beirut at that time (1991).

A22/0511 **11. 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.

There were no questions from the Public.

A22/0512 **12. INVITED SPEAKER**

Members received an update from Rebecca Harris on behalf of the Organisers of Biggleswade Music Festival Ltd, regarding the Music Festival which is taking place with permission of Biggleswade Town Council, at Eagle Farm Road on Saturday 21 July 2018.

Advertising is in place on Facebook, social media, local press, Three Counties Radio and radio Biggles, together with the distribution of Flyers and posters. Target ticket sales are estimated at 2/3000; parking and security are in place, together with flood lighting which will illuminate the area at the end of the festival to cover health and safety regulations, together with marshalling along the exit route. Clear up of the site will take place on Sunday and Monday

The Organisers will be sending plans of the event to the Town Clerk, and have noted that CBC approval will be required for large promotional banners to be placed around the town.

A22/0513 **13. MINUTES AND RECOMMENDATIONS OF MEETINGS**

Members received and approved the Minutes of a meeting of the Annual Statutory Meeting held on 23 May 2017 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

A22/0514 **14. MATTERS ARISING**

There is no Matters Arising from the Minutes of the Annual Statutory Meeting held on 23 May 2017. Matters arising were taken at the next Council Meeting.

A22/0515 15. PLANNING APPLICATIONS

- A22/0515.1 a. CB/18/01263/FULL – 7 Windermere Drive, Biggleswade, SG18 8LR**
Single storey rear extension and first floor/side rear extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

- A22/0515.2 b. CB/18/01203/FULL – 166 Hitchin Street, Biggleswade, SG18 8BP**
Two storey rear extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

- A22/0515.3 c. CB/18/01430/FULL – 78 London Road, Biggleswade, SG18 8EB**
Erection of part single storey, part two storey rear extension and other minor facilitation works.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

- A22/0515.4 d. CB/18/1530/FULL – 18 Presland Drive, Biggleswade, SG18 0FU**
Single storey rear extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

- A22/0515.5 e. CB/18/01613/FULL – 14 Chaucer Drive, Biggleswade, SG18 8QG**
First floor extension for study/office area.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

- A22/0515.6** f. **CB/18/01561/FULL – Vacant Plot Road South off Pegasus Drive, Stratton Business Park, Biggleswade**
- Erection of Industrial Warehouse Building for the sale and Hire of heavy Machinery including Reception, Administration, Staff Welfare, Display, Storage and Servicing and External Landscaping including Hardstanding for Car Parking, Loading and Unloading, External Display and Wash-Down and Associated Works.
- The Town Council Raise **NO OBJECTION** to this application, subject to their being sufficient parking for staff and customers.
- A22/0515.7** g. **CB/18/01452/FULL – Land to the rear of 48- 52 Lawrence Road, Biggleswade, SG18 0LS**
- Construction of new residential chalet bungalow, parking and turning area, access improvements, and layout of garden with new landscaping.
- The Town Council **OBJECT** to this application on the grounds of inadequate access to the proposed development which will lead to safety issues.
- A22/0515.8** h. **CB/18/01655/FULL – 7 Sutton Avenue, Biggleswade, SG18 0NZ**
- 1st Floor infill extension over existing garage. Alterations to garage to facilitate the conversion.
- It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application.
- A22/0516** 16. **ITEMS FOR CONSIDERATION**
- A22/0516.1** a. **Works to Trees - CB/TCE/18/00114 - Located in the back garden by the River Ivel. 21 Ivel Gardens, Biggleswade, SG18 0AN**
- CBC has received an application to carry out Works to a tree protected by TPO: Prune one Lime tree. The tree is protected by MB/TPO/09/0002 and is listed as T8.
- It was **RESOLVED** that the Town Council has **NO OBJECTION** to this application.
- A22/0516.2** b. **Standing Orders**
- Following an update from NALC, additions have been added to the standing orders for Members to consider. The additions to the standing orders are highlighted in blue.
- From the Council meeting 24th April 2018, this item was adjourned without discussion.
- Members were asked to consider additions to the Standing Orders.
- It was **RESOLVED** that the Town Council raise **NO OBJECTION** to the standing orders, subject to the above amendments.

A22/0516.3 c. Interactive Smart Screen

Members were asked to consider a request to CBC for S106 money to fund the installation of a 75" interactive Smart Screen in the meeting room at the Old Court House. S106 funds are currently available for this purpose and a quotation for supply and installation is attached to this agenda.

It was **RESOLVED** that the Town Council raise **NO OBJECTION** to the application.

A22/0516.4 d. Biggleswade Skate Park and Chambers Way Play Area

Members were asked to consider a request from CBC regarding the Biggleswade Skate Park and Chambers Way Play Area. CBC are hoping to secure capital funding to replace the skate park and wish to know if the Town Council would have any interest in managing the replacement skate park once the work is complete. Members were also requested to consider the option of adopting the wider play area at Chambers Way.

It was agreed that the Skate Park is a great facility and is used well. It was agreed that on the surface this is an attractive proposition, however we would need to have a greater understanding of the financial implications before agreeing to this proposal.

It was **RESOLVED** that Mr R McGregor organise a separate meeting to further discuss the proposal and the financial implications before providing a response to CBC. The meeting group will be made up of Mr R McGregor, Cllr S Watkins, Cllr M Russell, Cllr B Briars, Cllr H Ramsey, Cllr M Foster and Cllr I Bond.

A22/0517 17. ITEMS FOR INFORMATION

A22/0517.1 a. Erlensee Twining Association

Visitors from Erlensee will be arriving on the afternoon of Friday 13th July 2018 in Biggleswade. The official welcome will take place in the Town Council offices at 4.30pm. The Councillors are invited to attend. There will be approximately 25 visitors and twinning members present.

A22/0517.2 b. Grant letters 2018

Copy of Thank you letters received for the Grants awarded in 2018.

A22/0517.3 c. Report on Bedfordshire Police Priority Setting Meeting 16th May 2018

Cllr D Strachan provided a verbal update. The meeting was a constructive one and informed members that there is a prevalent drug dealing problem within Bedfordshire. The police are heavily reliant on the council and the public in reporting crimes. CBC have now taken over the issuing of parking tickets.

A22/0518 **18. 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.

- Mr Bacon – The Skate Park provides a place for young people to stay occupied outside of the town.

A22/0519 **19. 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.

(No Exempt Items)

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.

A22/0520 **20. ADDITIONAL ITEMS**

Members were asked to consider proposals to make the Baulk and Back Street one-way systems permanent. Members are also asked to consider proposals for a Zebra Crossing on the High Street, Biggleswade.

It was **RESOLVED** that the Town Council raise **OBJECTION** to the proposal of a zebra crossing on the High Street, Biggleswade. The Town Council support a proposal for:

Pelican crossing without an island
The Baulk to be either all two-way, or all one-way
Cycle way – Back Street only needs to be a small section
Installation of Contraflow with chicane
Reconsider Parking

It was **RESOLVED** to put forward the above proposal to the Traffic Management Committee.

Biggleswade Town Council

Internal Audit Report 2017-18 (Final)

Prepared by Nigel Archer

For and on behalf of Auditing Solutions Ltd

Background and Scope

All Town and Parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return. Auditing Solutions Ltd has provided this service to Biggleswade Town Council since 2004.

This report sets out those areas examined during the course of our recent final visit to the Council for 2017-18, which took place on 29th May 2018 and supplements the interim work undertaken on 16th November 2017 and 15th March 2018.

Internal Audit Approach

In completing our review for the year, we have again had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts/Annual Return. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in a number of key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the Internal Audit Report in the revised Annual Governance and Accountability Return (AGAR in short), which requires independent assurance over a number of internal control objectives.

Overall Conclusion

We have concluded that, on the basis of the programme of work we have undertaken this year, the Council continues to maintain adequate and effective internal control arrangements and we are pleased to note that no formal recommendations are considered necessary at present.

Consequently, we have duly signed off the Internal Audit Report at Page 3 within the AGAR, assigning positive assurances in all categories.

This report has been prepared for the sole use of Biggleswade Town Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely on, for any reason whatsoever, this report, its content or conclusions.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. To that end, we have: -

- Noted that third party contractors (DCK Accounting Services Ltd) continue to undertake the majority of the Council's financial transaction processing on Omega, generally fortnightly;
- Ensured that the financial ledger remains in balance at the present date;
- Checked that the closing balances, as reported in the Statement of Accounts for 2016-17, have been correctly rolled forward as the opening balances for 2017-18 in the Omega software. As noted in our initial resume, several journal entry postings appeared to be outstanding and we are pleased to note this has been addressed accordingly by the contractors;
- Checked to ensure that a comprehensive, meaningful and appropriate nominal ledger coding schedule remains in place;
- Checked and agreed transactions in both the Council's Current and Business Reserve account cashbooks for Lloyds and NatWest to the relevant bank account statements for three sample months (April & October 2017 and January 2018), including all inter-account "sweep" transfers for the same months;
- Confirmed detail of transactions for the full year to end January 2018 (due to the low volumes) on the Capital Reserve and Liquidity Manager account cashbooks to relevant bank statements; and
- Checked detail on the Omega based bank account reconciliations for all accounts as at 31st October 2017, 31st January 2018 and 31st March 2018 to ensure that no long-standing, un-cleared cheques or other anomalous entries exist.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Review of Corporate Governance

Our objective here is to ensure that the Council has robust corporate governance documentation and processes in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are can reasonably be expected to able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. We have: -

- Examined the minutes of the Full Council and its Standing Committees meetings for the municipal year to end March 2018 to ensure that no potential issues affecting the Council's financial stability either in the short, medium or long term exist: no such issues of which officers and members are unaware were identified;

- Previously noted that the Council's extant corporate documentation such as Standing Orders and Financial Regulations are subject to ongoing review and were considered fit for purpose (most latterly in August 2016 with subsequent revisions to FRs in January 2018) with revised tender limits established at £25,000 in accord with new contract publication regulations; and
- Noted that the Precept for 2018-19 was properly confirmed at, and recorded in the minutes of, the Full Council meeting in January 2018.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Cheques are signed by two elected members of the Council;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- An official order has been raised for all purchases and service delivery where one would be expected;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have extended our testing in this area, examining all those payments individually in excess of £3,000, together with a more random selection of every 40th cashbook transaction irrespective of value, for the year to 31st March 2018. Our sample comprised approximately 100 payments in all, totalled more than £325,500 and represented 52% of all non-pay related expenditure for the year.

We note that VAT returns continue to be filed electronically on a quarterly basis and have verified the September 2017 and March 2018 submissions to the underlying Omega control account balances and have agreed the latter to the year-end debtor disclosed in the Accounts.

Finally in this area, we have updated our year-on-year analytical review of expenditure incurred across the range of Council activities with no significant, unidentified variances warranting further enquiry or explanation by officers.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks identified in order to minimise the opportunity for their coming to fruition. Therefore:

- We have noted that the Financial Risk Assessment Registers were reviewed and re-affirmed by Full Council in December 2017;
- We are pleased to note the continued, detailed Health and Safety inspections and outturn reports of all play areas on a weekly basis; and
- We note that the Council's principal insurance cover continues to be provided by Aon under a longer term agreement, with grounds vehicles separately insured through Allianz. We have examined the content of the current year's policy schedules (to March 2018), noting that both Employer's and Public Liability remain at £10 million, with Fidelity Guarantee cover set at £1 million.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Precept Determination and Budget Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an appropriate budget and the formal determination of the amount to be precepted on the District Council or local Unitary Authority (where applicable), that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

The year's initial visit took place in advance of any significant or formal consideration of the Council's budgetary and precept requirements for 2018-19, although we were pleased to note that the accountancy contractors continued to prepare appropriate I&E and budget monitoring statements on a regular basis (generally monthly)

Subsequently, at the previous update visit, we note that the Budget and Precept deliberations were duly concluded in January 2018, the latter being formally agreed and recorded at £938,232 (with no supplementary Council Tax Support Grant payable by Central Beds).

Finally, at this current visit, we note that Total Usable Reserves as at 31st March 2018 stood at £565,000, which was comprised of specific Earmarked items totalling £414,000 and the residual General Fund of £151,000: the latter represents approximately three months gross revenue expenditure at current levels and is considered to be more than acceptable at present.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Review of Income

Our objective in this area is to ensure that all income due to the Council is identified for prompt recovery and banking. In addition to the precept, the Council receives income from a variety of other sources including office and playing field rentals, allotments, cemetery activities, bank interest, weekly “general” and monthly “farmers” markets, grants and donations. We have:-

- Noted that the Council has previously reviewed and agreed the scales of fees and charges applicable to its activities 2017-18;
- Reviewed the Burial Registers, Exclusive Rights of Burial and Memorials records examining a sample of entries relating to each area (for the four months October 2017 to January 2018) to ensure that each is supported by all relevant and legally required documentation and that the appropriate fees have been levied and recovered within a reasonable time period;
- Reviewed the control process for the recording of monies received and subsequent banking (which is undertaken in a very timely manner) and have tested a sample in January 2018 from the supporting cash sheets to relevant bank statements;
- Examined a brief sample of the weekly market takings (also in January 2018), control of which continues to be delegated to the Superintendent in the first instance with subsequent verification by the contract accountants
- As noted earlier in this report, we have checked and agreed three sample months receipt transactions to bank statements on the Current account and all interest arising for the year to January 2018 on the Reserve and Liquidity deposit accounts to cashbooks; and
- Visually examined all income code, nominal ledger transaction reports from Omega for the year to 31st January 2018 to ensure that there were no obvious errors or omissions where receipts could have been expected, particularly periodic items such as weekly market rentals, annual sporting fees and Old Court House lettings.

Finally in this area, we have updated our year-on-year analytical review of income arising across the range of Council activities with no significant, unidentified variances warranting further enquiry or explanation by officers.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation and we note the conclusion of the Community Asset Transfer of the Orchard Community Centre, which has led to the commencement of a new income stream which will be tested in due course.

Petty Cash Account

As a result of the previously noted transition from the “full code” audit to the “limited assurance” regime, we are now required to express a view on the operation of petty cash accounts as part of the Internal Audit Report within the AGAR and record that the Council

continues to operate a limited, administrative petty cash scheme at the Old Court House with a maximum holding of £150 “topped up” as and when required.

We have examined all transactions in the sample period April to August 2017 (just 12 in all totalling £130) and verified each payment to supporting supplier invoices / till receipts, also ensuring that any VAT (albeit completely immaterial) was separately identified for periodic recovery.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Salaries and Wages

In examining the Council’s payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) in relation to the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme.

To meet these objectives, we have examined the payroll procedures in place and the physical payments made to staff by reference to the October 2017 documentation, noting that the service provision continues to be outsourced to a local firm (GH On-line) and that all employees continue to be paid on a monthly basis. Consequently:

- Gross pay rates have been checked to ensure that the NJC pay award for 2017-18 had been duly implemented;
- PAYE Tax Codes and National Insurance Table Rates have been checked to ensure that appropriate allowances are being applied for the year following the annual budgetary increases in personal allowances with effect from April 2017;
- Local Government Pension Scheme deduction rates have been checked to ensure they are in accord with the revisions to the bases of employee contributions, most latterly with effect from 1st April 2017 (albeit relatively minor changes to the salary banding widths);
- Variable hours and expenses have been verified to individuals’ timesheets and claim forms;
- We have checked and agreed the net pay computations on pay slips to the payroll summaries and resultant bank statement and cashbook transactions; and
- We note that electronic monthly returns are made in a timely and accurate manner in accord with current HMRC legislation (aka Real Time Initiative).

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Asset Registers

The Council is required by the Accounts and Audit Regulations 1996 (as periodically amended) to maintain a formal register of the assets owned and managed by the Council. The Council's contract accountants continue to maintain such a register identifying the gross cost of all assets purchased with a value in excess of the £1,000 de-minimus level to which annual depreciation is applied appropriately. The detailed Statement of Accounts identify the gross cost of all such assets, together with the value of any new acquisitions and depreciation charged in the year and cumulatively, the resultant Net Book Value being reported on the Balance Sheet in what was the FRSSE (now abolished) formatted Statement of Accounts prepared for presentation to members.

Additionally, for the purposes of the AGAR only, all depreciation is "written back" to ensure that the total value disclosed at Box 9, Page 5 is in accord with the previously revised Practitioners Guidance in this area and we have checked and agreed that this was the case for 2017-18.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Investments and Loans

Our objectives here are to ensure that the Council is "investing" surplus funds, be they held temporarily or on a longer term basis in appropriate banking and investment institutions, that an appropriate investment policy is in place and that the Council is obtaining the best rate of return on any such investments made and that interest earned is brought to account correctly and appropriately in the accounting records.

The Council currently has five existing PWLB liabilities and we have checked and agreed the two instalment repayments for 2017-18 (in September 2017 and March 2018) to third party advice notes as part of the higher value supplier testing reported earlier in this resume. In addition, we have verified the closing liabilities at 31st March 2018 to that disclosed in the Accounts and at Box 10, Page 5 of the AGAR

The Council currently has no specific "funds in investment" with all monies held in instantly accessible bank accounts as tested and reported elsewhere in this resume.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Statements of Account and Annual Return

As noted elsewhere in this report, the Council continues to engage the services of third party accountancy contractors for its year-end closedown processes, together with the preparation of the detailed annual financial Statements of Account.

As recorded in previous years' final reports, the Annual Return (now revised to the Annual Governance and Accountability Return) provides the Council's statutory Statements of Account subject to external audit certification. We also note, however, that more detailed Accounts and Supplementary Notes (based on the previous FRSSE format) have again been prepared for presentation to members in order to further inform them of the underlying financial performance of the Council and provide comparative information with the previous year.

We have checked and agreed the detail therein from underlying trial balances and other documentation provided and are pleased to note there were no issues identified in this area of our review: also, we have verified the data provided for transposition into the year's AGAR at Page 5.

Conclusions

As noted in the preamble to this report we have duly signed off the Internal Audit Report within the AGAR, assigning positive assurances in all categories.

Date :- 24/05/2018

BIGGLESWADE TOWN COUNCIL

Page No: 1

Time :- 17:02

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 1 30th April 2018

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>		
	<u>Fixed Assets</u>	Asset Value	Depreciation	Net Value
1	OP'L F/H LAND & BUILDINGS	1,813,043	343,941	1,469,102
2	OP'L L/H LAND & BUILDINGS	9,095	0	9,095
21	VEHICLES & EQUIPMENT	577,778	287,658	290,120
41	INFRASTRUCTURE ASSETS	250,062	211,663	38,399
61	COMMUNITY ASSETS	15,380	0	15,380
	Total Fixed Assets	2,665,358	843,262	1,822,096
	<u>Current Assets</u>			
100	DEBTORS - TOWN COUNCIL	43,712		
101	DEBTORS - ALLOTMENTS	1,431		
102	DEBTORS - PITCH HIRE	2,086		
103	DEBTORS - ORCHARD CENTRE	6,838		
105	VAT REFUNDS	30,189		
110	PREPAYMENTS	14,398		
201	CURRENT BANK A/C	145,503		
202	IMPREST BANK A/C DO NOT USE	546,141		
204	BUSINESS RESERVE A/C	7		
209	CAPITAL RESERVE.	255,914		
210	PETTY CASH	251		
212	CASH CHANGE FLOAT	24		
225	NATWEST 95 DAY ACCOUNT	448		
	Total Current Assets		1,046,940	
	<u>Current Liabilities</u>			
501	TRADE CREDITORS	30,981		
511	ACCRUAL - ST LIGHT MTCE	17,500		
525	ALLOTMENT DEPOSITS	2,250		
530	INC IN ADVANCE - COMMUTED	8,370		
550	MAYORS CHARITY FUND	571		
	Total Current Liabilities		59,672	
	Net Current Assets			987,268
	Total Assets less Current Liabilities			2,809,364
	<u>Long Term Liabilities</u>			
401	PWLB LOANS	138,585		
430	LEASE CREDITOR (GROSS)	1,853		
435	LEASE CREDITOR (DEF'D INT)	-194		
	Total Long Term Liabilities		140,244	
	Total Assets less Total Liabilities			2,669,120
	<u>Represented By :-</u>			
301	CURRENT YEAR FUND	388,595		
310	GENERAL RESERVE	190,286		
320	EMR DEVOLVED SERVICES	65,000		
325	EMR WEBSITE	1,500		
327	EMR RADIO LINK	1,471		
329	CHRISTMAS LIGHTS RES	3,000		
335	EMR DIAMOND JUBILEE	1,797		

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 1 30th April 2018

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>
338	EMR TOWN PLAN STEERING GP	1,643
342	EMR MISC. RECREATION	2,695
345	EMR STREET LIGHTS	14,000
346	EMR PUBLIC TOILETS	9,341
348	EMR CLOCK REPAIR	700
349	ROLLING CAPITAL FUND	307,241
350	CAPITAL FINANCING RESERVE	1,400,950
451	DEF'D GRANTS APPLIED	462,752
452	DEF'D GRANTS W/BACK	-181,849
	Total Equity	2,669,120

Summary Income & Expenditure by Budget Heading 30th April 2018

Month No : 1

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
101 B'SWADE MAGISTRATES COURT	Expenditure	4,133	4,133	9,580	5,447		5,447	43.1 %
	Income	2,085	2,085	9,580	-7,495			21.8 %
108 GRANTS (INCL S137)	Expenditure	27,958	27,958	20,500	-7,458		-7,458	136.4 %
109 CAPITAL EXPENDITURE	Expenditure	6,863	6,863	152,347	145,484		145,484	4.5 %
111 CORPORATE MANAGEMENT	Expenditure	0	0	100,793	100,793		100,793	0.0 %
	Income	469,133	469,133	939,232	-470,099			49.9 %
112 DEMOCRATIC REP'N & MGM'T	Expenditure	2,422	2,422	136,912	134,490		134,490	1.8 %
	Income	3	3	0	3			0.0 %
113 CIVIC ACTIVITIES & EXPENSES	Expenditure	5	5	4,600	4,595		4,595	0.1 %
115 ORCHARD COMMUNITY CENTRE	Expenditure	3,443	3,443	86,420	82,977		82,977	4.0 %
	Income	22,061	22,061	26,000	-3,939			84.9 %
901 CENTRAL SERVICES	Expenditure	20,055	20,055	0	-20,055		-20,055	0.0 %
	Income	8	8	0	8			0.0 %
102 ALLOTMENTS	Expenditure	0	0	1,965	1,965		1,965	0.0 %
	Income	-203	-203	5,300	-5,503			-3.8 %
104 BURIAL GROUNDS	Expenditure	506	506	83,437	82,931		82,931	0.6 %
	Income	1,972	1,972	18,000	-16,028			11.0 %
212 RECREATION GROUNDS	Expenditure	9,044	9,044	309,576	300,532		300,532	2.9 %
	Income	3,461	3,461	11,720	-8,259			29.5 %
902 WORKS SERVICES	Expenditure	28,720	28,720	0	-28,720		-28,720	0.0 %
103 STREET LIGHTS	Expenditure	1,038	1,038	16,000	14,962		14,962	6.5 %
105 CAR PARKS	Expenditure	2,719	2,719	74,094	71,375		71,375	3.7 %
	Income	0	0	105,000	-105,000			0.0 %
106 MARKET	Expenditure	983	983	29,710	28,727		28,727	3.3 %
	Income	1,396	1,396	21,000	-19,604			6.6 %
107 TOWN CENTRE GENERAL	Expenditure	0	0	65,093	65,093		65,093	0.0 %
110 PUBLIC CONVENIENCES	Expenditure	3,431	3,431	24,950	21,519		21,519	13.8 %
INCOME - EXPENDITURE TOTALS	Expenditure	111,322	111,322	1,115,977	1,004,655	0	1,004,655	10.0 %
	Income	499,916	499,916	1,135,832	-635,916			44.0 %
	Net Expenditure over Income	-388,595	-388,595	-19,855	368,740			

Month No : 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
101 B'SWADE MAGISTRATES COURT							
4007 HEALTH & SAFETY	0	0	300	300		300	0.0 %
4011 RATES	1,152	1,152	11,560	10,408		10,408	10.0 %
4012 WATER RATES	103	103	500	397		397	20.6 %
4013 RENT	0	0	-25,580	-25,580		-25,580	0.0 %
4014 ELECTRICITY	737	737	1,600	863		863	46.1 %
4015 GAS	0	0	3,000	3,000		3,000	0.0 %
4016 CLEANING COSTS	1,360	1,360	9,000	7,640		7,640	15.1 %
4036 PROPERTY MAINTENANCE	98	98	4,000	3,902		3,902	2.5 %
4042 EQUIPT MAINT/REPAIR	70	70	1,000	930		930	7.0 %
4067 PEST CONTROL	0	0	100	100		100	0.0 %
4104 REFUSE COLLECTION	67	67	1,000	933		933	6.7 %
4110 FIRE PRECAUTIONS	249	249	1,500	1,251		1,251	16.6 %
4134 SECURITY/CCTV	296	296	1,600	1,304		1,304	18.5 %
B'SWADE MAGISTRATES COURT :- Expenditure	4,133	4,133	9,580	5,447	0	5,447	43.1 %
1081 INC-RENT	2,085	2,085	9,280	-7,195			22.5 %
1091 INC-MISCELLANEOUS	0	0	300	-300			0.0 %
B'SWADE MAGISTRATES COURT :- Income	2,085	2,085	9,580	-7,495			21.8 %
Net Expenditure over Income	2,048	2,048	0	-2,048			
102 ALLOTMENTS							
4013 RENT	0	0	465	465		465	0.0 %
4037 GROUNDS MAINTENANCE	0	0	1,000	1,000		1,000	0.0 %
4067 PEST CONTROL	0	0	500	500		500	0.0 %
ALLOTMENTS :- Expenditure	0	0	1,965	1,965	0	1,965	0.0 %
1087 INC-ALLOTMENTS	-203	-203	5,300	-5,503			-3.8 %
ALLOTMENTS :- Income	-203	-203	5,300	-5,503			-3.8 %
Net Expenditure over Income	203	203	-3,335	-3,538			
103 STREET LIGHTS							
4012 WATER RATES	42	42	0	-42		-42	0.0 %
4014 ELECTRICITY	997	997	6,000	5,003		5,003	16.6 %
4038 MAINTENANCE CONTRACT	0	0	6,500	6,500		6,500	0.0 %
4045 S/L REPAIR/RENEWAL	0	0	3,000	3,000		3,000	0.0 %
4174 BUS SHELTER MAINTENANCE	0	0	500	500		500	0.0 %
STREET LIGHTS :- Expenditure	1,038	1,038	16,000	14,962	0	14,962	6.5 %
Net Expenditure over Income	1,038	1,038	16,000	14,962			

Month No : 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
104 BURIAL GROUNDS							
4011 RATES	430	430	3,965	3,535		3,535	10.8 %
4012 WATER RATES	17	17	200	183		183	8.6 %
4014 ELECTRICITY	60	60	100	40		40	59.6 %
4036 PROPERTY MAINTENANCE	0	0	1,000	1,000		1,000	0.0 %
4110 FIRE PRECAUTIONS	0	0	200	200		200	0.0 %
4178 PATHS MAINTENANCE	0	0	1,000	1,000		1,000	0.0 %
4901 C.S. SALARY RECHARGE	0	0	12,750	12,750		12,750	0.0 %
4902 W.S. SALARY RECHARGE	0	0	46,940	46,940		46,940	0.0 %
4911 C.S. O'HEAD RECHARGE	0	0	6,662	6,662		6,662	0.0 %
4912 W.S. O'HEAD RECHARGE	0	0	10,620	10,620		10,620	0.0 %
BURIAL GROUNDS :- Expenditure	506	506	83,437	82,931	0	82,931	0.6 %
1084 INC-BURIAL FEES	1,972	1,972	15,000	-13,028			13.1 %
1097 INC-MEMORIALS	0	0	3,000	-3,000			0.0 %
BURIAL GROUNDS :- Income	1,972	1,972	18,000	-16,028			11.0 %
Net Expenditure over Income	-1,466	-1,466	65,437	66,903			
105 CAR PARKS							
4011 RATES	2,511	2,511	23,750	21,239		21,239	10.6 %
4021 TELEPHONE & FAX	0	0	600	600		600	0.0 %
4047 MATERIALS/TOOLS	205	205	500	295		295	41.0 %
4056 LEGAL EXPENSES	0	0	1,000	1,000		1,000	0.0 %
4092 Card Processing Fees	3	3	0	-3		-3	0.0 %
4108 SURFACE REPAIRS	0	0	3,000	3,000		3,000	0.0 %
4126 CAR PARK LEASE	0	0	26,001	26,001		26,001	0.0 %
4901 C.S. SALARY RECHARGE	0	0	3,188	3,188		3,188	0.0 %
4902 W.S. SALARY RECHARGE	0	0	11,735	11,735		11,735	0.0 %
4911 C.S. O'HEAD RECHARGE	0	0	1,665	1,665		1,665	0.0 %
4912 W.S. O'HEAD RECHARGE	0	0	2,655	2,655		2,655	0.0 %
CAR PARKS :- Expenditure	2,719	2,719	74,094	71,375	0	71,375	3.7 %
1088 INC - CAR PARKING FEES	0	0	105,000	-105,000			0.0 %
CAR PARKS :- Income	0	0	105,000	-105,000			0.0 %
Net Expenditure over Income	2,719	2,719	-30,906	-33,625			
106 MARKET							
4004 MARKET STAFF	406	406	5,150	4,744		4,744	7.9 %
4011 RATES	500	500	6,400	5,900		5,900	7.8 %
4014 ELECTRICITY	76	76	300	224		224	25.4 %

Month No : 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4025 INSURANCE	0	0	550	550		550	0.0 %
4032 PUBLICITY	0	0	550	550		550	0.0 %
4047 MATERIALS/TOOLS	0	0	250	250		250	0.0 %
4081 Licences	0	0	333	333		333	0.0 %
4901 C.S. SALARY RECHARGE	0	0	10,625	10,625		10,625	0.0 %
4911 C.S. O'HEAD RECHARGE	0	0	5,552	5,552		5,552	0.0 %
MARKET :- Expenditure	983	983	29,710	28,727	0	28,727	3.3 %
1085 INC-TUESDAY MARKET RENTS	311	311	3,000	-2,690			10.3 %
1086 INC-SATURDAY MARKET RENTS	1,086	1,086	18,000	-16,914			6.0 %
MARKET :- Income	1,396	1,396	21,000	-19,604			6.6 %
Net Expenditure over Income	-414	-414	8,710	9,124			
107 TOWN CENTRE GENERAL							
4064 ANNUAL HANGING BASKETS	0	0	3,000	3,000		3,000	0.0 %
4116 WAR MEM & REM SERV	0	0	1,000	1,000		1,000	0.0 %
4117 CLOCK REPAIRS	0	0	350	350		350	0.0 %
4140 CHRISTMAS ACTIVITIES	0	0	5,000	5,000		5,000	0.0 %
4144 CCTV	0	0	18,000	18,000		18,000	0.0 %
4145 CHRISTMAS LIGHTS	0	0	18,500	18,500		18,500	0.0 %
4901 C.S. SALARY RECHARGE	0	0	3,188	3,188		3,188	0.0 %
4902 W.S. SALARY RECHARGE	0	0	11,735	11,735		11,735	0.0 %
4911 C.S. O'HEAD RECHARGE	0	0	1,665	1,665		1,665	0.0 %
4912 W.S. O'HEAD RECHARGE	0	0	2,655	2,655		2,655	0.0 %
TOWN CENTRE GENERAL :- Expenditure	0	0	65,093	65,093	0	65,093	0.0 %
Net Expenditure over Income	0	0	65,093	65,093			
108 GRANTS (INCL S137)							
4261 GRANTS UNDER OTHER	16,708	16,708	13,000	-3,708		-3,708	128.5 %
4264 Community Agent Grant	11,250	11,250	7,500	-3,750		-3,750	150.0 %
GRANTS (INCL S137) :- Expenditure	27,958	27,958	20,500	-7,458	0	-7,458	136.4 %
Net Expenditure over Income	27,958	27,958	20,500	-7,458			
109 CAPITAL EXPENDITURE							
4053 LOAN INTEREST	0	0	18,233	18,233		18,233	0.0 %
4253 LEASE INTEREST REPAID	48	48	581	533		533	8.3 %
4823 CP - Play Equipment	9,900	9,900	0	-9,900		-9,900	0.0 %
4843 CP - Street Furniture	2,440	2,440	0	-2,440		-2,440	0.0 %

Month No : 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4900 ROLLING CAPITAL FUND	0	0	100,000	100,000		100,000	0.0 %
4980 LOAN REPAYMENT	0	0	28,556	28,556		28,556	0.0 %
4982 LEASE CAPITAL REPAID	415	415	4,977	4,562		4,562	8.3 %
4992 TRANSFER FROM E/MARKED	-5,940	-5,940	0	5,940		5,940	0.0 %
CAPITAL EXPENDITURE :- Expenditure	6,863	6,863	152,347	145,484	0	145,484	4.5 %
Net Expenditure over Income	6,863	6,863	152,347	145,484			
110 PUBLIC CONVENIENCES							
4011 RATES	306	306	3,450	3,144		3,144	8.9 %
4012 WATER RATES	340	340	1,600	1,260		1,260	21.2 %
4014 ELECTRICITY	186	186	900	714		714	20.6 %
4036 PROPERTY MAINTENANCE	0	0	2,500	2,500		2,500	0.0 %
4038 MAINTENANCE CONTRACT	2,600	2,600	16,500	13,900		13,900	15.8 %
PUBLIC CONVENIENCES :- Expenditure	3,431	3,431	24,950	21,519	0	21,519	13.8 %
Net Expenditure over Income	3,431	3,431	24,950	21,519			
111 CORPORATE MANAGEMENT							
4057 AUDIT FEES	0	0	3,735	3,735		3,735	0.0 %
4901 C.S. SALARY RECHARGE	0	0	63,749	63,749		63,749	0.0 %
4911 C.S. O'HEAD RECHARGE	0	0	33,309	33,309		33,309	0.0 %
CORPORATE MANAGEMENT :- Expenditure	0	0	100,793	100,793	0	100,793	0.0 %
1076 PRECEPT RECEIVED	469,116	469,116	938,232	-469,116			50.0 %
1096 INTEREST RECEIVED	17	17	1,000	-983			1.7 %
CORPORATE MANAGEMENT :- Income	469,133	469,133	939,232	-470,099			49.9 %
Net Expenditure over Income	-469,133	-469,133	-838,439	-369,306			
112 DEMOCRATIC REP'N & MGMT							
4024 SUBSCRIPTIONS	2,115	2,115	3,500	1,385		1,385	60.4 %
4026 COMPUTER	307	307	0	-307		-307	0.0 %
4135 ELECTION PROVISION	0	0	4,000	4,000		4,000	0.0 %
4901 C.S. SALARY RECHARGE	0	0	85,000	85,000		85,000	0.0 %
4911 C.S. O'HEAD RECHARGE	0	0	44,412	44,412		44,412	0.0 %
DEMOCRATIC REP'N & MGMT :- Expenditure	2,422	2,422	136,912	134,490	0	134,490	1.8 %
1081 INC-RENT	70	70	0	70			0.0 %
1083 INC-PITCH HIRE	-67	-67	0	-67			0.0 %
DEMOCRATIC REP'N & MGMT :- Income	3	3	0	3			
Net Expenditure over Income	2,419	2,419	136,912	134,493			

Month No : 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
113 CIVIC ACTIVITIES & EXPENSES							
4008 STAFF TRAINING	0	0	1,500	1,500		1,500	0.0 %
4009 STAFF TRAVEL	0	0	500	500		500	0.0 %
4112 TOWN MAYOR'S ALLOW.	5	5	1,000	995		995	0.5 %
4166 TWINNING	0	0	500	500		500	0.0 %
4179 CIVIC FUNCTIONS	0	0	1,000	1,000		1,000	0.0 %
4180 CIVIC REGALIA REPAIRS ETC	0	0	100	100		100	0.0 %
CIVIC ACTIVITIES & EXPENSES :- Expenditure	5	5	4,600	4,595	0	4,595	0.1 %
Net Expenditure over Income	5	5	4,600	4,595			
115 ORCHARD COMMUNITY CENTRE							
4001 STAFF SALARIES	1,772	1,772	40,100	38,328		38,328	4.4 %
4002 EMPLOYERS N.I	148	148	4,700	4,552		4,552	3.1 %
4003 EMPLOYERS SUPERANN.	404	404	9,200	8,796		8,796	4.4 %
4007 HEALTH & SAFETY	0	0	500	500		500	0.0 %
4011 RATES	0	0	5,500	5,500		5,500	0.0 %
4012 WATER RATES	106	106	600	494		494	17.6 %
4014 ELECTRICITY	0	0	10,000	10,000		10,000	0.0 %
4015 GAS	0	0	4,500	4,500		4,500	0.0 %
4016 CLEANING COSTS	720	720	4,000	3,280		3,280	18.0 %
4020 MISC. ESTABLISH.COST	0	0	400	400		400	0.0 %
4021 TELEPHONE & FAX	0	0	1,020	1,020		1,020	0.0 %
4026 COMPUTER	293	293	2,500	2,207		2,207	11.7 %
4032 PUBLICITY	0	0	500	500		500	0.0 %
4036 PROPERTY MAINTENANCE	0	0	1,000	1,000		1,000	0.0 %
4038 MAINTENANCE CONTRACT	0	0	1,500	1,500		1,500	0.0 %
4042 EQUIPT MAINT/REPAIR	0	0	200	200		200	0.0 %
4128 EQUIPMENT	0	0	200	200		200	0.0 %
ORCHARD COMMUNITY CENTRE :- Expenditure	3,443	3,443	86,420	82,977	0	82,977	4.0 %
1078 INC-MISC GRANTS	18,000	18,000	18,000	0			100.0 %
1082 INC-LETTINGS	4,061	4,061	8,000	-3,939			50.8 %
ORCHARD COMMUNITY CENTRE :- Income	22,061	22,061	26,000	-3,939			84.9 %
Net Expenditure over Income	-18,618	-18,618	60,420	79,038			
212 RECREATION GROUNDS							
4011 RATES	435	435	4,450	4,015		4,015	9.8 %
4012 WATER RATES	4,701	4,701	11,000	6,299		6,299	42.7 %
4013 RENT	0	0	1	1		1	0.0 %

Month No : 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4014 ELECTRICITY	578	578	3,500	2,922		2,922	16.5 %
4016 CLEANING COSTS	0	0	400	400		400	0.0 %
4036 PROPERTY MAINTENANCE	0	0	5,000	5,000		5,000	0.0 %
4037 GROUNDS MAINTENANCE	0	0	5,000	5,000		5,000	0.0 %
4038 MAINTENANCE CONTRACT	598	598	5,000	4,402		4,402	12.0 %
4039 PLAY. EQUIP. MAINT.	2,028	2,028	6,000	3,972		3,972	33.8 %
4043 FENCING & GATES	0	0	1,000	1,000		1,000	0.0 %
4044 TREES & PLANTS	0	0	4,000	4,000		4,000	0.0 %
4067 PEST CONTROL	300	300	1,500	1,200		1,200	20.0 %
4100 FERT./SEEDS/WEEDKILL	405	405	2,000	1,595		1,595	20.2 %
4110 FIRE PRECAUTIONS	0	0	500	500		500	0.0 %
4114 LITTER BINS	0	0	2,000	2,000		2,000	0.0 %
4139 GRASS CUTTING	0	0	5,000	5,000		5,000	0.0 %
4901 C.S. SALARY RECHARGE	0	0	34,000	34,000		34,000	0.0 %
4902 W.S. SALARY RECHARGE	0	0	164,290	164,290		164,290	0.0 %
4911 C.S. O'HEAD RECHARGE	0	0	17,765	17,765		17,765	0.0 %
4912 W.S. O'HEAD RECHARGE	0	0	37,170	37,170		37,170	0.0 %
RECREATION GROUNDS :- Expenditure	9,044	9,044	309,576	300,532	0	300,532	2.9 %
1078 INC-MISC GRANTS	3,022	3,022	0	3,022			0.0 %
1081 INC-RENT	0	0	5,240	-5,240			0.0 %
1083 INC-PITCH HIRE	439	439	5,000	-4,561			8.8 %
1091 INC-MISCELLANEOUS	0	0	330	-330			0.0 %
1092 INC-GRNDS MAINT	0	0	1,150	-1,150			0.0 %
RECREATION GROUNDS :- Income	3,461	3,461	11,720	-8,259			29.5 %
Net Expenditure over Income	5,584	5,584	297,856	292,272			
901 CENTRAL SERVICES							
4001 STAFF SALARIES	7,575	7,575	161,300	153,725		153,725	4.7 %
4002 EMPLOYERS N.I	665	665	14,400	13,735		13,735	4.6 %
4003 EMPLOYERS SUPERANN.	1,545	1,545	36,800	35,255		35,255	4.2 %
4007 HEALTH & SAFETY	0	0	2,500	2,500		2,500	0.0 %
4008 STAFF TRAINING	170	170	3,000	2,830		2,830	5.7 %
4009 STAFF TRAVEL	252	252	3,500	3,248		3,248	7.2 %
4010 MISC. STAFF COSTS	0	0	500	500		500	0.0 %
4013 RENT	0	0	25,580	25,580		25,580	0.0 %
4020 MISC. ESTABLISH.COST	0	0	250	250		250	0.0 %
4021 TELEPHONE & FAX	711	711	7,600	6,889		6,889	9.4 %
4022 POSTAGE	0	0	1,200	1,200		1,200	0.0 %
4023 STATIONERY	529	529	4,000	3,471		3,471	13.2 %

Month No : 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4025	INSURANCE	5,600	5,600	20,000	14,400	14,400	28.0 %
4026	COMPUTER	1,008	1,008	12,000	10,992	10,992	8.4 %
4027	PHOTOCOPIER	778	778	3,500	2,722	2,722	22.2 %
4031	ADVERTISING	0	0	400	400	400	0.0 %
4032	PUBLICITY	215	215	3,500	3,285	3,285	6.1 %
4051	BANK CHARGES	70	70	1,000	930	930	7.0 %
4056	LEGAL EXPENSES	0	0	1,000	1,000	1,000	0.0 %
4058	PROFESSIONAL FEES	0	0	5,000	5,000	5,000	0.0 %
4060	OFFICE EQUIPMENT	0	0	500	500	500	0.0 %
4073	PAYROLL BUREAU FEES	0	0	2,000	2,000	2,000	0.0 %
4074	ACCOUNTANCY FEES	937	937	14,000	13,063	13,063	6.7 %
4901	C.S. SALARY RECHARGE	0	0	-212,500	-212,500	-212,500	0.0 %
4911	C.S. O'HEAD RECHARGE	0	0	-111,030	-111,030	-111,030	0.0 %
	CENTRAL SERVICES :- Expenditure	20,055	20,055	0	-20,055	0	-20,055
1091	INC-MISCELLANEOUS	8	8	0	8		0.0 %
	CENTRAL SERVICES :- Income	8	8	0	8		
	Net Expenditure over Income	20,048	20,048	0	-20,048		
902	WORKS SERVICES						
4001	STAFF SALARIES	19,016	19,016	176,750	157,734	157,734	10.8 %
4002	EMPLOYERS N.I	1,608	1,608	17,650	16,042	16,042	9.1 %
4003	EMPLOYERS SUPERANN.	3,594	3,594	40,300	36,706	36,706	8.9 %
4007	HEALTH & SAFETY	0	0	500	500	500	0.0 %
4008	STAFF TRAINING	0	0	2,500	2,500	2,500	0.0 %
4009	STAFF TRAVEL	18	18	500	482	482	3.7 %
4010	MISC. STAFF COSTS	0	0	300	300	300	0.0 %
4014	ELECTRICITY	0	0	50	50	50	0.0 %
4021	TELEPHONE & FAX	0	0	50	50	50	0.0 %
4041	EQUIPMENT HIRE	0	0	400	400	400	0.0 %
4042	EQUIPT MAINT/REPAIR	224	224	4,000	3,776	3,776	5.6 %
4046	VEHICLE LEASING	871	871	10,500	9,629	9,629	8.3 %
4047	MATERIALS/TOOLS	316	316	5,000	4,684	4,684	6.3 %
4048	VEHICLE MAINT/REPAIR	816	816	7,500	6,684	6,684	10.9 %
4049	VEHICLE FUEL	573	573	6,500	5,927	5,927	8.8 %
4103	PROTECTIVE CLOTHING	1,163	1,163	2,500	1,337	1,337	46.5 %
4119	SKIP HIRE	418	418	6,000	5,582	5,582	7.0 %
4128	EQUIPMENT	0	0	500	500	500	0.0 %
4134	SECURITY/CCTV	101	101	3,300	3,199	3,199	3.1 %
4136	RENEWALS/REPLACEMENT	0	0	3,000	3,000	3,000	0.0 %

Month No : 1

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4902	W.S. SALARY RECHARGE	0	0	-234,700	-234,700		-234,700	0.0 %
4912	W.S. O'HEAD RECHARGE	0	0	-53,100	-53,100		-53,100	0.0 %
	WORKS SERVICES :- Expenditure	28,720	28,720	0	-28,720	0	-28,720	
	Net Expenditure over Income	28,720	28,720	0	-28,720			

At : 17:04

Lloyds Current A/C

Council 12062018
Accounts - Item10b.iv.

List of Payments made between 01/04/2018 and 30/04/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/04/2018	ABA Ltd	200264	200.20		131284/1007/Guard Tube
03/04/2018	Anglian Water Business Ltd. (N	200265	13.22		8063701083/1029/Anglian-Lakes
03/04/2018	BATPC	200266	2,080.00		2018-19/1030/BATPC
03/04/2018	Broome Signs	200267	3,492.60		2237-0218/1010/Broome Signs
03/04/2018	Rosetta Publishing Ltd	200268	516.00		BB2207/1016/Rosetta Publishing
03/04/2018	Colin Ross Workwear & Safety	200269	668.71		7497/1017/Colin Ross Workwear
03/04/2018	Deeping Direct Deliveries Ltd	200270	57.60		76752/1012/Container Hire
03/04/2018	ICCM Inc	200271	204.00		9901/1031/ICCM Inc
03/04/2018	Node IT Solutions Ltd	200272	1,930.54		3080/1032/Node IT Solutions Lt
03/04/2018	Professional Pest Management	200273	90.00		26440/1015/Professional Pest M
03/04/2018	Auditing Solutions Ltd	200274	504.00		A5345/1009/Auditing Solutions
03/04/2018	DCK Accounting Solutions Ltd	200275	1,030.08		TPC7942/1011/DCK Accounting So
03/04/2018	R & C Hyett	200276	2,320.00		BTC152/1036/R & C Hyett
03/04/2018	St John Ambulance	200277	828.00		1800051517/1026/St John Ambula
03/04/2018	Turfcare Leisure Services Ltd	200278	690.47		13573/1040/Turfcare Leisure Se
03/04/2018	TRAVIS PERKINS TRADING CO	200279	54.00		027OS29386/1028/TRAVIS PERKINS
03/04/2018	Information Commissioner	000069	35.00		ICO Subs 2018-19
03/04/2018	CENTRAL BEDFORDSHIRE	000070	5,616.25		Purchase Ledger Payment
03/04/2018	Lex Autolease Ltd	DDR	389.02		922/Isuzu Service Rental
04/04/2018	Dunstable Town Council	000072	5.00		Dunstable High Sheriff Gift
04/04/2018	BBW Law LLP	000071	5,763.64		1041/BBW Legal Fees
06/04/2018	BRCC	000073	11,250.00		BRCC Grant 18/19
06/04/2018	Gateway Club	000074	500.00		Gateway Club Grant 2018-19
06/04/2018	Cricket Club	000075	50.00		Cricket Club Grant 2018-19
06/04/2018	Cricket Club	000076	3,000.00		Cricket Club Grant 2018-19
06/04/2018	History Society	000077	750.00		History Society Grant 2018-19
06/04/2018	Biggles FM	000078	1,850.00		Biggles FM Grant 2018-19
06/04/2018	BATC Squadron	000079	1,000.00		BATC Squadron Grant 2018-19
06/04/2018	Keech Hospice	000080	1,000.00		Keech Hospice Grant 2018-19
06/04/2018	Ivel Sprinter	000081	500.00		Ivel Sprinter Grant 2018-19
06/04/2018	MAGPAS Air Ambulance	000082	460.00		MAGPAS Air Ambul Grant 18/19
06/04/2018	Sea Cadets	000083	1,000.00		Sea Cadets Grant 2018-19
06/04/2018	Youth football Club	000084	1,000.00		Youth f'tball Club Grant 18/19
06/04/2018	Revitalise Respite	000085	708.00		Revitalise Respite Grant 18/19
06/04/2018	The Avenue	000086	500.00		The Avenue Grant 2018/19
06/04/2018	Good Neighbours	000087	450.00		Good Neighbours Grant 18/19
06/04/2018	Biggleswade Sports	000088	470.00		Biggleswade Sports Grant 18/19
06/04/2018	First Aid Club	000089	370.00		First Aid Club Grant 18/19
06/04/2018	The Avenue	000090	400.00		The Avenue Grant 18/19
06/04/2018	B.A.T.S.	000091	500.00		B.A.T.S. Grant 18/19
06/04/2018	Ivel Flix	000092	250.00		Ivel Flix Grant 18/19
06/04/2018	Crab Lane Railway	000093	50.00		Crab Lane Railway Grant 18/19
06/04/2018	Mayflower Centre	000094	1,200.00		Mayflower Centre Grant 18/19
06/04/2018	Need Project	000095	500.00		Need Project Grant 18/19
06/04/2018	Citizens Advice	000096	200.00		Citizens Advice Grant 18/19
16/04/2018	Bank Charges	CHG	53.06		Bank Charges
20/04/2018	April Salaries	BACS	22,451.76		April Salaries

At : 17:04

Lloyds Current A/C

List of Payments made between 01/04/2018 and 30/04/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/04/2018	AIB Merchant Services	DDR	2.66		AIB Merchant Services
23/04/2018	EE - DD	DDR2	216.11		Purchase Ledger Payment
24/04/2018	ADT Fire & Security plc	200280	307.87		1071/alarm 12.04.18-11.07.18
24/04/2018	CoolerAid Ltd	200281	8.94		1051/Water for Cooler
24/04/2018	Action Doors	200282	117.60		1070/Repairs to Front Doors
24/04/2018	Anglian Water Business Ltd. (N	200283	41.93		1092/Water 15.01.18-09.04.18
24/04/2018	Anglian Water Business Ltd. (N	200284	17.11		1094/Water 08.01.18-06.04.18
24/04/2018	Anglian Water Business Ltd. (N	200285	114.15		1087/Water 19.01.18-18.04.18
24/04/2018	Anglian Water Business Ltd. (N	200286	103.11		1089/Water 15.01.18-09.04.18
24/04/2018	Anglian Water Business Ltd. (N	200287	541.54		1093/Water 08.01.18-06.04.18
24/04/2018	Anglian Water Business Ltd. (N	200288	297.81		1088/Water 15.01.18-09.04.18
24/04/2018	Arthur Ibbett Limited	200289	9.13		1064/Support Top Link
24/04/2018	BBW Law LLP	200290	2,416.21		1043/BBW Legal Fees
24/04/2018	BHIB Insurance Brokers	200291	5,600.00		1072/Motor Fleet Renewal
24/04/2018	Broxap Limited	200292	2,928.00		1073/Iron 'Manchester' Bollard
24/04/2018	Rosetta Publishing Ltd	200293	258.00		Purchase Ledger Payment
24/04/2018	Chandlers (Farm Equipment) Ltd	200294	96.81		1049/Oxide Paint
24/04/2018	Deeping Direct Deliveries Ltd	200295	57.60		1078/Container Hire
24/04/2018	The Flag Shop Ltd	200296	84.00		1080/Custom Biggleswade Flag
24/04/2018	J R GOLDTHORPE & SON	200297	131.71		1061/Maintenance Materials
24/04/2018	Harrier Office Supplies Ltd	200298	289.48		1081/Stationery supplies
24/04/2018	Henlow Building Supplies	200299	454.71		1052/Maintenance Materials
24/04/2018	The Lion Press (Sandy) Ltd	200300	681.60		1065/Car Park Discs
24/04/2018	Mick George Recycling Ltd	200301	39.60		1066/Refuse Disposal March
24/04/2018	Allan Peacock (Street Lighting	200302	496.66		1048/Streetlight Repairs
24/04/2018	Mr Williamson	200303	300.00		1084/Pest Control Jan - Apr
24/04/2018	Ricoh UK Ltd	200304	933.11		1096/Copy Hire to 30.06.18
24/04/2018	Madeline Russell	200305	150.80		1042/M. Russell Travel
24/04/2018	STOTFOLD ENGINEERING CO LTD	200306	160.00		1086/TrailerRepairs
24/04/2018	Spaldings UK Limited	200307	135.49		1085/Maintenance Materials
24/04/2018	Wicksteed Leisure Ltd	200308	1,455.60		1095/Play Equipment Repairs
24/04/2018	Colin Ross Workwear & Safety	200309	981.77		1077/Safety Boots
30/04/2018	Lex Autolease Ltd	DDR3	389.02		994/Isuzu Service Rental
Total Payments			96,769.28		

List of Payments made between 01/04/2018 and 30/04/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/04/2018	Lex Autolease Ltd	DDR	656.50		MRI6784287/1014/Lex LN 16 LVV
05/04/2018	Central Beds Council	Std Ord	5,333.99		Rates Bills 2018-19
13/04/2018	Southern Electric	DDR2	136.32		1067/Elec 14.12.17-23.03.18
17/04/2018	BT Payment Services Ltd	DDR3	153.88		985/BT Bills to 14.03.18
17/04/2018	Fuel Genie DDR	DDR4	716.95		2940582/1013/Fuel MA 13 UCN
23/04/2018	EE - DD	DDR5	56.90		1079/Mobile Bills to 13.04.18
23/04/2018	Hire or Buy Group Ltd	DDR6	3,088.16		1139/Elec 02.03.18-01.04.18
25/04/2018	Bank Charges	CHG	2.00		Bank Charges
26/04/2018	Manitou Finance	Std Ord	555.76		Manitou Finance - Kubota Lease
30/04/2018	Bank Charges	CHG	8.50		Bank Charges
30/04/2018	Cawleys - DDR	DDR7	447.41		1046/Refuse Disposal March
Total Payments			<u>11,156.37</u>		

PUBLIC NOTICE

CENTRAL BEDFORDSHIRE COUNCIL PROPOSES TO INTRODUCE NO WAITING RESTRICTIONS 'AT ANY TIME', IN STRATTON PARK, BIGGLESWADE

Reason for proposal:

For facilitating the safe passage of traffic on the road or any other road of any class of traffic.

The No Waiting Restrictions are intended to enable the safe movements of heavy good vehicles throughout the business park.

Effect of the Order:

To introduce No Waiting Restrictions 'At Any Time' (24 hours a day) on the following lengths of roads in Biggleswade:-

Pegasus Drive and Side Roads

1. Pegasus Drive, both side, from its junction with London Road extending in an easterly direction for approximately 750 metres.

Montgomery Way

1. Montgomery Way, both side, from its junction with Pegasus Drive extending in a southerly direction for approximately 9 metres.
2. Montgomery Way, both side, from its junction with Pegasus Drive extending in a northerly direction for approximately 11 metres.

Market Garden Road

1. Market Garden Road, both side, from its junction with Pegasus Drive extending in a southerly direction for approximately 342 metres.

Juno Place

1. Juno Place, both side, from. Point approximately 21 metres south-east of its junction with Pegasus Drive extending in a north-westerly direction for approximately 464 metres.

Further Details may be viewed online at www.centralbedfordshire.gov.uk/publicstatutorynotices.

Comments should be sent in writing to the Traffic Management team at the address below or e-mail traffic.consultation@centralbedfordshire.gov.uk by 15th June 2018. Any objections must state the grounds on which they are made.

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 201**"

Central Bedfordshire Council
Priory House
Chicksands
Shefford SG17 5TQ

Marcel Coiffait
Director of Community Services

25th May 2018

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 201*

The Central Bedfordshire Council (the "Council") in exercise of its powers under sections 1(1), 2(1) to (3), 4 (2) and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984 ("The Act") and all other enabling powers and after consultation with the Chief Officer of Police in accordance with Part III of schedule 9 to the Act, hereby makes the following Order:

1. This Order shall come into operation on xxth day of (Month) 201* and may be cited as "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 201*"
2. As from the date upon which this Order comes into operation, the provisions of the "Bedfordshire County Council (District of Mid Bedfordshire) (Civil Enforcement Area and Special Enforcement Area) (Waiting Restrictions and Street Parking Places) (Consolidation) Order 2008" shall be varied as follows:-

To add No Waiting Restrictions 'at any time' on the following lengths of roads in :

Pegasus Drive and Side Roads

1. Pegasus Drive, both side, from its junction with London Road extending in an easterly direction for approximately 750 metres.

Montgomery Way

1. Montgomery Way, both side, from its junction with Pegasus Drive extending in a southerly direction for approximately 9 metres.
2. Montgomery Way, both side, from its junction with Pegasus Drive extending in a northerly direction for approximately 11 metres.

Market Garden Road

1. Market Garden Road, both side, from its junction with Pegasus Drive extending in a southerly direction for approximately 342 metres.

Juno Place

1. Juno Place, both side, from. Point approximately 21 metres south-east of its junction with Pegasus Drive extending in a north-westerly direction for approximately 464 metres.

GIVEN under the Common Seal of the Central Bedfordshire Council
this xxth day of (Month) 201*

THE COMMON SEAL of THE)
CENTRAL BEDFORDSHIRE COUNCIL)
was hereunto affixed in the presence of:)

Signed



Statement of Reasons

For facilitating the safe passage of traffic on the road or any other road of any class of traffic.

The No Waiting Restrictions are intended to enable the safe movements of heavy good vehicles throughout the business park.

Further details can be found on the attached draft Traffic Regulation Order, Public Notice and Drawing.

Drawings





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

Your ref:
Our ref: CW /BIG 19
Date: 23 May 2018

Dear Mr McGregor

**Commons Registration Act 1965
Biggleswade Common Unit CL19 – Transfer of Right**

I enclose a formal notice of application for the transfer of a right of common at Biggleswade Common.

Upon the expiration of 40 days from the date of this notice the Council will further consider the application and any written representations which it may receive. If the Council considers the application well-founded the necessary amendment to the register will then be made.

Yours sincerely

Sarah Smalley
Technical Officer

Direct telephone 0300 300 6888
Email sarah.smalley@centralbedfordshire.gov.uk

Please reply to:
Central Bedfordshire Council
Highways, Priory House
Monks Walk, Chicksands, Shefford SG17 5TQ

CENTRAL BEDFORDSHIRE COUNCIL

COMMONS REGISTRATION ACT 1965

NOTICE OF APPLICATION FOR AMENDMENT OF REGISTER

RIGHTS OF COMMON

REGISTER UNIT: CL19 ENTRY NO. 19 and 104

Application has been made to the Central Bedfordshire Council by Richard John Hale, Fairclough Hall Farm, Weston Hitchin SG4 7DP for the amendment of the Register of Common Land in relation to the registered Right of Common of which particulars are given in Part 1 of the Annex hereto. It is claimed that, by reason of the matters mentioned in Part 2 of the Annex, the register ought to be amended as indicated in Part 3 thereof:-

Any person receiving this notice who wishes to object to the proposed amendment should within forty days of the date of this notice send a written and signed statement of the facts upon which he bases his objection to:-

Senior LSG Officer
Central Bedfordshire Council
Priory House, Monks Walk, Chicksands
Shefford BEDFORD MK42 9BD

Dated: 16 May 2018

(Please quote reference CJH/Common Land Amendment – Application No.368 and 367)

ANNEX

PART 1

Particulars of the Right of Common the registration of which is sought to be amended

REGISTER OF COMMON LAND REGISTER UNIT: RIGHTS SECTION SHEET NO.6 and 26 (Edition No. 1)

1 No. and date of Entry	2 No. and date of application	3 Name and address of every applicant for registration and the capacity in which he applied	4 Particulars of the Right of Common and of the land over which it is exercisable	5 Particulars of the land (if any) to which the right is attached
19 30 June 1968	368 25 April 2018	Reginald Percy Hale and Richard John Hale both of 67 Shefford Road, Clifton, Bedfordshire and David Oliver Hale of Clifton Farm, Church Street, Clifton, Bedfordshire	Three commons of pasture, each for one horse, two cows and one breeder or other substituted rights, over the whole of the land comprised in this register unit.	Rights previously attached to various properties in the Parish of Biggleswade, Bedfordshire, but now severed therefrom. Identified in books of Biggleswade Fen Reeves as Common rights numbered 93, 103 and 34
104 22 June 2016	369 25 April 2018	Richard Hale, Fairclough Hall Farm, Halls Green, Weston SG4 7DP	Four Commons of pasture for one horse, two cows and one breeder or other substituted rights over the whole of the land comprised in this register unit (Registration Amendment)	Rights previously attached to various properties in the Parish of Biggleswade, Bedfordshire, but severed therefrom. Identified in books of Biggleswade Fen Reeves as Common rights numbered 78 and 100

This Conveyance made the

12th

day of

February

2018

BETWEEN

1. **RICHARD JOHN HALE** of The Stables, Fairclough Hall Farm, Weston, Hitchin, Herts SG4 7DP ("The Donor"), and
2. **DAVID OLIVER HALE** of Arbtree Farm, Hinxworth, Baldock, Herts SG7 5HT ("The Recipient")

WHEREAS

1. **Background** - REGINALD PERCY HALE and the Donor and the Recipient are registered in the Books of the Biggleswade Fen Reeves as the joint owners entitled to three Rights of Common (The Rights of Common) each for one horse, two cows and a breeder on the commons and commonable places in Biggleswade which Rights of Common are numbered 93, 103 and 34 in the Books of Biggleswade Fen Reeves.
2. **R P Hale** - Reginald Percy Hale died on the 17th day of November 1977
3. **Joint Ownership** - The Rights of Common are currently held by the donor and the Recipient in equal shares.
4. **The Gift** - the Donor desires to make a gift of his share and interest in the Rights of Common to the Recipient

NOW this Deed witnesses as follows:-

In consideration of the Donor's love and affection for the Recipient, the Donor conveys to the Recipient his share and interest in the Rights of Common which Rights are more particularly described in the Schedule hereto TO HOLD to the Recipient in fee simple absolutely.

In Witness hereof the parties have hereunto set their hands and seals the day and year first before written

SCHEDULE

All those Rights of Common in over and upon the commons and commonable places in the Parish of Biggleswade formerly held in respect of various properties but now severed therefrom and numbered 93,103 and 34 in the Books of the Biggleswade Fen Reeves.

Signed as a Deed by the said
RICHARD JOHN HALE
In the presence of :

.....

Witness name ... P. MILLARD

Witness signature ... 

Address ... 12 DAMASK CLOSE, WESTON
HITCHIN, HERTS, SG4 7EL

Signed as a Deed by the said
DAVID OLIVER HALE
In the presence of :

.....

Witness name ... P. MILLARD

Witness signature ... 

Address ... 12 DAMASK CLOSE, WESTON
HITCHIN, HERTS, SG4 7EL

②

This Conveyance made the 12th day of February 2018

BETWEEN

1. **RICHARD JOHN HALE** of The Stables, Fairclough Hall Farm, Weston, Hitchin, Herts SG4 7DP ("The Donor"), and
2. **MATTHEW RICHARD HALE** of Fairclough Hall Farm, Weston, Hitchin, Herts, SG4 7DP ("The Recipient")

WHEREAS

1. **Background** - The Donor is entitled to a Right of Common (the Right of Common) for one horse, two cows and a breeder on the commons and commonable places in Biggleswade which Right of Common is numbered 78 in the Books of Biggleswade Fen Reeves.
2. **The Gift** - the Donor desires to make a gift of the Right of Common to the Recipient

NOW this Deed witnesses as follows:-

In consideration of the Donor's love and affection for the Recipient, the Donor conveys to the Recipient the Right of Common which Right is more particularly described in the Schedule hereto TO HOLD to the Recipient in fee simple.

In Witness hereof the parties have hereunto set their hands and seals the day and year first before written

SCHEDULE

All that Right of Common in over and upon the commons and commonable places in the Parish of Biggleswade and numbered 78 in the Books of the Biggleswade Fen Reeves.

Signed as a Deed by the said
RICHARD JOHN HALE
In the presence of :

R. John Hale
..... t

Witness name *DM LAD*

Witness signature *DM LAD*

Address *12 DAMASK CLOSE,*

WESTON, WILTSHIRE, WICKS S44 7EL

Signed as a Deed by the said
MATTHEW RICHARD HALE
In the presence of :

Matthew Richard Hale
..... t

Witness name *DM LAD*

Witness signature *DM LAD*

Address *12 DAMASK CLOSE*

WESTON, WILTSHIRE, WICKS S44 7EL

8

This Conveyance made the 12th day of February 2018

BETWEEN

1. **RICHARD JOHN HALE** of The Stables, Fairclough Hall Farm, Weston, Hitchin, Herts SG4 7DP ("The Donor"), and
2. **SARAH JANE TEBBIT** of Foxes Bridge Farm, Royston Lane, Comberton, Cambs CB23 7EE ("The Recipient")

WHEREAS

1. **Background** - The Donor is entitled to a Right of Common (the Right of Common) for one horse, two cows and a breeder on the commons and commonable places in Biggleswade which Right of Common is numbered 100 in the Books of Biggleswade Fen Reeves.
2. **The Gift** - the Donor desires to make a gift of the Right of Common to the Recipient

NOW this Deed witnesses as follows:-

In consideration of the Donor's love and affection for the Recipient, the Donor conveys to the Recipient the Right of Common which Right is more particularly described in the Schedule hereto TO HOLD to the Recipient in fee simple.

In Witness hereof the parties have hereunto set their hands and seals the day and year first before written

SCHEDULE

All that Right of Common in over and upon the commons and commonable places in the Parish of Biggleswade and numbered 100 in the Books of the Biggleswade Fen Reeves.

Signed as a Deed by the said
RICHARD JOHN HALE
In the presence of :

R. John Hale

Witness name *JOHN PARSONS*

Witness signature *[Signature]*

Address *Spring Hill*
..... *Old North Road, Bourn, Cambs*
..... *CB23 2TZ.*

Signed as a Deed by the said
SARAH JANE TEBBIT
In the presence of :

Sarah Jane Tebbit

Witness name *John P. Parsons*

Witness signature *[Signature]*

Address *Spring Hill*
..... *Old North Road*
..... *Bourn*
..... *Cambs*
..... *CB23 2TZ.*



CERTIFIED COPY

OF AN ENTRY

DEATH		Entry No.
Registration district BEDFORD		31
Sub-district BEDFORD		Administrative area County of Bedfordshire
1. Date and place of death Seventeenth November 1977 General Hospital, South Wing, Bedford		
2. Name and surname Reginald Percy HALE		3. Sex Male
		4. Maiden surname of woman who has married -----
5. Date and place of birth 12th January 1899 Ilford		
6. Occupation and usual address Farmer (retired) The Shrubbery, 67 Shefford Road, Clifton, Shefford, Beds.		
7 (a) Name and surname of informant David Oliver Hale		(b) Qualification Son
(c) Usual address Clifton Farm, Church Street, Clifton, Shefford, Beds.		
8. Cause of death 1a. Myocardial Infarction second attack b. Pneumonitis c. Respiratory Failure 11. Neuromuscular in co-ordination of Pharyngeal muscles and Laryngeal Certified by H.M. Visvanathan MB		
9. I certify that the particulars given by me above are true to the best of my knowledge and belief		D.O. Hale Signature of informant
10. Date of registration Eighteenth November 1977		11. Signature of registrar P.M. Lancaster Registrar

CERTIFIED to be a true copy of an entry in the certified copy of* a register of Births, Still-births or Deaths in the District above mentioned. Given at the GENERAL REGISTER OFFICE, under the Seal of the said Office on **2nd** January **2018**

*If the Certificate is given from the original Register, the words "the certified copy of" are struck out.

CAUTION: THERE ARE OFFENCES RELATING TO FALSIFYING OR ALTERING A CERTIFICATE AND USING OR POSSESSING A FALSE CERTIFICATE. © CROWN COPYRIGHT
WARNING: A CERTIFICATE IS NOT EVIDENCE OF IDENTITY.





**Not Protectively Marked
 Neighbourhood Priority Setting**

Group 1 (Arlesey, Astwick, Biggleswade, Blunham, Campton, Clifton, Dunton, Edworth, Everton, Eyeworth, Fairfield, Henlow, Langford, Meppershall, Moggerhanger, Northill, Old Warden, Pottton, Sandy, Shefford, Southill, Stondon, Stotfold, Sutton, Tempsford, Wrestlingworth)

Group 2 (Amphill, Clophill, Flitton & Greenfield, Flitwick, Gravenhurst, Harlington, Haynes, Houghton Conquest, Maulden, Pulloxhill, Shillington, Silsoe, Steppingley, Tingrith, Westoning)

Group 3 (Aspley Heath, Aspley Guise, Battlesden, Brogborough, Cranfield, Eversholt, Husbourne Crawley, Lidlington, Marston Moretaine, Millbrook, Milton Bryan, Potsgrove, Ridgmont, Sulford Hulcote, Woburn Sands)

Group 4 (Bletsoe, Bolnhurst and Keysoe, Carlton & Chellington, Colmworth, Dean & Shelton, Felmersham & Radwell, Honeydon, Harrold, Little Barford, Little Staughton, Melchbourne & Yelden, Milton Ernest, Odell, Pertenhall & Swineshead, Poddington, Riseley, Roxton, Sharnbrook, Souldrop & Knotting, Staploe & Duloe, Thurlleigh, Wilden, Wyboston & Chawston & Closen, Wymington)

Group 5 (Biddenham, Bromham, Clapham, Great Denham, Kempston Rural, Oakley, Pavenham, Stagsden, Stevington, Turvey, Wootton)

Group 6 (Cardington, Cople, Eastcotts, Elstow, Great Barford, Ravensden, Renhold, Stewartby, Willington, Wilshamstead, Wixams)

Group:		Area:		Date:	
Point of contact		E mail			

Please mark any of these of particular concern to your community:

Visible Policing		Identified Crime series		Drug use		Other	
Speeding		Unlawful Encampments		Alcohol related ASB			
Crime Prevention		Off road vehicles ASB		Abandoned Vehicles			
Street Begging		Cycling nuisance		Rogue trading			
Drug dealing		Geographical ASB		Animal related nuisance			

Please choose **one** of these concerns as a Priority and add detail below:

Priority	
Detail	
Location	
When	

This information will be added to results from engagement with your community by your local officer and blended identified issues from crime series and anti-social behaviour reports to decide upon the area priority for us to focus our community work.

Please E mail the results to;

Group 1 → PC 5725 Sally Bonham on Sally.bonham@bedfordshire.pnn.police.uk
PCSO 4763 Ann Jeeves on Ann.jeeves@bedfordshire.pnn.police.uk
PCSO 8953 Amy Bradley on Amy.bradley2@bedfordshire.pnn.police.uk
PCSO 8138 Zoe Taylor on Zoe.taylor@bedfordshire.pnn.police.uk

Group 2 → PC 5932 Aaron Dagley on Aaron.dagley@bedfordshire.pnn.police.uk
PCSO 8367 Daniel Cooper on Daniel.cooper@bedfordshire.pnn.police.uk

Group 3 → PCSO 3659 Gill Richardson on Gillian.richardson@bedfordshire.pnn.police.uk
PCSO 8366 Calum McHattie on Calum.mchattie@bedfordshire.pnn.police.uk

Group 4 → PCSO 8951 Laura Hoggard on Laura.Hoggard@bedfordshire.pnn.police.uk
PC 5324 Kerry Jones on Kerryjones5324@bedfordshire.pnn.police.uk
PC 6270 Charlotte Norris on Charlotte.norris@bedfordshire.pnn.police.uk

Group 5 → PCSO 6753 James Dancer on James.dancer@bedfordshire.pnn.police.uk
PCSO 8366 Calum McHattie on Calum.mchattie@bedfordshire.pnn.police.uk

Group 6 → PC 5324 Kerry Jones on Kerryjones5324@bedfordshire.pnn.police.uk
PCSO 8122 Jamie Goodrum on Jamie.goodrum@bedfordshire.pnn.police.uk

Information will be only used for the purposes of consultation and research on order to identify local priorities, improve local service and provide feedback to the community.

Beds Alert sign up via <https://www.bedsalert.co.uk/>

BIGGLESWADE TOWN COUNCIL

Report deferred from Town Centre Management Committee Tuesday 6th June 2018 Car Park Management

Implications of Recommendations

Corporate Strategy: Stimulating new growth within the town.

Finance: Ongoing costs of leasing, maintaining and managing car parks to be recouped from car park receipts.

Equality: Choice of parking machines is DDA compliant.

Environment: Proposed machines use renewable energy.

Introduction

This Report has been amended to reflect the deferral from Town Centre Management Committee to the Town Council and taking account of the special resolution under Standing Order 35 of the Town Council's Standing Orders, signed by Cllr Strachan, Cllr Patel, Cllr Albone, Cllr Bond, Cllr F Foster, and Cllr Briars.

The current Town Council budget for providing car parking in Biggleswade is currently £74,000 with no income.

The preparations for the management of the Town Council's car parks is well under way and an update on progress of orders, software development, installations, etc. is attached to this report.

Parking Permits

Following a period of public consultation, fees for parking permits were approved by Town Council for the following car parks:

Dan Albone Car Park: Worker Permits.

St Andrew's Street Car Park: Resident and Market Trader Permits.

Rose Lane Car Park: Resident, Worker and Market Trader Permits.

1 Month: £40.00

3 Months: £75.00

6 Months: £120.00

12 Months: £225.00

The availability of parking permits will need to be publicised in advance of implementation.

Implementation Date

With installations and testing due to be completed by mid-June, an implementation date for managing the car parks is anticipated for 1st July 2018. (should Town Council propose any changes to the proposals that went before the TCM Committee, the implementation date will have to be reconsidered.)

Points raised by members of the Public at the TCM meeting 5th June 2018.

- No objection to paying parking but concerned that the cost analysis has not been completed properly? Has research been done and comparison of the areas of residential parking schemes elsewhere? £225 per year is perhaps open to review?
- Live in Rose Lane and dad lives in Ealing. He pays just £35 and you want £225. This is very unfair and unreasonable. I have family and visitors; where are they going to be able to park? Limit of 6 hours is useless when my family travel 200 miles to visit/stay. Also, have seen no guarantee of a space? If I go out then when I come back I cannot get parked.
- Dog walking business: Group of 8 people employed to walk dogs. You are limiting our business with this no return limit on parking. We have got no alternatives. It is unfair to ask working families with three or four cars to pay this amount.
- Sun Street Resident – Too many cars parked on the street already, where do people go who cannot park in the car park.
- Street parking is going to get a lot worse.
- Fees taking parking away from those who cannot afford it.
- What is the difference between car parking and residential scheme?
- There are more double yellow lines now so people who cannot park are going to go into that car park.
- Commuters park there, workers park there and it is going to get a whole lot worse. There is no space for people who live in the town to park, yet alone work.
- You talk about balance for users of the car park. I have not been asked by anyone about use of the car park which I use all the time – I have not been asked any questions, so how can you know who uses the car park?
- Asda now revoked residents parking in conjunction with the Council. What has the Council done with Asda? Is Asda mis-using you in revoking this?
- My front door opens on to the road so I have asked Asda for parking in their restricted car park but have been refused.
- What about the flooding in the car park? What are you doing about this? Why did it take so much longer than expected? Surely the contractors should have known this.
- What research has been done to establish percentage of commuters who use the car park, (Rose Lane).
- You have not handled this consultation well. It is not in line with your own engagement policy. As a car park user, I have not been asked about this – you are not communicating with us.
- Distinction between road parking and the costs of off street parking. You don't say where you have been comparing these costs.

- Do you have a breakdown of the costs? This is surely the first question that you would expect us to ask today.
- How many of the public suggestions were incorporated in this scheme?
- What do you plan to do next?
- I live at Clairmont Cottages. I emailed the council regarding the flooding as half the car park was out of use because of it and it makes a mockery of the fact that we cannot use the space – surely you should go back to the contactors.
- Is there a guarantee of a price freeze? Is this likely to go up. I have a mortgage to pay and have calculated my money – so is this likely to increase each year? You are not giving us any information – that means nothing to any of us – you are not writing to us.
- resident of Rose Lane – cannot afford this – I am on minimum wage and Rose Lane resident. Point I would like to make is that apparently you have now got new building development right by the supermarket. Can you clarify that there is going to be 9 dwellings and 3 car parking places, so developers are being given permission to make the situation worse.
- What about addressing genuine issues such as safety and people's livelihoods.
- Workers Permits- Will we have to prove we work in Biggleswade?
- Will the car park be run by the Town Council? (Chairman explained the lease and running situation and MR explained who owned the ground and why the Council had been unable to do any more than they already had)
- I work in the Town and need more than 6 hours – will I be guaranteed a space for this £225? If you cannot guarantee a space then will our permits cover us to park in any car park?
- If a resident does manage to get this £225 together, how many residents permits are available? (Chairman said that we need to see how many people apply as we want to be as fair as possible)
- So, is everything coming into effect on 1st July?
- So what timescale have we got to get a permit? When will we hear from you?
- Can we have an automatic response to the emails we send as we have no idea if emails are being seen/read. Automatic response would be appreciated.
- I do know and appreciate that you are trying to resolve the parking, but would just like to ask for 1) a fee review ...and 2) At the Council meeting next Tuesday will you be able to confirm you are going to review the pricing and issues?
- you are talking about making decisions – who is actually doing this? (The Chairman explained the process)
- As Rose Lane is only leased to you – when the lease is up in four years' time is there an option for purchase? (Councillor MR explained the position)

- What about the scrubland by the Retail Park – could this be used as Park and Ride? (Councillor MR explained position)
- Is there a plan for no return within 4 hours?
- Does the Disabled badge affect the time allowed?
- What about house prices – this will affect buying and selling in Rose Lane.

Recommendations

- (1) To Consider the points raised by members of the public at the TCM meeting 5th June 2018 and make any proposals.

1.No return times, 2. fees for permits, 3. permit use across car parks, 4. visitors permits and 5. pay monthly.

The only changes that can be made without going through the consultation process to vary the parking order are points 2. Fees, 3. Visitors Permits and 5. Pay monthly. Any revision to the parking order could delay implementation by a maximum of three months.

Any change to the fees will incur additional cost to amend the signage, Visitors permits will incur additional costs and will have to be considered carefully.

Pay monthly will increase the administration time.

- (2) It is recommended that notices publicising parking permits are posted at the car parks, in local papers and online, as well as letters being hand delivered to businesses in the town centre and to residents of Rose Lane.
- (3) It is recommended that car park management in line with Parking Orders [or any further amendments by Town Council](#) should commence at the earliest possible date.

Rob McGregor
Town Clerk
29th May 2018

Mike Thorn
Deputy Town Clerk

Update on Biggleswade Off Street Parking Management as at 29th May 2018

Please note progress with implementation of parking management as follows:

Car Park Ticket Machines

- Software specification has been agreed and programming completed to meet requirements of Parking Order specific to each site.
- Tariff and instruction labels have been designed and confirmed for each machine.
- Scheduled date for shipment of ticket machines from manufacturer in France is 4 June 2018.
- Secure keys received for each machine.
- Base plates are being installed week commencing 28 May 2018 in preparation of delivery of ticket machines.
- Card Payment facilities applied for and confirmed.

Signage

- Car park location signs and tariff signs have been designed, ordered and received.
- Posts are being installed week commencing 28 May 2018.
- Signage to be installed onto posts to coincide with ticket machine installations.

Bollards

- Bollards have been ordered and received. Installations week commencing 28 May 2018.

Car Park Tickets

- Tickets ordered and received to meet software and printing requirements.

Parking Permits

- Permit designs confirmed, printed and received.
- Permit holders ordered and received.
- Details of parking permit allocations to be confirmed.
- Parking permit scheme to be advertised.

Parking Management

- Central Bedfordshire Council officers have been advised of timescales to prepare for managing off street parking.

Surface Repairs and Line Markings

- Dan Albone Car Park – surface repairs and line markings complete.
- Rose Lane Car Park – additional lining for motorcycle bays to be completed. Gullies to be cleared.
- Chestnut Ave and White Hart Car Parks: Markings due to be refreshed. Gullies to be cleared.

Implementation

- Proposed date for implementation to be agreed

Biggleswade Holme

Offence	Number	% of Total	CUM %
THEFT FROM MOTOR VEHICLE	7	25.93%	25.93%
HARASSMENT - (PFHA SECTION 2)	3	11.11%	37.04%
SEXUAL	2	7.41%	44.44%
DOMESTIC DISPUTE/INCIDENT	2	7.41%	51.85%
SENDING LETTERS ETC WITH INTENT TO CAUSE DISTRESS OR ANXIETY	1	3.70%	55.56%
BURGLARY - BUSINESS AND COMMUNITY	1	3.70%	59.26%
THEFT BY EMPLOYEE	1	3.70%	62.96%
CRIMINAL DAMAGE - OTHER PROPERTY (NOT BUILDINGS)	1	3.70%	66.67%
INTERFERENCE WITH MOTOR VEHICLE	1	3.70%	70.37%
CRIMINAL DAMAGE - TO VEHICLES	1	3.70%	74.07%
BURGLARY RESIDENTIAL - (GARAGE/SHED/VACANT PROPERTY/COMMUNAL)	1	3.70%	77.78%
ATTEMPT ROBBERY PERSONAL / ASSAULT WITH INTENT TO ROB	1	3.70%	81.48%
COMMON ASSAULT	1	3.70%	85.19%
THEFT FROM SHOPS AND STALLS	1	3.70%	88.89%
THEFT FROM THE PERSON OF ANOTHER	1	3.70%	92.59%
ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)	1	3.70%	96.30%
HATE INCIDENT - RACIAL	1	3.70%	100.00%
Grand Total	27	100.00%	

Biggleswade Ivel

Offence	Number	% of Total	CUM %
THEFT FROM SHOPS AND STALLS	14	22.95%	22.95%
DOMESTIC DISPUTE/INCIDENT	6	9.84%	32.79%
COMMON ASSAULT	5	8.20%	40.98%
THEFT FROM MOTOR VEHICLE	3	4.92%	45.90%
CRIMINAL DAMAGE - TO VEHICLES	3	4.92%	50.82%
BURGLARY - BUSINESS AND COMMUNITY	3	4.92%	55.74%
SEXUAL	3	4.92%	60.66%
ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)	3	4.92%	65.57%
CRUELTY OR NEGLECT	2	3.28%	68.85%
BURGLARY RESIDENTIAL - (GARAGE/SHED/VACANT PROPERTY/COMMUNAL)	2	3.28%	72.13%
ROBBERY OF PERSONAL PROPERTY	1	1.64%	73.77%
PUBLIC ORDER - FEAR OR PROVOCATION OF VIOLENCE (POA 1986 S. 4)	1	1.64%	75.41%
CRIMINAL DAMAGE - TO OTHER BUILDINGS	1	1.64%	77.05%
OTHER MISCELLANEOUS THEFTS NOT CLASSIFIED ELSEWHERE	1	1.64%	78.69%
PUBLIC ORDER - CAUSE INTENTIONAL HARASSMENT, ALARM OR DISTRESS	1	1.64%	80.33%
BREACH OF CONDITIONS OF INJUNCTION AGAINST HARASSMENT	1	1.64%	81.97%
ROBBERY OF BUSINESS PROPERTY	1	1.64%	83.61%
UNAUTHORISED TAKING OF MOTOR VEHICLE	1	1.64%	85.25%
SENDING LETTERS ETC WITH INTENT TO CAUSE DISTRESS OR ANXIETY	1	1.64%	86.89%
MISUSE OF DRUGS HAVING POSSESSION - CLASS A "CRACK"	1	1.64%	88.52%
BURGLARY RESIDENTIAL - DWELLING	1	1.64%	90.16%
INTERFERENCE WITH MOTOR VEHICLE	1	1.64%	91.80%
THEFT FROM THE PERSON OF ANOTHER	1	1.64%	93.44%

HARASSMENT - (PFHA SECTION (4)) PUTTING PEOPLE IN FEAR OF VIOLENCE	1	1.64%	95.08%
VICTIMLESS CRIME - AWAITING UPDATE	1	1.64%	96.72%
HARASSMENT - (PFHA SECTION 2)	1	1.64%	98.36%
HARASSMENT - SINGLE INCIDENT ONLY	1	1.64%	100.00%
Grand Total	61	100.00%	

Biggleswade Stratton

Offence	Number	% of Total	CUM %
THEFT FROM MOTOR VEHICLE	3	13.64%	13.64%
OTHER MISCELLANEOUS THEFTS NOT CLASSIFIED ELSEWHERE	3	13.64%	27.27%
DOMESTIC DISPUTE/INCIDENT	3	13.64%	40.91%
INTERFERENCE WITH MOTOR VEHICLE	3	13.64%	54.55%
THEFT FROM SHOPS AND STALLS	2	9.09%	63.64%
ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)	2	9.09%	72.73%
COMMON ASSAULT	1	4.55%	77.27%
HATE INCIDENT - RACIAL	1	4.55%	81.82%
THEFT OF MOTOR VEHICLE	1	4.55%	86.36%
PUBLIC ORDER - CAUSE INTENTIONAL HARASSMENT, ALARM OR DISTRESS	1	4.55%	90.91%
ROBBERY OF BUSINESS PROPERTY	1	4.55%	95.45%
NON COUNTING FRAUD - INVESTIGATION	1	4.55%	100.00%
Grand Total	22	100.00%	

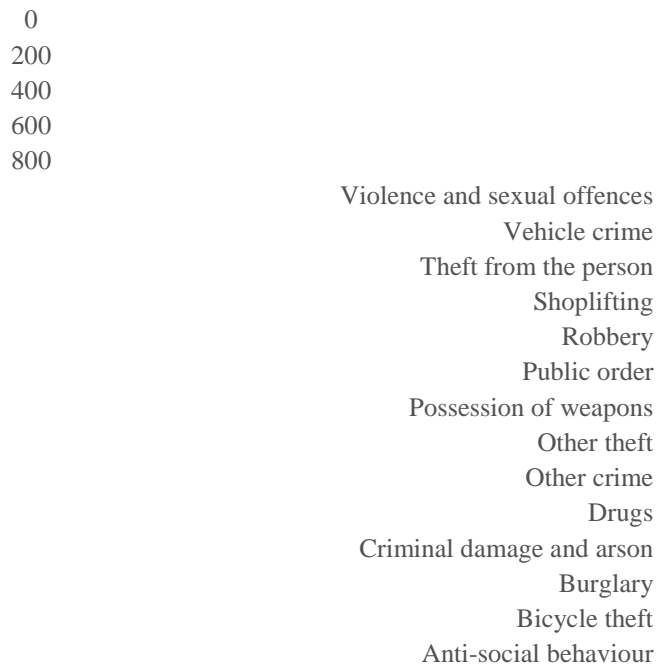
Offence	Number	Bigg
THEFT FROM MOTOR VEHICLE	163	13
THEFT FROM SHOPS AND STALLS	133	17
DOMESTIC DISPUTE/INCIDENT	128	11
COMMON ASSAULT	110	7
CRIMINAL DAMAGE - TO VEHICLES	97	4
OTHER MISCELLANEOUS THEFTS NOT CLASSIFIED ELSEWHERE	83	4
ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)	82	6
BURGLARY RESIDENTIAL - DWELLING	63	1
THEFT OF PEDAL CYCLES	51	0
HARASSMENT - (PFHA SECTION 2)	45	4
SENDING LETTERS ETC WITH INTENT TO CAUSE DISTRESS OR ANXIETY	44	2
CRIMINAL DAMAGE - OTHER PROPERTY (NOT BUILDINGS)	43	1
MAKING OFF WITHOUT PAYMENT	37	0
BURGLARY - BUSINESS AND COMMUNITY	36	4
INTERFERENCE WITH MOTOR VEHICLE	35	5
PUBLIC ORDER - FEAR OR PROVOCATION OF VIOLENCE (POA 1986 S. 4)	28	1
CRIMINAL DAMAGE - TO DWELLINGS	27	0
SEXUAL	24	5
THEFT OF MOTOR VEHICLE	23	1
BURGLARY RESIDENTIAL - (GARAGE/SHED/VACANT PROPERTY/COMMUNAL)	21	3
ATTEMPT BURGLARY RESIDENTIAL - DWELLING	18	0
VICTIMLESS CRIME - AWAITING UPDATE	18	1

PUBLIC ORDER - CAUSE INTENTIONAL HARASSMENT, ALARM OR DISTRESS	17	2
HARASSMENT - SINGLE INCIDENT ONLY	15	1
PUBLIC ORDER - HARASSMENT ALARM OR DISTRESS (POA 1986 S. 5)	12	0
THEFT IN A DWELLING OTHER THAN FROM AUTOMATIC MACHINE OR METER	12	0
NON COUNTING FRAUD - INVESTIGATION	10	1
SEXUAL COMMUNICATIONS	10	0
ATTEMPTED BURGLARY - BUSINESS AND COMMUNITY	10	0
CRIMINAL DAMAGE - TO OTHER BUILDINGS	10	1
DANGEROUS DOG INJURE PERSON OR ASSISTANCE DOG	9	0
DRUGS - CLASS B CANNABIS - POSSESSION OF A CONTROLLED DRUG	8	0
BREACH OF NON MOLESTATION ORDER	8	0
ARSON NOT ENDANGERING LIFE	8	0
THEFT FROM THE PERSON OF ANOTHER	7	2
HATE INCIDENT - RACIAL	7	2
CRIMINAL DAMAGE - THREAT TO COMMIT	7	0
RACIALLY OR RELIGIOUSLY AGGRAVATED INTENTIONAL HARASSMENT	6	0
ROBBERY OF PERSONAL PROPERTY	6	1
HARASSMENT - (PFHA SECTION (4)) PUTTING PEOPLE IN FEAR OF VIOLENCE	6	1
DISTRACTION BURGLARY RESIDENTIAL - DWELLING	5	0
ROBBERY OF BUSINESS PROPERTY	5	2
ATTEMPT ROBBERY PERSONAL / ASSAULT WITH INTENT TO ROB	5	1
NON CRIME RECORDABLE	4	0
CRUELTY OR NEGLECT	3	2
ENQUIRIES CONFIRM NO CRIME	3	0
BLACKMAIL	3	0
ASSAULT WITHOUT INJURY ON A POLICE CONSTABLE	3	0
THEFT BY EMPLOYEE	3	1
HARASSMENT - (PFHA SECTION (5)) BREACH OF A RESTRAINING ORDER	3	0
ASSAULT OCCASIONING ACTUAL BODILY HARM (POLICE OFFICER)	3	0
THEFT FROM AUTOMATIC MACHINES AND METERS	2	0
COMMUNICATING FALSE INFORMATION ALLEGING PRESENCE OF BOMB	2	0
AGGRAVATED VEHICLE TAKING-VEH DAMAGE VALUE £5000 OR UNDER	2	0
RACIALLY OR RELIGIOUSLY AGGRAVATED HARASSMENT	2	0
MISUSE OF DRUGS - CLASS B AMPHETAMINE	2	0
UNAUTHORISED TAKING OF MOTOR VEHICLE	2	1
THREATS TO KILL	2	0
BREACH OF CONDITIONS OF INJUNCTION AGAINST HARASSMENT	2	1
MISUSE OF DRUGS - CLASS A COCAINE	2	0
MALICIOUS WOUNDING	2	0
WOUNDING WITH INTENT TO DO GRIEVOUS BODILY HARM	2	0
THEFT OF MAIL BAGS	1	0
DRUGS - CLASS B CANNABIS - INTENT TO SUPPLY	1	0
THROWING CORROSIVE FLUIDS WITH INTENT TO DO GRIEVOUS BODILY HARM	1	0
HATE INCIDENT - RELIGIOUS	1	0
ARSON ENDANGERING LIFE	1	0
HAVING AN ARTICLE WITH A BLADE OR POINT IN A PUBLIC PLACE	1	0

ATT. BURGLARY RESIDENTIAL - (GARAGE/SHED/VACANT PROPERTY)	1	0
HOLD PERSON IN SLAVERY OR SERVITUDE	1	0
USING VIOLENCE TO SECURE ENTRY	1	0
CRIMINAL DAMAGE ENDANGERING LIFE-TO DWELLINGS (EXCLUDES ARSON)	1	0
HANDLING/RECEIVING STOLEN GOODS	1	0
INTIMIDATING OR INTENDING TO INTIMIDATE A WITNESS	1	0
DANGEROUS DRIVING (RTA 1988 SECTION 2, RTA 1991 S. 2)	1	0
DRUGS - POSSESS (EXCLUDES CANNABIS ON OR AFTER 1 APRIL 2004)	1	0
AGGRAVATED BURGLARY RESIDENTIAL - DWELLING	1	0
STALKING INVOLVING SERIOUS ALARM/DISTRESS (HARASSMENT ACT SECTION 4A)	1	0
WOUNDING WITH INTENT TO DO GREIVIOUS BODILY HARM (POLICE OFFICER)	1	0
AFFRAY	1	0
MISUSE OF DRUGS HAVING POSSESSION - CLASS A "CRACK"	1	1
GOING EQUIPPED	1	0
RACIALLY OR RELIGIOUSLY AGGRAVATED COMMON ASSAULT OR BEATING	1	0
MISUSE OF DRUGS - OTHER CLASS B	1	0
THEFT FROM OTHER VEHICLE	1	0
HATE INCIDENT - AGE	1	0
HATE INCIDENT - HOMOPHOBIC	1	0
Grand Total	1564	110

Comparison of crime types in this area between May 2017 and April 2018

Comparison of crime types in this area between May 2017 and April 2018



Number of crimes

Crime type	Total	Percentage
Anti-social behaviour	851	26.99%
Bicycle theft	48	1.52%
Burglary	327	10.37%
Criminal damage and arson	374	11.86%
Drugs	22	0.70%
Other crime	21	0.67%
Other theft	216	6.85%
Possession of weapons	10	0.32%
Public order	118	3.74%
Robbery	26	0.82%
Shoplifting	287	9.10%
Theft from the person	28	0.89%
Vehicle crime	315	9.99%
Violence and sexual offences	510	16.18%

Comparison of outcomes in this area between May 2017 and April 2018

Comparison of outcomes in this area between May 2017 and April 2018

Under investigation

No further action

Offender dealt with by police

Offender sent to court

Offender dealt with at court

Outcome type	Total	Percentage
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Under investigation	213	9.25%
Under investigation	106	4.60%
Status update unavailable	107	4.65%
No further action	1793	77.89%
Formal action is not in the public interest	8	0.35%
Further investigation is not in the public interest	2	0.09%
Investigation complete; no suspect identified	1357	58.95%
Unable to prosecute suspect	426	18.51%
Offender dealt with by police	98	4.26%
Action to be taken by another organisation	14	0.61%
Offender given a drugs possession warning	6	0.26%
Offender given penalty notice	1	0.04%
Offender given a caution	25	1.09%
Local resolution	52	2.26%
Offender sent to court	51	2.22%
Suspect charged	51	2.22%
Suspect charged as part of another case	0	0.00%
Offender dealt with at court	147	6.39%
Court case unable to proceed	4	0.17%
Defendant sent to Crown Court	0	0.00%
Defendant found not guilty	14	0.61%
Offender given absolute discharge	0	0.00%
Offender given conditional discharge	1	0.04%

Offender ordered to pay compensation	0	0.00%
Offender fined	13	0.56%
Offender deprived of property	0	0.00%
Offender given community sentence	10	0.43%
Offender given suspended prison sentence	15	0.65%
Offender sent to prison	41	1.78%
Offender otherwise dealt with	1	0.04%
Court result unavailable	48	2.09%

Crime levels in this area between May 2017 and April 2018

Showing:

Update

Crime levels in this area between May 2017 and April 2018

May 2017	0
June 2017	50
July 2017	100
August 2017	150
September 2017	200
October 2017	250
November 2017	300
December 2017	350
January 2018	
February 2018	
March 2018	
April 2018	

Number of crimes

Month	Total
April 2018	254
March 2018	234
February 2018	173
January 2018	235
December 2017	275
November 2017	284
October 2017	312
September 2017	224
August 2017	255
July 2017	237
June 2017	339
May 2017	331

OUTCOME OF CBC DETERMINED PLANNING

ADDRESS	APPLICATION NO.	COMMITTEE DATE	BTC DECISION	DESCRIPTION	CBC OUTCOME/ DATE	"CALLED IN"
2017						
Hitchin Street, 61	17/04479/FULL	14/11/2017	No Objection	Change of use of ground floor restaurant (No61) and vacant (former) undertaker (No 63) into residential dwellings. 2 No existing first floor apartments to remain as existing.	Granted 25/04/2018	
Lindsell Crescent, 6	17/06039/FULL	23/01/2018	No Objection	Single storey rear extension.	Granted 08/05/2018	
Maple Close, 18	17/05884/FULL	23/01/2018	Objection - as change from residential to commercial use and impact of increased parking problems in a cul de sac.	Change of use from Garage to Beauty Room.	Awaiting Decision	
Normandy Lane, Unit F1	17/04899/ADV	14/11/2017	Objection - proposed sign too high and of an overbearing nature which would be detrimental to the area.	Advertisement: Illuminated static freestanding 12m totem sign.	Granted 26/04/2018	
Normandy Lane, Unit F1	17/04909/ADV	14/11/2017	Objection - signs are not in keeping with other signage in the area. Also, the plans presented to the Town Council were presented before associated building.	Advertisement: Various site signage including 1 No. gateway height restrictor, 9 No. freestanding signs, 1 No. side by side directional, 2 No. banner units and 17 No. dot signs.	Granted 26/04/2018	
Normandy Lane, Unit F1	17/04910/ADV	28/11/2017	No Objection	Advertisement: Installation of 7 illuminated fascia signs.	Granted 26/04/2018	
Normandy Lane, Unit F1	17/04854/FULL	28/11/2017	No objection provided the applicant commits funds for regular, ongoing litter clearance throughout the town. S106 funds are agreed for the provision of directional signage to the Town Centre. Neighbours are consulted and any comments they may make are considered by CBC in their deliberations. The Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.	Erection of freestanding two storey restaurant with car parking, landscaping and associated works. Installation of 2 No. COD (Customer Order Display) with associated canopies, remote refuse store, playspace and 2 No. Gas and Electricity Kiosks.	Granted 26/04/2018	

ADDRESS	APPLICATION NO.	COMMITTEE DATE	BTC DECISION	DESCRIPTION	CBC OUTCOME/ DATE	"CALLED IN"
2017						
	17/05441/RM	12/12/2017	No Objection	Reserved Matters pursuant to Application Ref. CB/16/04542/VOC dated 1st December 2016: Reserved matters approval is sought for the appearance, landscaping, layout and scale of 5 individual B2/B8 Use units on Phase 6 pursuant to outline permission.	Granted 25/04/2018	

ADDRESS	APPLICATION NO.	COMMITTEE DATE	BTC DECISION	DESCRIPTION	CBC OUTCOME/ DATE	"CALLED IN"
2018						
Chaucer Drive, 14	18/01613/FULL	22/05/2018	No Objection	First floor side extension.	Consultation Period	
Courtlands Drive, 17	18/01085/FULL	24/04/2018	No Objection	Single Storey Front Extension.	Awaiting Decision	
Devon Drive, 22	18/00905/FULL	27/03/2018	Objection - due to height of boundary wall and fence next to the highway.	Retrospective: Extend the height of boundary fencing at the rear of the property from 1.8m to 2.7m with the addition of 90cm trellis fencing onto existing fence. (boundary has garages to other side). To extend the height of walled boundary from 1.8m to 2.7m by adding a 90cm trellis fence onto existing wall (roadside boundary of corner plot).	Awaiting Decision	
Fairfield Road, 70	18/00965/FULL	27/03/2018	No Objection	Part single storey part two storey side extension. Change of use of existing garage with alterations. Single storey part two storey side extension. Change of use of existing garage with alterations. Single storey front extension. Erection of detached garage.	Granted 11/05/2018	
Foxglove Drive, 5	18/00586/FULL	24/04/2018	No Objection	Single storey rear extension.	Granted 17/05/2018	
Gemini Lane, 17	18/01194/FULL	24/04/2018	Objection - due to extension is in front of the building and parking.	Two storey front extension.	Granted 15/05/2018	
High Street, 11-13	18/00331/FULL	13/02/2018	Objection - on the grounds of inadequate parking.	Change of Use of rear part of existing building into 2No flats following partial demolition of single storey rear extension and construction of new three storey building to create 3 No flats.	Awaiting Decision	
Hitchin Street, 16-18	18/00408/FULL	13/03/2018	No Objection	Change of use from A1 (retail) to A3 (Café/Restaurant) with small soft play area.	Awaiting Decision	
Hitchin Street, 166	18/01203/FULL	22/05/2018	No Objection	Two storey rear extension.	Granted 10/05/2018	
Holme Crescent, 2	18/01052/FULL	24/04/2018	No Objection	Single storey rear extension with pitched roof.	Granted 02/05/2018	
Laburnham Road, 65	18/00582/VOC	13/03/2018	No Objection	Removal of Conditions 7 & 8 of Planning permission CB/16/00611/Full dated 26/05/16 due to dropped kerb scheduled work time period.	Granted 23/05/2018	
Laburnham Road, 68	18/00907/FULL	24/04/2018	No Objection	Demolition of existing outbuildings, erection of a wrap around two storey side and rear extension and single storey rear extension.	Granted 10/05/2018	
Langford Road, Land West of Langford Road, Holmemills	18/00791/FULL	13/03/2018	No Objection	Erection of new 4 bed dwelling.	Awaiting Decision	
Lawrence Road, 48-52, Land to the rear of	18/01452/FULL	22/05/2018	Objection - due to inadequate access to the proposed development which will lead to safety issues.	Construction of new residential chalet bungalow, parking and turning area, access improvements, and layout of garden with new landscaping.	Consultation Period	

ADDRESS	APPLICATION NO.	COMMITTEE DATE	BTC DECISION	DESCRIPTION	CBC OUTCOME/ DATE	"CALLED IN"
2018						
London Road, Unit M, A1 Retail Park	18/00645/FULL	13/03/2018	No Objection	Sub division of Unit M to create 2 unites with mezzanine floors and external alterations to the front elevations.	Granted 26/04/2018	
London Road, 78	18/01430/FULL	22/05/2018	No Objection	Erection of part single storey, part two storey rear extension and other minor facilitating works.	Consultation Period	
Mill Close 4	18/01058/FULL	24/04/2018	No Objection	Loft conversion with front roof lights and rear dormer.	Granted 05/06/2018	
Mulberry Close, 4	18/00354/FULL	31/01/2018	No Objection	Proposed two storey side extension plus single storey front extension with front canopy and rear porch extension.	Granted 19/04/2018	
Pegasus Drive, Vacant Plot Road South of, Stratton Business Park, Biggleswade	18/01561/FULL	22/05/2018	No Objection - subject to their being sufficient parking for staff and customers.	Erection of Industrial Warehouse Building for the Sale and Hire of Heavy Machinery including Reception, Administration, Staff Welfare, Display, Storage and Servicing and External Landscaping including Hardstanding for Car Parking, Loading and Unloading, External Display and Wash-Down and Associated Works.	Consultation Period	
Presland Drive, 18	18/01530/FULL	02/05/2018	No Objection	Single storey rear extension.	Awaiting Decision	
Rowan Crescent, 35	18/01037/VOC	24/04/2018	No Objection	Variation to planning permission CB/17/00359/FULL Cond 3 to change the 1800m timber fence and concrete gravel boards to 225 brickwork wall 1800 high.	Not Proceeded With 14/05/2018	
Rowan Crescent, 35	18/01039/VOC	24/04/2018	No Objection	Variation OF Condition No.3 on Application CB/17/00359/FULL dated 23/03/2018. Proposed timber close boarded fence with concrete posts and gravel boards changed to brickwork boundary wall using Ibstock Manorial red brick to match proposed bungalow.	Awaiting Decision	
Saxon Drive, Saxon Pool and Leisure Centre	18/00976/ADV	24/04/2018	No Objection	Advertisement: Luminated Wall sign.	Granted 26/04/2018	
Sutton Avenue, 7	18/01655/FULL	22/05/2018	No Objection	1st Floor infill extension over existing garage. Alterations to garage to facilitate the conversion.	Consultation Period	
Windermere Drive, 7	18/01263/FULL	22/05/2018	No Objection	Single story rear extension and first floor/side rear extension.	Awaiting Decision	

Meeting: Traffic Management Meeting
Date: 7 June 2018
Subject: Proposed schemes for Biggleswade, funded by Planning S106 Agreements.
Report of: Paul Mason, Assistant Director Highways
Summary: This report seeks the approval of the Executive Member for the implementation of traffic, highways and parking schemes for Biggleswade.

RECOMMENDATION(S):-

That the proposed schemes which includes traffic & highways schemes, parking restrictions be implemented as published.

Contact Officer: Paul Salmon
Paul.Salmon@centralbedfordshire.gov.uk
Public/Exempt: Public
Wards Affected: Biggleswade North & South Wards
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

The proposal supports the following Local Transport Plan objectives:

- (B)** Reduce the impact of commuting trips on local communities
- (C)** Increase the number of children travelling to school by sustainable modes of transport
- (J)** Reduce the risk of people being killed or seriously injured

Financial:

Mainly funded by Planning S106 Agreements (private developer funds) and CBCs Integrated Transport budget

Legal:

None from this report.

Risk Management:

None from this report.

Staffing (including Trades Unions):

None from this report.

Equalities/Human Rights:

None from this report.

Community Safety:

This proposal will improve the safety of road users in Biggleswade. Particularly those travelling to and from residential areas to the town centre, shops, local schools and local amenities.

Sustainability:

None from this report.

Budget and Delivery:	
Estimated cost: Estimated cost are given in Appendix A	Budget: Planning S106 funding and CBCs Integrated Transport budget
Expected delivery: 2018-2020	

Background and Information

- 1 Central Bedfordshire Council (CBC) is the Unitary Authority for Planning, Highways and Traffic & Parking matters, working with local councils and parishes. Also, CBC has outlined its overarching housing objectives and road safety objectives across all areas
- 2 Over the years CBC has approved a range of planning applications in Biggleswade, mainly for new residential developments to the east of the town. The planning application process affords the opportunity to identify various improvements to mitigate the impact of significant housing growth and to make such development 'sustainable'.
- 3 When a new residential planning application is approved, CBC formally agreed a legally binding Section 106 Agreement with the developer. In the main, these agreements define the improvements needed to make a development acceptable, including on highways grounds.
- 4 Once an agreement is approved, CBC has a responsibility to deliver specified schemes with agreed timescales, drawing on allocated funding. This may include improvements to the highway to facilitate and encourage the use of sustainable modes of transport, specifically walking, cycling and public transport use.

- 5 CBC is not allowed to spend S106 funding on other than specified schemes. Monies not spent by the agreed 'clawback' date must be returned to the Developer with interest accrued.
- 6 The scheme proposals in this report have been designed to improve the safety and convenience of people living in east of Biggleswade and seeking to access services and facilities in the town centre. The focus has been to meet the needs of people opting to walk and cycle, whilst at the same time addressing traffic management concerns and issues associated with residential parking demand.

The Scheme Proposal

- 7 A list of S106-funded schemes for Biggleswade have been prepared, which includes a brief scope and estimated cost- see Appendix A. The objective of this 'portfolio approach' is to provide and promote a network of good-quality walking and cycling routes that link the development east of Biggleswade with the town centre and railway station.
- 8 In developing the routes, the opportunity was taken to address road safety concerns, especially at those junctions where there is a history of recent injurious collisions.
- 9 The schemes are various stages, including proposal, design, costing and construction. Some of the schemes have completed a process of statutory consultation. Some are yet to start and some may not require consultation.

Representations

- 10 The list of schemes outlined at Appendix A was shared with members of the Biggleswade Town Council Joint Committee at their meeting on 3rd May 2018.
- 11 The members of the Joint Committee expressed a concern regarding three schemes. Specifically:

'At the Town Council Annual Statutory meeting last night Council considered the proposals for the crossing on the High Street, The Baulk partial one way scheme and the one-way scheme for back street.

- High Street Crossing – The crossing should be a pelican crossing with no Island.
- Back Street one way – The Cycle way should only be a small section of contra flow, from the ally way that runs through from the High Street next to Black Line Tattoo onto Back street and down to BW40, the scheme should include chicane parking.

- The Baulk - The proposed scheme is unacceptable and is bound to cause issues, the Baulk should be entirely one way or entirely two way.

Officer Response

12 The CBC Highways Officers' response to the concerns are as follows:

High Street Zebra crossing

- 13 This location has seen two recent serious personal injury accidents and would benefit from upgraded crossing facilities as it serves an important desire line. During recent site visits, officers observed vulnerable road users crossing the High Street at this location, often at significant personal risk.
- 14 The proposed Zebra mirrors an existing and nearby crossing at the junction with The Dell. It is designed to provide a two-stage crossing movement to minimise disruption to traffic flows resulting from pedestrian demand. Zebra crossings have been favoured in town centres where the speed limit is 20mph and have shown to operate successfully across the authority. Such crossings have a good safety record. There is no evidence to say that such crossing is safer, or any less safe than signal-controlled crossings.
- 15 The alternative of providing Pelican crossing has been considered but discounted at this location. This is because of concern that it would impact traffic flows because of the green phase crossing time required. There is also a significant risk it would adversely interact with the traffic signals that control the Rose Lane junction, with the result that the two would need to be linked, a significant expense. The alternative would be to signalise the junction with the Baulk, providing a controlled crossing on one or more arms as part of the signal arrangement. This could be considered alongside a similar arrangement at the junction of London Road and Drove Road / Eagle Farm Road.

Back Street one-way

- 16 This scheme has completed the statutory consultation process and was approved at the Traffic Management Meeting of 28 February 2017, at which time the decision was taken to make permanent the experimental one-way order on Back Street.
- 17 The proposed scheme provides a coherent cycle route providing safe passage along Back Street for cyclists wishing to use either Station Road, High Street, footpath and The Dell. The scheme design was subject to an independent Road Safety Audit assessment process. The provision of cycle contraflow arrangement is part of LTP policy whenever a road is considered for a future one-way operation. A number of cycle contraflow arrangements have been introduced across Central Bedfordshire and have a good safety record.
- 18 The suggested chicane arrangement may remove parking on Back Street as the road width is insufficient to allow large service vehicles or refuse collection vehicles safe passage.

The Baulk one-way

- 19 This scheme has also completed the statutory consultation process and was approved at the Traffic Management Meeting of 31 October 2017, at which time the decision was taken to make permanent the experimental one-way order on the Baulk following a further six-month extension.
- 20 By limiting one-way operation on the western section of The Baulk, the concerns of residents of The Avenue are accommodated whilst retaining the original scheme benefits, namely maximising parking whilst improving the safety for pedestrians and cyclists by eliminating through traffic movements from the road.
- 21 The scheme design was subject to an independent Road Safety Audit assessment process. The provision of cycle contraflow arrangement is part of LTP policy whenever a road is considered for a future one-way operation.
- 22 These arrangements will be monitored and action taken to address issues should these arise.

Conclusion

- 23 The CBC requires to deliver its formal S106 agreements and its obligation in meeting its housing and transport objectives, within set timelines. Otherwise, there will be negative impacts within Biggleswade, where traffic congestion and safety issues are not addressed.
- 24 By varying the S106 Agreements, may not provide benefits to the local area, and may cause delay or non-delivery of these schemes. There is a high risk in not meeting the formal S106 Agreement, which may compromise our National Planning Application Process and undermine future planning applications, not only for Biggleswade but for other areas.
- 25 If S106 Agreements are not delivered then CBC would need to refund developers with accrued interest, placing possible financial risk to CBC.
- 26 On balance, it is felt that the benefits outweigh any dis-benefits and it provides an improvement for road users in Biggleswade. It is therefore recommended that these proposals be implemented as outlined.

Appendices: Appendix A – A list of S106 Agreed proposals

Priory 1 - Monitoring

No	Target Date	Location/Address	Description of works	Planning App Number	Estimated Cost £
30-38	May 2018	Various	Review map of walking and cycling routes and develop / agree / initiate monitoring plan – green boxes 20-28	MB/03/01/01205/OUT	£20k

Priory 2 – Route signage

No	Location/Address	Description of works	Planning App Number	Estimated Cost £
	Various	Commission and install walking and cycling route signage as per initial plan no. JLT4194/TR/48 – not in distances but in time measures	MB/03/01/01205/OUT	£30k

Priory 3 – WTB Schemes

No	Location/Address	Description of works	Planning App Number	Estimated Cost £
2	Hitchmead Road along playground	Cut back the shrubs/trees overhanging, replace grass verge with tarmac to accommodate new footway shared with cyclists. This new footway to connect to footpath that runs along towards the new development past the southern side of Ivel Valley School.	MB/03/01/01205/OUT	£60k
3	Footpath which runs south of Ivel Valley School	Remove gate and introduce sets of bollards with signs for shared pedestrians and cyclists. Liaise with RoW officer to arrange cutting back of shrubs and siding out of footpath.	MB/03/01/01205/OUT	£2k

No	Location/Address	Description of works	Planning App Number	Estimated Cost £
6	Footpath connecting to station and Dells Lane, perhaps belonging to Biggleswade TC	Install signs at the entrance from Dells Lane to indicate shared use for pedestrians and cyclists and station signs	MB/03/01/01205/OUT	£1k
12	Eagle Farm Rd southern footpath link	Kerb build-out with railings or bollards. 5m by 1m build out.	MB/03/01/01205/OUT	£5k
13	Potton Road – service road outside no.120	Review pedestrians crossing points with tactile paving outside on footpath near Edward Peake School. Re-profile junction outside no.120 with a central island, introduce wider footway and tactiles. Connect new footway to playground. Provide dropped kerbs outside school gates.	MB/03/01/01205/OUT	£80k

Priory 4 – Design-led Schemes – phase 1

No	Location/Address	Description of works	Planning App Number	Estimated Cost £
1	Orchard Close junction with Hitchmead Rd	Re-profile junction into a straight ‘T’ junction layout, incorporate new footway on eastern side. Also include new sets of Double yellow lines on all the junction arms approx. 20ms on both sides, and Hitchmead Rd sides. Also Tactile paving needed.	MB/03/01/01205/OUT	£40k
7	Dells Lane	introduce cycle markings only on the carriageway– similar to other sections of Dells Lane	MB/03/01/01205/OUT	£3k
10	London Rd j/w The Balk	Install Zebra crossing near junction accommodating cycle markings.	MB/03/01/01205/OUT MB/98/01344	£40k £30,564.01
17	Town Centre – east area	Introduce 20mph zone	MB/03/01/01205/OUT	£11k
18	The Balk	Scheme to make permanent the experimental one-way traffic system	CB/11/03734/FULL	£31k
19	Back Street	Scheme to make permanent the experimental one-way traffic system	MB/03/01/01205/OUT	£35k
20	Rose Lane, Sun Street, St Johns Street	Scheme to make permanent the experimental one-way traffic system	CB/14/02013	£50k

Priory 5 – Design-led Schemes – phase 2

No	Location/Address	Description of works	Planning App Number	Estimated Cost £
11	London Rd j/w Eagle Farm Road	Re-profile junction and introduce traffic signal system on junctions accommodating pedestrians crossing phases with cycle markings. Removing nearby current Pelican crossing	MB/03/01/01205/OUT CB/14/02013/FULL	£131k £18,318.50
14	Drove Rd	Propose one-way operation from The Baulk – southbound only, widen footway on east side and introduce contra cycle lane.	CB/14/02013/full	£49,603.06

Priory 6 – Reserve schemes

No	Location/Address	Description of works	Planning App Number	Estimated Cost £
4B	Footpath serving the cemetery southern arm	To surface existing footpath to a width suitable to allow a shared use signs for pedestrians and cyclists	MB/03/01/01205/OUT	£0k
5B	Footpath serving the cemetery northern arm, serving the new estate, and the north bound footpath.	Need to enhance the current footpaths to a 3m wide shared use with pedestrians and cyclists, need signs, and need to tarmac the footpaths, and introduce new lighting along them	MB/03/01/01205/OUT	£0k
8	London Road			£0k
9	Parcel of land to east of station			£0k
15	Stratton Way			£0k

Other Biggleswade schemes

No	Location/Address	Description of works	Planning App Number	Estimated Cost £
16	Shortmead Street	Zebra Crossing Allocated from 'county tyres and exhaust ~level bridge' Need to allocate from 'land south of Potton rd'.	CB/15/04768 MB/08/00488/FULL MB/03/01/01205/OUT	£37k £1,879.51 £32K
-	Biggleswade town centre	Decluttering		
-	Chambers Way	Consideration of junction improvements	RMF – 2017-18	
-	Hitchin Street	One-way reversal		
-	Lawrence Road	Lawnside School Safety Zone		
-	Saxon Drive	Signage		
-	Foxglove Drive	Footway provision	RMF – 2017-18	
-	Dunton Lane	?		
-	Potton Road	Removal of build out		
-	Fairfield Road	?		
-	Chapel Fields	St Andrews Lower		
-	Kitelands	Biggleswade Academy		



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NEW TOWN

Edward Peake Middle School

Stratton Upper School

Biggleswade Superstore

Biggleswade



Google

List of Planning applications:

Name	Planning Application	Funding Available	Funding drawn down	Description
Land South Of, Potton Road, Biggleswade	MB/03/01/01205/OUT	£548,567.65	£20k+£30k+£60k+£2k+£1k+£5k+£80k+£40k+£3k+£40k+£11k+£35k+£131k+£32k (£490k)	Highways improvements – walking and cycling
Old Brewery Site, Church Street, Biggleswade	MB/98/01344	£30,564.01	£30.564.01	Prior to commencement of retail development. To be used towards the cost of carrying out improvements to the Baulk/London Road junction.
London Road Retail Park, London Road, Biggleswade	CB/11/03734/FULL	£100k (£70k used, £31k left)	£31k	Parking improvements – thus the need for a one-way system
Land Fronting Potton Road, Biggleswade, SG18 0EJ	CB/14/02013	£117,919.06	£50k+£18,316+£49,603.06 (£117,919)	Highways works undertaken by the council for A1(S) junction. Also towards provision of one-way systems within town centre
67 Shortmead St, Biggleswade SG18 0BD	CB/15/04768	£37k	£37k	Pedestrian crossing, need another £30k top-up
County Tyres And Exhausts, Ivel Bridge, Biggleswade, SG18 0AB	MB/08/00488/FULL	£1,879.51	£1,879.51	Improvements to cycle and pedestrian access – released and linked to 67 shortmead st crossing