



Ref: Agenda/Council-10/11/2020

5th November 2020

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the **Council Meeting of Biggleswade Town Council** that will take place on **Tuesday 10th November 2020 via Virtual access, Biggleswade** commencing at **7.00 p.m.** in order to transact the under mentioned items of business.

Yours faithfully

Peter Tarrant
Town Clerk & Chief Executive

Distribution: All Town Councillors Bedfordshire Constabulary
Notice Board County Library, Biggleswade
Central Bedfordshire Council
The Editor, Biggleswade Today

AGENDA

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

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

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

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

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

Please register in advance for this webinar:

https://zoom.us/webinar/register/WN_-y7H-q0KQ_GzmycX9YvAMQ

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

5. **INVITED SPEAKER - None**

6. **MEMBERS QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the minutes of the Council Meeting held on **Tuesday 13th October 2020** via Zoom Webinar hosted from the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. For Members to receive the Recommendations and Resolutions of the Personnel Meeting held on **Tuesday, 3rd November 2020** via Zoom Webinar hosted from the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. **MATTERS ARISING**

- a. Minutes of the Council Meeting held on **Tuesday 13th October 2020**.

9. **PLANNING APPLICATIONS**

You can view details of applications and related documentation such as application forms, site plans, drawings, decision notices and other supporting documents for planning applications. Click on the hyperlink on the heading of each planning application listed below.

- a. **CB/20/03591/FULL - Harrison House, Sheep Walk, Langford Road, Biggleswade, SG18 9RB**

Dormer extension and changes at ground level to openings on the East Elevation.

Extension for comments has been granted by CBC to **11th November 2020**.

Previously on Council Agenda

CB/20/00059/FULL- Langford Road, Sheep Walk, Harrison House on Council Agenda 28/01/2020 Front entrance porch. Outcome as **No Objection**.

CB/20/00659/FULL - Langford Road, Sheep Walk, Harrison House on Council Agenda 10/03/2020 Single storey side "orangery" extension. Outcome as **No Objection**.

- b. **CB/20/03674/FULL - 161 Holme Court Avenue, Biggleswade, SG18 8PB**

Single storey front extension.

- c. **CB/20/03279/LB - 2-6 High Street, Biggleswade, SG18 0JA**

Listed Building: Alterations to Courtyard involving demolition of existing single storey outbuildings and repairs to existing boundary wall.

Extension for comments has been granted by CBC to **11th November 2020**.

- d. **CB/20/03565/FULL - Kramp Warehouse Unit 3B, Pegasus Way, Stratton Business Park, Biggleswade, SG18 8QB**

Change of use from Use Class B8 'Storage and Distribution' to Use Class B2 'General Industrial'. Extension for comments has been granted by CBC to **11th November 2020**.

e. **CB/20/03784/FULL - Land to rear of 33 Shortmead Street, Biggleswade**

Re-submission of planning permission CB/20/02285/FULL Partial demolition of workshop, convert remaining workshop into two dwellings and erection of single storey bungalow.

Previously on Council Agenda

CB/20/00985/FULL - Land to rear of 33 Shortmead Street, Biggleswade on Council Agenda 28/04/2020 Resubmission of planning permission CB/19/03921/FULL. Outcome as **Objection** due to 1) Overdevelopment of the site; 2) The access to Sun Street will be compromised; 3) The privacy of the neighbours will be compromised; 4) There is inadequate parking.

CB/20/01393/VOC - Land to rear of 33 Shortmead Street, Biggleswade on Council Agenda 12/05/2020 Variation to Condition 19 of Planning Permission CB/16/00181/FULL (Construction of 30 no. dwellings and associated road, demolition of commercial premises) Addition of working drawing for TH2 house type to approved plans RDC1034-TH2-200H. Outcome as **Objection** due to 1) House type overbearing and not in keeping with original plan; 2) BTC objected to height of building in the original application; 3) Building too close to other housing and will have a detrimental impact. BTC agreed to notify CBC that should they be minded to approving this application BTC would like it to be called in.

CB/16/00181/FULL - Land to rear of 33 Shortmead Street, Biggleswade on Council Agenda 26/04/2016 & 28/06/2016 Amended Plan Construction of 37 No. dwellings and associated road, demolition of commercial premises. Outcome as **Objection** due to overdevelopment, parking, inconsiderate access to the residents of Wharf Mews, pedestrian safety, no provision of amenity space and overbearing nature of the development to the neighbours.

f. **CB/20/03820/VOC - Land at Phase 6 Stratton Business Park, East of Pegasus, Biggleswade**

Variation of Conditions 3 and 7 of planning permission CB/19/00066/RM (Reserved matters approval is sought for the appearance, landscaping, layout and scale of a 61,427 sqm (661,201 sq. ft.) Distribution Centre (B8 Use), including ancillary office space and VOSA approved vehicle maintenance unit. Following Outline Consent CB/15/03078/OUT).

Previously on Council Agenda

CB/20/01520/FULL - Land at Phase 6 Stratton Business Park, East of Pegasus, Biggleswade

The erection of 4 no. B8 use distribution units, together with associated energy centre, balancing pond, landscaping, and all other ancillary works. Council Agenda 25/08/2020 Outcome as **No Objection**, provided that: 1) Neighbours are consulted and that any comments they make are considered by CBC in their deliberations; 2) CBC show transparency of where S106 monies are allocated; 3) Consideration is taken with regards to the bridleway and/or rerouting of this as well as pedestrian access and cycleway.

CB/20/01520/FULL - Land at Phase 6 Stratton Business Park, East of Pegasus, Biggleswade

The erection of 4 no. B8 use distribution units, together with associated energy centre, balancing pond, landscaping, and all other ancillary works. Council Agenda 26/05/2020 Outcome as **No Objection**, provided that: 1) Neighbours are consulted and that any comments they make are considered by CBC in their deliberations; 2) CBC show transparency of where S106 monies are

allocated; 3) Consideration is taken with regards to the bridleway and/or rerouting of this as well as pedestrian access and cycleway.

Previous applications from 2015-2019: Outcomes as **No Objection**:

- CB/19/00066/RM
- CB/15/03078/OUT
- CB/03078/REG3
- CB/15/03226/REG3

g. **CB/20/03884/FULL - 8 Parry Rise, Biggleswade, SG18 8FU**

Single storey rear extension and part garage conversion.

h. **CB/20/03871/FULL - 8 Wiseman Road, Biggleswade, SG18 8LN**

Re-submission of planning permission CB/19/04262/FULL - Ground floor rear extension.

Previously on Council Agenda

CB/19/04262/FULL – 8 Wiseman Rise, Biggleswade, SG18 8LN

Proposed single storey rear extension plus partial garage conversion. Council Agenda 14/01/2020. Outcome as **No Objection**.

i. **CB/20/03923/VOC - Asda Store, Church Street, Biggleswade, SG18 0JS**

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

Previously on Council Agenda

CB/12/02672/VOC- Asda Store, Church Street, Biggleswade, SG18 0JS

Variation of condition 3 (hours of opening) attached to planning ref: 05/01588/FULL for the construction of a retail store with catering facilities, bakery, pharmacy, dry cleaners, creche & associated parking, store serving & access arrangements granted 29/11/2002 to read 'the premises shall only be open to customers between the hours of 7am and 11pm Monday to Friday and 7am to 10pm Saturday and Sunday' as opposed to the approved hours of opening that are 7am to 10pm Monday to Sunday Council Agenda 14/08/2012: Outcome as **Objection**.

CB/15/01465/FULL - Asda Store, Church Street, Biggleswade, SG18 0JS

Erection of a 'Click & Collect' canopy with some illuminated signs & once pole mounted sign within the store's customer car park. Council Agenda 19/05/2015: Outcome as **No Objection**.

CB/16/03539/ADV - Asda Store, Church Street, Biggleswade, SG18 0JS

Advertisement: Facia signs, illuminated signage, flat panel tray/signs, twin post/wall signs. Council Agenda 23/08/2016: Outcome as **No Objection**.

CB/18/01613/FULL - Asda Store, Church Street, Biggleswade, SG18 0JS

First floor extension. Council Agenda 22/05/2018: Outcome as **No Objection**.

j. **CB/20/03908/VOC- Park Corner Farm, Dunton Lane, Biggleswade, SG18 8SH**

Variation of Condition 3 from planning permission CB/17/02726/FULL (Erection of an agricultural building for the storage and grading of potatoes and storage of associated farming machinery).

Previously on Council Agenda

CB/17/02726/FULL – Park Corner Farm, Dunton Lane, Biggleswade, SG18 8SH

Erection of an agricultural building for the storage and grading of potatoes and storage of associated farming machinery. Council Agenda 11/07/2017 Outcome as **No Objection**.

k. **CB/20/03919/FULL - Land Rear of, 2 Market Square, Biggleswade, SG18 8AP**

Conversion of and alterations to an existing outbuilding to form one Dwelling.

l. **CB/20/03909/FULL - 17 Darwin Drive, Biggleswade, SG18 8GD**

Proposal: Single storey rear extension.

10. ACCOUNTS

a. **Financial Administration**

- i. Detailed Balance Sheet to 30/09/2020.
- ii. Summary Income and Expenditure by Committee 30/09/2020.
- iii. Detailed Income and Expenditure by Committee 30/09/2020.
- iv. Lloyds Bank Payment listing September 2020.

11. ITEMS FOR CONSIDERATION

a. **London Luton Airport**

A written report from the Assistant Town Clerk. Members are invited to consider how to respond to the consultation.

b. **BRCC Funding request**

A written report from Cliff Andrews, BRCC requesting the continuation of Community Agent funding for the next three years ending 2023/2024. The overall three-year cost envelope is £37,090. It is proposed that a Service Level Agreement be agreed effective from the beginning of the new financial year.

c. **Parking Permits**

A written report from Town Centre Operations Manager concerning the extension of parking permits during the current COVID-19 lockdown period.

d. **Christmas Offering**

A written report from the Town Centre Operations Manager outlining the Christmas programme for Members to approve.

e. **Review of Financial Regulations**

A written report from the Assistant Town Clerk for Members to approve. It is a governance requirement that Council review its Financial Regulations on an annual basis, and this report should be considered as compliance with the requirement.

f. **Central Bedfordshire Council Draft Local Plan Examination in Public**

An oral presentation by the Mayor explaining how the Council might provide evidence to the further session of the examination in public to be held in December. It is anticipated that a draft of the submission will be circulated separately.

12. ITEMS FOR INFORMATION

a. **Planning Application Outcomes**

A report of the Planning Application Outcomes as of 5th November 2020.

b. **Crime Statistics – September 2020**

A report from the Deputy Office Manager outlining and analysing the Biggleswade crime statistics for September 2020.

c. **Consultation of the Future of Abbotsbury Older Persons' Home**

A letter received from CBC concerning the future of the Abbotsbury Older Persons Home for information to Members.

12. PUBLIC OPEN SESSION

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

Please register in advance for this webinar:

https://zoom.us/webinar/register/WN_-y7H-g0KQ_GzmycX9YvAMQ

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**.

13. **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.

(14a. Rose Lane Car Park)

To receive an oral update from the Assistant Clerk Nina Villa.

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



MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING
HELD ON TUESDAY 13th OCTOBER 2020
AT 7PM VIA ZOOM WEBINAR FUNCTION

PRESENT:

Cllr I. Bond
Cllr G. Fage (Vice Chairman)
Cllr F. Foster
Cllr H. Ramsay
Cllr L. Fage
Cllr M. Foster
Cllr M. Knight
Cllr M. North
Cllr R. Pullinger
Cllr D. Strachan
Cllr C. Thomas
Cllr J. Woodhead

Mr P. Tarrant – Town Clerk & Chief Executive, Biggleswade Town Council
Mr P. Truppin – Assistant Town Clerk, Biggleswade Town Council
Mrs S. van der Merwe – Meeting Administrator, Biggleswade Town Council

Members of Public – 5

Meeting Formalities:

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

1. APOLOGIES FOR ABSENCE

Cllr D Albone, Cllr K Brown and Cllr M Russell.

ABSENT WITHOUT APOLOGIES

None.

2. DECLARATIONS OF INTEREST

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

None.

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

None.

3. TOWN MAYOR'S ANNOUNCEMENTS

a. Cllr G Fage informed Members that Cllr Russell appeared on BBC Politics East with Central Bedfordshire MP Richard Fuller and others on the Government's consultation on Planning and the current algorithms they are using to determine the number of houses to be allocated to each area.

b. Cllr G Fage conducted the official opening of Miller's Coffee House on King's Reach. This will be a valuable facility for the King's Reach community, and he welcomed them to their new premises.

4. PUBLIC OPEN SESSION

The IT Administrator advised members of the public wishing to speak to use the "raise hand" function on screen.

None.

5. INVITED SPEAKER

None.

6. MEMBERS' QUESTIONS

None.

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

Members received the minutes and exempt minutes of the Council Meeting of **22nd September 2020** as well as the exempt item minutes of the same date.

There were no amendments suggested for the Town Council minutes and these were **APPROVED** as a true and accurate record.

The following amendments were requested to the Exempt Item Minutes:

14b: Final sentence of first paragraph: Add a full stop after "server" and change "proprietary" to "non-proprietary".

14c: Remove the apostrophe in "photo's".

Subject to these amendments the exempt minutes were **APPROVED** as a true and accurate record.

8. **MATTERS ARISING**

- a. Matters arising from the Minutes of the Town Council Meeting of **22nd September 2020**.

Page 3: Item 8a: Parking Orders: The Assistant Town Clerk has contacted the Officer at Central Bedfordshire Council who is advancing the draft orders for consultation.

Matters arising from the Exempt Minutes of the Town Council Meeting of **22nd September 2020**:

Item 14b.: Website Design: Members were advised that the contract with Tim's Digital (duly reviewed and approved by legal counsel) has been signed and an engagement meeting is being held at the end of the week.

Item 14a.: Draft BGW Letter to Shuttleworth: The Town Clerk & Chief Executive confirmed that BRCC's letter to Shuttleworth Trust has been sent.

9. **PLANNING APPLICATIONS**

- a. **CB/20/03340/ADV - Land East of London Road, Biggleswade, SG18 8QB**

3 x illuminated 'Lid' signs (2.5 metres by 2.5 metres). 1 x illuminated flagpole sign (5.98 metres by 2.10 metres). 1 x column mounted poster display unit (2.22 metres by 1.70 metres). 2 x small wall mounted billboards (1.64 metres by 3.245 metres). 3 x large wall mounted billboards (6.30 metres by 3.25 metres) and 1 X direction sign (1.50 metres by 0.825 metres).

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

- b. **CB/20/00959/OUT - Land East of Biggleswade**

Outline Application: seeking Planning Permission for up to 1,500 dwellings (use Class C3) and up to a 2ha of commercial development (use Class A1, A2, A3, A4, A5, B1a,b,c, B2, B8) up to 5ha of primary school development (Class D1) and up to 4ha of other leisure and community development (Use Classes D1 and D2) up to 61ha of open space including play space, allotments and a country park, infrastructure including site access, internal roads, car parking, footpaths, cycle ways, drainage and utilities. Subject to Environmental statement.

Previously on Council Agenda

CB/20/00959/OUT - Biggleswade Road, Land East of Biggleswade on Council Agenda 28/04/2020. Outline application: seeking Planning Permission for up to 1,500 dwellings (use Class C3) and up to a 2ha of commercial development dwellings (use Class C3) and up to a 2ha of commercial development (use Class A1, A2, A3, A4, A5, B1a,bc,B2, B8) up to 5ha of primary school development (class D1) and up to 4ha of other leisure and community development (Use Classes D1 and D2) up to 61 ha of open space including play space, allotments and a country park, infrastructure including site access, internal roads, car parking, footpaths, cycle ways, drainage and utilities. Subject to Environmental statement. Outcome as **No Objection** provided the following points are considered. 1) Dunton Lane is upgraded. 2) The speed limit from Saxon Drive reduced from the current 60 mile per hour to 40 miles per hour. 3) The necessary facilities provided for pedestrian footpath and cyclist pathway. 4) Adequate access for Motorists to A1.

CB/20/00959/OUT Revised planning app - Biggleswade Road, Land East of Biggleswade on Council Agenda 11/08/2020. Outline application: seeking Planning Permission for up to 1,500 dwellings (use Class C3) and up to a 2ha of commercial development dwellings (use Class C3) and up to a 2ha of commercial development (use Class A1, A2, A3, A4, A5, B1a, bc, B2, B8) up to 5ha of primary school development (class D1) and up to 4ha of other leisure and community development (Use Classes D1 and D2) up to 61 ha of open space including play space, allotments and a country park, infrastructure including site access, internal roads, car parking, footpaths, cycle ways, drainage and utilities. Outcome as **No Objection** provided the following points are considered 1) Dunton Lane is upgraded. 2) The speed limit from Saxon Drive reduced from the current 60 mile per hour to 40 miles per hour. 3) The necessary facilities provided for pedestrian footpath and cyclist pathway. 4) Adequate access for Motorists to A1.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this application provided the following points are considered 1) Dunton Lane is upgraded. 2) The speed limit from Saxon Drive be reduced from the current 60 mile per hour to 40 miles per hour. 3) The necessary facilities be provided for pedestrian footpath and cyclist pathway. 4) Adequate access for Motorists to the A1.

c. **CB/20/03247/FULL – 1 Milestones, Biggleswade, SG18 8PP**

Proposed Single Storey Rear Extension.

Correspondence has been received with amendments to this application. This application was previously discussed at the Town Council Meeting of 22nd September 2020. An extension to the response date to **14th October 2020** was granted by CBC for Consultees to provide comments.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this amended planning application provided that all the neighbours are consulted and that they are aware of this planning application and any comments the neighbours may make are fully 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.

d. **CB20/03402/FULL – 1 Mill Close, Biggleswade, SG18 8BQ**

Loft conversion with roof light and dormer to rear and front elevation.

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.

e. **CB/20/03566/FULL - 168 Drove Road Biggleswade, SG18 0HP**

Garage conversion and modification of roof structure to provide loft room/storage.

It was **RESOLVED** that the Town Council **OBJECTS** to this planning application on the grounds of loss of off-street parking which will have an adverse effect on street parking.

10. **ACCOUNTS**

Members **RECEIVED** and **ADOPTED** the following accounts:

- i. Detailed Balance Sheet to 31/08/2020.
- ii. Summary Income and Expenditure by Committee 31/08/2020.
- iii. Detailed Income and Expenditure by Committee 31/08/2020.
- iv. Lloyds Bank Payment listing August 2020.

The Town Clerk & Chief Executive advised Members that estimates for the next financial year have been added to the Accounts records. The Town Clerk & Chief Executive is liaising with the Accountant for reports to be published in a more user-friendly format.

11. **ITEMS FOR CONSIDERATION**

a. **Council & Committee Dates**

Members were assured by the Town Clerk & Chief Executive and the Assistant Town Clerk that the 28-day deadline within which to respond to planning applications can be adhered to in line with current regulatory and statutory requirements.

Members of the Town Council **APPROVED** the postponement of the 20 October 2020 Public Lands & Open Spaces Committee meeting to 24 November 2020.

Members **APPROVED** the proposal that all future Committee and Council meetings be sent to all Members via calendar invitation.

Members **APPROVED** the proposal that all future Council and Committee Meeting Agendas be available in a read-only format through SharePoint a week in advance of the scheduled meeting, to allow Members time to investigate matters included in the Agenda.

Members **AGREED** to re-visit this item in December 2020 to assess whether any further amendments need to be made.

12. **ITEMS FOR INFORMATION**

a. **Public Notice – Temporary Prohibition of through traffic – Footpath Nos 30, 33 and 36**

This item was **NOTED**.

13. **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.

14. **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.

14a. Hallam

Members were advised that the application for Land North of Biggleswade is progressing. Members discussed employing the services of a planning professional to support and assist the Council to formulate its responses.

It was recommended that additional training around planning issues for all Councillors would be beneficial as they enter the next stage of this application process.

It was **RESOLVED** to employ the services of a professional planner to support the Town Council in the next stage of Hallam's outline application.

It was **RESOLVED** to schedule refresher training for Members of the Town Council on planning issues.

14b. Town Council IT Resilience

The Town Clerk & Chief Executive advised Members that the Biggleswade Emergency Support Plan and Business Continuity Plan are in the pipeline. Recent government guidelines and concerns about a further COVID lockdown have prompted a review of remote IT access by Officers and staff. In order to manage risk and continue providing services to the public, the Town Clerk & Chief Executive obtained costings from its IT service provider for laptops and building of the service packages.

Members **RESOLVED** to approve a £5,000 budget to provide laptops to office staff to facilitate the Town Council's resilience programme.

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

Recommendations and Resolutions of the Personnel Committee Meeting held on Tuesday 3rd November 2020

6. ITEMS FOR CONSIDERATION

a. Appointment of Town Clerk and Chief Executive Appraisal Panel

It was **RESOLVED** to appoint an Appraisal Sub-Committee consisting of Cllr J Woodhead (as Chairman of the Personnel Committee), Cllr M Russell (as Chairman of the Town Council), Cllr H Ramsay (as Chairman of the Finance & General Purpose Committee) to define the process of how the appraisal will be conducted for the Town Clerk & Chief Executive.

It was **RESOLVED** to include Cllr M Foster and Cllr M Knight in the Appraisal Sub-Committee for the purposes of defining the processes and setting the Terms of Reference for the Town Clerk & Chief Executive's appraisal process.

10. EXEMPT

a. Staff updates

The Assistant Town Clerk provided an update on various staffing matters and presented an action plan to address some issues relating to a recent staff grievance.

It was **RESOLVED** that the Committee note the report and approve the action plan.

b. Assistant Clerks

The Town Clerk provided an oral update relating to the Assistant Clerks.

It was **RESOLVED** to increase the establishment by the creation of two new full-time posts namely a Senior Assistant Town Clerk (Governance & Planning) and an Assistant Town Clerk (Commercial & Strategic Partnerships). Consistent with the seniority of these posts Members will be involved in both the shortlisting and appointment process.

<u>A/c</u>	<u>Description</u>	<u>Actual</u>		
	<u>Fixed Assets</u>	Asset Value	Depreciation	Net Value
1	OP'L F/H LAND & BUILDINGS	1,813,044	428,478	1,384,566
2	OP'L L/H LAND & BUILDINGS	9,095	0	9,095
21	VEHICLES & EQUIPMENT	792,859	456,288	336,571
41	INFRASTRUCTURE ASSETS	301,806	238,084	63,722
61	COMMUNITY ASSETS	15,380	0	15,380
	Total Fixed Assets	<u>2,932,184</u>	<u>1,122,850</u>	1,809,334
	<u>Current Assets</u>			
91	CAPITAL WORK IN PROGRESS	7,325		
100	DEBTORS - TOWN COUNCIL	9,136		
102	DEBTORS - PITCH HIRE	3,007		
103	DEBTORS - ORCHARD CENTRE	23,224		
105	VAT REFUNDS	18,007		
202	LLOYDS CURRENT BANK A/C	399,573		
204	LLOYDS SALARY A/C	69		
210	PETTY CASH	155		
212	CASH CHANGE FLOAT	24		
224	PUBLIC SECTOR DEPOSIT	800,000		
	Total Current Assets		1,260,520	
	<u>Current Liabilities</u>			
501	TRADE CREDITORS	35,183		
510	ACCRUALS	2,000		
525	ALLOTMENT DEPOSITS	3,200		
530	INC IN ADVANCE - COMMUTED	26,400		
	Total Current Liabilities		<u>66,783</u>	
	Net Current Assets			1,193,737
	Total Assets less Current Liabilities			<u>3,003,071</u>
	<u>Long Term Liabilities</u>			
401	PWLB LOANS	115,993		
430	LEASE CREDITOR (GROSS)	6,258		
435	LEASE CREDITOR (DEF'D INT)	(468)		
	Total Long Term Liabilities		<u>121,783</u>	
	Total Assets less Total Liabilities			<u>2,881,288</u>
	<u>Represented by :-</u>			
301	CURRENT YEAR FUND	578,315		
310	GENERAL RESERVE	134,400		
327	EMR TWINNING	500		
329	EMR DEPOT	1,500		
349	ROLLING CAPITAL FUND	471,697		
350	CAPITAL FINANCING RESERVE	1,360,829		
451	DEF'D GRANTS APPLIED	608,674		
452	DEF'D GRANTS W/BACK	(274,627)		
	Total Equity			<u>2,881,288</u>

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Finance & General Purposes								
101	B'SWADE MAGISTRATES COURT	Income	2,161	800	0	(800)		0.0%
		Expenditure	3,774	800	0	(800)	(800)	0.0%
	Movement to/(from) Gen Reserve		<u>(1,613)</u>	<u>0</u>				
108	GRANTS (INCL S137)	Expenditure	34,642	28,340	32,017	3,677	3,677	88.5%
109	CAPITAL EXPENDITURE	Income	0	6,020	0	(6,020)		0.0%
		Expenditure	120,359	82,640	120,200	37,560	37,560	68.8%
	Movement to/(from) Gen Reserve		<u>(120,359)</u>	<u>(76,620)</u>				
111	CORPORATE MANAGEMENT	Income	1,011,651	1,166,864	1,171,677	4,813		99.6%
		Expenditure	134,043	71,243	122,729	51,486	51,486	58.0%
	Movement to/(from) Gen Reserve		<u>877,608</u>	<u>1,095,621</u>				
112	DEMOCRATIC REP'N & MGMT	Income	6,950	0	0	0		0.0%
		Expenditure	192,733	103,060	187,376	84,316	84,316	55.0%
	Movement to/(from) Gen Reserve		<u>(185,783)</u>	<u>(103,060)</u>				
113	CIVIC ACTIVITIES & EXPENSES	Income	538	508	0	(508)		0.0%
		Expenditure	1,695	0	3,600	3,600	3,600	0.0%
	Movement to/(from) Gen Reserve		<u>(1,157)</u>	<u>508</u>				
115	ORCHARD COMMUNITY CENTRE	Income	51,091	276	50,250	49,974		0.5%
		Expenditure	88,022	38,860	105,942	67,082	67,082	36.7%
	Movement to/(from) Gen Reserve		<u>(36,931)</u>	<u>(38,584)</u>				
901	CENTRAL SERVICES	Expenditure	0	0	0	0	0	0.0%
	Finance & General Purposes Income		<u>1,072,390</u>	<u>1,174,468</u>	<u>1,221,927</u>	<u>47,459</u>		<u>96.1%</u>
	Expenditure		<u>575,267</u>	<u>324,943</u>	<u>571,864</u>	<u>246,921</u>	<u>0</u>	<u>56.8%</u>
	Movement to/(from) Gen Reserve		<u>497,122</u>	<u>849,525</u>				
Public Land & Open Spaces								
102	ALLOTMENTS	Income	6,521	1,282	6,600	5,318		19.4%
		Expenditure	1,474	781	2,015	1,234	1,234	38.8%
	Movement to/(from) Gen Reserve		<u>5,047</u>	<u>501</u>				
104	BURIAL GROUNDS	Income	15,289	8,913	17,300	8,387		51.5%
		Expenditure	103,204	42,502	104,123	61,621	61,621	40.8%
	Movement to/(from) Gen Reserve		<u>(87,915)</u>	<u>(33,589)</u>				
210	GENERAL	Expenditure	0	2,993	3,000	7	7	99.8%
212	RECREATION GROUNDS	Income	9,305	87	9,240	9,153		0.9%
		Expenditure	368,426	136,286	369,209	232,923	232,923	36.9%
	Movement to/(from) Gen Reserve		<u>(359,121)</u>	<u>(136,199)</u>				
902	WORKS SERVICES	Expenditure	1,500	0	0	0	0	0.0%

Summary Income & Expenditure by Budget Heading 30/09/2020

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Public Land & Open Spaces Income		31,114	10,282	33,140	22,858			31.0%
Expenditure		474,603	182,562	478,347	295,785	0	295,785	38.2%
Movement to/(from) Gen Reserve		<u>(443,489)</u>	<u>(172,280)</u>					
Town Centre Management								
103 STREET LIGHTS	Expenditure	10,302	3,196	0	(3,196)		(3,196)	0.0%
105 CAR PARKS	Income	55,920	5,176	53,000	47,824			9.8%
	Expenditure	99,844	44,758	94,732	49,974		49,974	47.2%
Movement to/(from) Gen Reserve		<u>(43,924)</u>	<u>(39,582)</u>					
106 MARKET	Income	12,213	1,296	13,400	12,104			9.7%
	Expenditure	33,616	17,323	32,623	15,300		15,300	53.1%
Movement to/(from) Gen Reserve		<u>(21,403)</u>	<u>(16,027)</u>					
107 TOWN CENTRE GENERAL	Income	702	0	0	0			0.0%
	Expenditure	100,352	30,655	119,141	88,486		88,486	25.7%
Movement to/(from) Gen Reserve		<u>(99,651)</u>	<u>(30,655)</u>					
110 PUBLIC CONVENIENCES	Expenditure	22,324	9,470	24,760	15,290		15,290	38.2%
Town Centre Management Income		68,834	6,472	66,400	59,928			9.7%
Expenditure		266,438	105,402	271,256	165,854	0	165,854	38.9%
Movement to/(from) Gen Reserve		<u>(197,604)</u>	<u>(98,930)</u>					
Grand Totals:- Income		1,172,338	1,191,222	1,321,467	130,245			90.1%
Expenditure		1,316,309	612,907	1,321,467	708,560	0	708,560	46.4%
Net Income over Expenditure		<u>(143,970)</u>	<u>578,315</u>	<u>0</u>	<u>(578,315)</u>			
Movement to/(from) Gen Reserve		<u>(143,970)</u>	<u>578,315</u>					

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Finance & General Purposes</u>								
<u>101 B'SWADE MAGISTRATES COURT</u>								
1081 INC-RENT	2,161	680	0	(680)			0.0%	
1091 INC-MISCELLANEOUS	0	120	0	(120)			0.0%	
B'SWADE MAGISTRATES COURT :- Income	2,161	800	0	(800)				0
4007 HEALTH & SAFETY	0	275	0	(275)		(275)	0.0%	
4011 RATES	14,313	6,660	11,960	5,301		5,301	55.7%	
4012 WATER RATES	560	304	500	196		196	60.7%	
4013 RENT	(37,147)	(21,098)	(34,760)	(13,662)		(13,662)	60.7%	
4014 ELECTRICITY	2,928	347	3,000	2,653		2,653	11.6%	
4015 GAS	1,652	1,978	2,000	22		22	98.9%	
4016 CLEANING COSTS	11,757	6,338	9,000	2,662		2,662	70.4%	
4021 TELEPHONE & FAX	0	122	0	(122)		(122)	0.0%	
4029 OFFICE REFURBISHMENT	360	20	0	(20)		(20)	0.0%	
4036 PROPERTY MAINTENANCE	4,494	120	4,000	3,880		3,880	3.0%	
4042 EQUIPT MAINT/REPAIR	620	366	500	134		134	73.2%	
4067 PEST CONTROL	0	0	100	100		100	0.0%	
4104 REFUSE COLLECTION	1,161	464	1,000	536		536	46.4%	
4110 FIRE PRECAUTIONS	477	114	1,200	1,086		1,086	9.5%	
4134 SECURITY/CCTV	986	4,790	1,500	(3,290)		(3,290)	319.3%	
4790 DEFERRED GRANTS RELEASED	(2,593)	0	0	0		0	0.0%	
4999 DEPRECIATION CHARGED	4,206	0	0	0		0	0.0%	
B'SWADE MAGISTRATES COURT :- Indirect Expenditure	3,774	800	0	(800)	0	(800)		0
Net Income over Expenditure	(1,613)	0	0	0				
<u>108 GRANTS (INCL S137)</u>								
4261 GRANTS UNDER OTHER POWERS	23,392	16,840	20,767	3,927		3,927	81.1%	
4264 Community Agent Grant	11,250	11,500	11,250	(250)		(250)	102.2%	
GRANTS (INCL S137) :- Indirect Expenditure	34,642	28,340	32,017	3,677	0	3,677	88.5%	0
Net Expenditure	(34,642)	(28,340)	(32,017)	(3,677)				
<u>109 CAPITAL EXPENDITURE</u>								
1074 INC-DONATIONS	0	1,020	0	(1,020)			0.0%	
1077 INC-S106 GRANTS	0	5,000	0	(5,000)			0.0%	
CAPITAL EXPENDITURE :- Income	0	6,020	0	(6,020)				0
4053 LOAN INTEREST	5,879	2,755	5,383	2,628		2,628	51.2%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4253 LEASE INTEREST REPAID	401	201	401	200		200	50.0%	
4802 CP - New Computer Installation	(0)	0	0	0		0	0.0%	
4808 CP - Website Re-design	0	0	5,000	5,000		5,000	0.0%	
4842 CP - The Orchard Furniture & E	0	0	0	0		0	0.0%	
4843 CP - Street Furniture	0	1,020	0	(1,020)		(1,020)	0.0%	
4900 ROLLING CAPITAL FUND ALLOC'N	100,000	71,500	71,500	0		0	100.0%	
4979 NEW LOAN COSTS	0	0	28,500	28,500		28,500	0.0%	
4980 LOAN REPAYMENT	9,115	4,683	9,453	4,770		4,770	49.5%	
4981 TFR TO CFR NEW ASSETS	13,526	0	0	0		0	0.0%	
4982 LEASE CAPITAL REPAID	4,963	2,481	4,963	2,482		2,482	50.0%	
4990 ASSET FUNDING FROM RCP	(13,526)	0	(5,000)	(5,000)		(5,000)	0.0%	
CAPITAL EXPENDITURE :- Indirect Expenditure	120,359	82,640	120,200	37,560	0	37,560	68.8%	0
Net Income over Expenditure	(120,359)	(76,620)	(120,200)	(43,580)				
111 CORPORATE MANAGEMENT								
1076 PRECEPT RECEIVED	1,011,058	1,166,677	1,166,677	0			100.0%	
1096 INTEREST RECEIVED	593	187	5,000	4,813			3.7%	
CORPORATE MANAGEMENT :- Income	1,011,651	1,166,864	1,171,677	4,813			99.6%	0
4057 AUDIT FEES	3,735	0	3,720	3,720		3,720	0.0%	
4901 C.S. SALARY RECHARGE	70,888	26,331	63,456	37,125		37,125	41.5%	
4911 C.S. O'HEAD RECHARGE	59,420	44,912	55,553	10,641		10,641	80.8%	
CORPORATE MANAGEMENT :- Indirect Expenditure	134,043	71,243	122,729	51,486	0	51,486	58.0%	0
Net Income over Expenditure	877,608	1,095,621	1,048,948	(46,673)				
112 DEMOCRATIC REP'N & MGM'T								
1078 INC-MISC GRANTS	6,950	0	0	0			0.0%	
DEMOCRATIC REP'N & MGM'T :- Income	6,950	0	0	0				0
4024 SUBSCRIPTIONS	3,355	2,945	3,200	255		255	92.0%	
4026 COMPUTER	0	0	1,500	1,500		1,500	0.0%	
4082 NEIGHBOURHOOD PLAN	7,621	5,124	20,000	14,876		14,876	25.6%	
4135 ELECTION PROVISION	528	0	4,000	4,000		4,000	0.0%	
4790 DEFERRED GRANTS RELEASED	(1,806)	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	94,518	35,108	84,608	49,500		49,500	41.5%	
4911 C.S. O'HEAD RECHARGE	79,226	59,883	74,068	14,185		14,185	80.8%	
4999 DEPRECIATION CHARGED	9,292	0	0	0		0	0.0%	
DEMOCRATIC REP'N & MGM'T :- Indirect Expenditure	192,733	103,060	187,376	84,316	0	84,316	55.0%	0
Net Income over Expenditure	(185,783)	(103,060)	(187,376)	(84,316)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
113 CIVIC ACTIVITIES & EXPENSES								
1091 INC-MISCELLANEOUS	585	508	0	(508)			0.0%	
1300 INC-MAYORS CHARITY	(47)	0	0	0			0.0%	
CIVIC ACTIVITIES & EXPENSES :- Income	538	508	0	(508)				0
4008 STAFF TRAINING	290	0	500	500		500	0.0%	
4009 STAFF TRAVEL	0	0	500	500		500	0.0%	
4112 TOWN MAYOR'S ALLOW.	845	0	1,000	1,000		1,000	0.0%	
4166 TWINNING	0	0	1,000	1,000		1,000	0.0%	
4179 CIVIC FUNCTIONS	60	0	1,000	1,000		1,000	0.0%	
4180 CIVIC REGALIA REPAIRS ETC	0	0	100	100		100	0.0%	
4991 TRANSFER TO E/MARKED RESERVE	500	0	0	0		0	0.0%	
4992 TRANSFER FROM E/MARKED RESERVE	0	0	(500)	(500)		(500)	0.0%	
CIVIC ACTIVITIES & EXPENSES :- Indirect Expenditure	1,695	0	3,600	3,600	0	3,600		0
Net Income over Expenditure	(1,157)	508	(3,600)	(4,108)				
115 ORCHARD COMMUNITY CENTRE								
1077 INC-S106 GRANTS	800	0	0	0			0.0%	
1078 INC-MISC GRANTS	18,000	0	18,000	18,000			0.0%	
1081 INC-RENT	54	0	0	0			0.0%	
1082 INC-LETTINGS	32,014	276	32,000	31,724			0.9%	
1109 INC-COFFEE MACHINE	224	0	250	250			0.0%	
ORCHARD COMMUNITY CENTRE :- Income	51,091	276	50,250	49,974			0.5%	0
4001 STAFF SALARIES	53,589	24,901	54,599	29,698		29,698	45.6%	
4002 EMPLOYERS N.I	5,014	2,224	5,153	2,929		2,929	43.2%	
4003 EMPLOYERS SUPERANN.	12,754	6,175	13,540	7,365		7,365	45.6%	
4007 HEALTH & SAFETY	0	562	500	(62)		(62)	112.3%	
4009 STAFF TRAVEL	429	87	300	213		213	28.9%	
4011 RATES	0	0	5,500	5,500		5,500	0.0%	
4012 WATER RATES	789	200	450	250		250	44.6%	
4014 ELECTRICITY	4,231	308	10,000	9,693		9,693	3.1%	
4015 GAS	209	725	4,500	3,775		3,775	16.1%	
4016 CLEANING COSTS	4,795	1,440	4,500	3,060		3,060	32.0%	
4020 MISC. ESTABLISH.COST	9	13	500	487		487	2.5%	
4021 TELEPHONE & FAX	190	0	1,200	1,200		1,200	0.0%	
4026 COMPUTER	565	245	1,500	1,255		1,255	16.3%	
4032 PUBLICITY	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTENANCE	2,089	0	1,000	1,000		1,000	0.0%	
4038 MAINTENANCE CONTRACT	4,005	728	1,500	772		772	48.6%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4042 EQUIPT MAINT/REPAIR	0	0	200	200		200	0.0%	
4081 Licences	309	158	300	143		143	52.5%	
4128 EQUIPMENT	60	1,095	200	(895)		(895)	547.5%	
4790 DEFERRED GRANTS RELEASED	(12,430)	0	0	0		0	0.0%	
4999 DEPRECIATION CHARGED	11,417	0	0	0		0	0.0%	
ORCHARD COMMUNITY CENTRE :- Indirect Expenditure	88,022	38,860	105,942	67,082	0	67,082	36.7%	0
Net Income over Expenditure	(36,931)	(38,584)	(55,692)	(17,108)				
901 CENTRAL SERVICES								
4001 STAFF SALARIES	186,172	67,355	193,197	125,842		125,842	34.9%	
4002 EMPLOYERS N.I	14,645	5,069	18,323	13,254		13,254	27.7%	
4003 EMPLOYERS SUPERANN.	35,477	15,346	47,915	32,569		32,569	32.0%	
4005 AGENCY STAFF	43,519	61,411	0	(61,411)		(61,411)	0.0%	
4007 HEALTH & SAFETY	0	39	2,500	2,461		2,461	1.6%	
4008 STAFF TRAINING	2,827	0	2,000	2,000		2,000	0.0%	
4009 STAFF TRAVEL	3,147	269	3,000	2,731		2,731	9.0%	
4010 MISC. STAFF COSTS	180	462	1,000	538		538	46.2%	
4013 RENT	37,147	21,098	34,760	13,662		13,662	60.7%	
4020 MISC. ESTABLISH.COST	137	0	250	250		250	0.0%	
4021 TELEPHONE & FAX	8,208	4,766	6,500	1,734		1,734	73.3%	
4022 POSTAGE	547	408	1,000	592		592	40.8%	
4023 STATIONERY	5,971	803	5,000	4,197		4,197	16.1%	
4025 INSURANCE	19,492	19,545	21,000	1,455		1,455	93.1%	
4026 COMPUTER	33,873	22,884	30,000	7,116		7,116	76.3%	
4027 PHOTOCOPIER	2,771	1,229	3,500	2,271		2,271	35.1%	
4031 ADVERTISING	0	550	400	(150)		(150)	137.5%	
4032 PUBLICITY	2,420	1,400	3,500	2,100		2,100	40.0%	
4042 EQUIPT MAINT/REPAIR	314	0	0	0		0	0.0%	
4051 BANK CHARGES	2,109	559	2,100	1,541		1,541	26.6%	
4056 LEGAL EXPENSES	1,850	0	1,220	1,220		1,220	0.0%	
4058 PROFESSIONAL FEES	12,030	9,194	2,000	(7,194)		(7,194)	459.7%	
4060 OFFICE EQUIPMENT	2,645	0	500	500		500	0.0%	
4073 PAYROLL BUREAU FEES	794	1,073	2,000	927		927	53.6%	
4074 ACCOUNTANCY FEES	15,693	4,017	15,000	10,983		10,983	26.8%	
4125 Misc Costs	86	0	30	30		30	0.0%	
4901 C.S. SALARY RECHARGE	(236,294)	(87,770)	(211,520)	(123,750)		(123,750)	41.5%	
4911 C.S. O'HEAD RECHARGE	(198,065)	(149,707)	(185,175)	(35,468)		(35,468)	80.8%	
4999 DEPRECIATION CHARGED	2,307	0	0	0		0	0.0%	
CENTRAL SERVICES :- Indirect Expenditure	0	0	0	0	0	0		0
Net Expenditure	0	0	0	0				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance & General Purposes :- Income	1,072,390	1,174,468	1,221,927	47,459			96.1%	
Expenditure	575,267	324,943	571,864	246,921	0	246,921	56.8%	
Movement to/(from) Gen Reserve	<u>497,122</u>	<u>849,525</u>						
<u>Public Land & Open Spaces</u>								
<u>102 ALLOTMENTS</u>								
1087 INC-ALLOTMENTS	6,521	1,282	6,600	5,318			19.4%	
ALLOTMENTS :- Income	<u>6,521</u>	<u>1,282</u>	<u>6,600</u>	<u>5,318</u>			19.4%	0
4013 RENT	233	349	465	116		116	75.0%	
4037 GROUNDS MAINTENANCE	399	73	1,000	928		928	7.3%	
4067 PEST CONTROL	675	360	550	190		190	65.5%	
4999 DEPRECIATION CHARGED	167	0	0	0		0	0.0%	
ALLOTMENTS :- Indirect Expenditure	<u>1,474</u>	<u>781</u>	<u>2,015</u>	<u>1,234</u>	<u>0</u>	<u>1,234</u>	38.8%	0
Net Income over Expenditure	<u>5,047</u>	<u>501</u>	<u>4,585</u>	<u>4,084</u>				
<u>104 BURIAL GROUNDS</u>								
1084 INC-BURIAL FEES	14,453	8,913	17,000	8,087			52.4%	
1097 INC-MEMORIALS	836	0	300	300			0.0%	
BURIAL GROUNDS :- Income	<u>15,289</u>	<u>8,913</u>	<u>17,300</u>	<u>8,387</u>			51.5%	0
4011 RATES	4,702	2,260	4,800	2,540		2,540	47.1%	
4012 WATER RATES	80	40	150	110		110	26.6%	
4014 ELECTRICITY	2,868	8	150	142		142	5.3%	
4036 PROPERTY MAINTENANCE	1,088	455	2,000	1,545		1,545	22.8%	
4104 REFUSE COLLECTION	0	303	0	(303)		(303)	0.0%	
4110 FIRE PRECAUTIONS	368	0	500	500		500	0.0%	
4178 PATHS MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
4901 C.S. SALARY RECHARGE	14,178	5,266	12,691	7,425		7,425	41.5%	
4902 W.S. SALARY RECHARGE	49,101	22,410	59,441	37,031		37,031	37.7%	
4911 C.S. O'HEAD RECHARGE	11,884	8,982	11,111	2,129		2,129	80.8%	
4912 W.S. O'HEAD RECHARGE	16,685	2,777	12,280	9,503		9,503	22.6%	
4999 DEPRECIATION CHARGED	2,250	0	0	0		0	0.0%	
BURIAL GROUNDS :- Indirect Expenditure	<u>103,204</u>	<u>42,502</u>	<u>104,123</u>	<u>61,621</u>	<u>0</u>	<u>61,621</u>	40.8%	0
Net Income over Expenditure	<u>(87,915)</u>	<u>(33,589)</u>	<u>(86,823)</u>	<u>(53,234)</u>				
<u>210 GENERAL</u>								
4064 ANNUAL HANGING BASKETS	0	2,993	3,000	7		7	99.8%	
GENERAL :- Indirect Expenditure	<u>0</u>	<u>2,993</u>	<u>3,000</u>	<u>7</u>	<u>0</u>	<u>7</u>	99.8%	0
Net Expenditure	<u>0</u>	<u>(2,993)</u>	<u>(3,000)</u>	<u>(7)</u>				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>212 RECREATION GROUNDS</u>								
1077 INC-S106 GRANTS	2,600	0	0	0			0.0%	
1081 INC-RENT	4,521	87	5,240	5,153			1.7%	
1082 INC-LETTINGS	(202)	0	0	0			0.0%	
1083 INC-PITCH HIRE	2,385	0	4,000	4,000			0.0%	
RECREATION GROUNDS :- Income	<u>9,305</u>	<u>87</u>	<u>9,240</u>	<u>9,153</u>			0.9%	<u>0</u>
4011 RATES	4,468	2,145	4,565	2,420		2,420	47.0%	
4012 WATER RATES	2,430	651	11,000	10,349		10,349	5.9%	
4013 RENT	0	0	1	1		1	0.0%	
4014 ELECTRICITY	6,721	200	6,000	5,801		5,801	3.3%	
4016 CLEANING COSTS	98	0	400	400		400	0.0%	
4036 PROPERTY MAINTENANCE	0	0	5,000	5,000		5,000	0.0%	
4037 GROUNDS MAINTENANCE	1,151	0	2,500	2,500		2,500	0.0%	
4038 MAINTENANCE CONTRACT	7,896	3,857	6,500	2,643		2,643	59.3%	
4039 PLAY. EQUIP. MAINT.	2,057	0	3,000	3,000		3,000	0.0%	
4043 FENCING & GATES	157	0	1,000	1,000		1,000	0.0%	
4044 TREES & PLANTS	3,543	1,110	2,500	1,390		1,390	44.4%	
4067 PEST CONTROL	700	150	1,500	1,350		1,350	10.0%	
4100 FERT./SEEDS/WEEDKILL	174	41	2,000	1,959		1,959	2.0%	
4104 REFUSE COLLECTION	3,828	1,982	6,000	4,018		4,018	33.0%	
4110 FIRE PRECAUTIONS	753	0	750	750		750	0.0%	
4114 LITTER BINS	1,437	0	2,000	2,000		2,000	0.0%	
4139 GRASS CUTTING	4,236	0	0	0		0	0.0%	
4790 DEFERRED GRANTS RELEASED	(11,187)	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	37,807	14,043	33,843	19,800		19,800	41.5%	
4902 W.S. SALARY RECHARGE	171,855	78,435	208,042	129,608		129,608	37.7%	
4911 C.S. O'HEAD RECHARGE	31,691	23,953	29,628	5,675		5,675	80.8%	
4912 W.S. O'HEAD RECHARGE	58,398	9,720	42,980	33,260		33,260	22.6%	
4999 DEPRECIATION CHARGED	40,215	0	0	0		0	0.0%	
RECREATION GROUNDS :- Indirect Expenditure	<u>368,426</u>	<u>136,286</u>	<u>369,209</u>	<u>232,923</u>	<u>0</u>	<u>232,923</u>	36.9%	<u>0</u>
Net Income over Expenditure	<u>(359,121)</u>	<u>(136,199)</u>	<u>(359,969)</u>	<u>(223,770)</u>				
<u>902 WORKS SERVICES</u>								
4001 STAFF SALARIES	192,644	88,121	222,166	134,045		134,045	39.7%	
4002 EMPLOYERS N.I	17,059	7,463	19,939	12,476		12,476	37.4%	
4003 EMPLOYERS SUPERANN.	35,804	16,465	55,098	38,633		38,633	29.9%	
4007 HEALTH & SAFETY	503	337	500	163		163	67.4%	
4008 STAFF TRAINING	1,809	0	2,500	2,500		2,500	0.0%	
4009 STAFF TRAVEL	291	46	300	254		254	15.3%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4010 MISC. STAFF COSTS	0	0	300	300		300	0.0%	
4014 ELECTRICITY	5,507	(5,015)	200	5,215		5,215	(2507.4	
4025 INSURANCE	636	0	0	0		0	0.0%	
4036 PROPERTY MAINTENANCE	115	0	200	200		200	0.0%	
4041 EQUIPMENT HIRE	216	87	400	313		313	21.8%	
4042 EQUIPT MAINT/REPAIR	3,562	2,061	4,500	2,439		2,439	45.8%	
4046 VEHICLE LEASING	9,650	5,067	11,000	5,933		5,933	46.1%	
4047 MATERIALS/TOOLS	16,719	2,686	12,000	9,314		9,314	22.4%	
4048 VEHICLE MAINT/REPAIR	10,465	1,774	10,000	8,226		8,226	17.7%	
4049 VEHICLE FUEL	7,435	2,441	8,000	5,559		5,559	30.5%	
4050 VEHICLE TAX	455	675	500	(175)		(175)	135.0%	
4103 PROTECTIVE CLOTHING	2,636	2,127	2,500	373		373	85.1%	
4119 SKIP HIRE	2,981	1,284	3,000	1,716		1,716	42.8%	
4125 Misc Costs	16	0	0	0		0	0.0%	
4128 EQUIPMENT	442	316	500	184		184	63.2%	
4134 SECURITY/CCTV	0	0	2,000	2,000		2,000	0.0%	
4136 RENEWALS/REPLACEMENT	0	0	3,000	3,000		3,000	0.0%	
4790 DEFERRED GRANTS RELEASED	(2,536)	0	0	0		0	0.0%	
4902 W.S. SALARY RECHARGE	(245,507)	(112,049)	(297,203)	(185,154)		(185,154)	37.7%	
4912 W.S. O'HEAD RECHARGE	(83,425)	(13,886)	(61,400)	(47,514)		(47,514)	22.6%	
4991 TRANSFER TO E/MARKED RESERVE	1,500	0	0	0		0	0.0%	
4999 DEPRECIATION CHARGED	22,524	0	0	0		0	0.0%	
WORKS SERVICES :- Indirect Expenditure	1,500	0	0	0	0	0		0
Net Expenditure	(1,500)	0	0	0				

Public Land & Open Spaces :- Income	31,114	10,282	33,140	22,858			31.0%	
Expenditure	474,603	182,562	478,347	295,785	0	295,785	38.2%	
Movement to/(from) Gen Reserve	(443,489)	(172,280)						

Town Centre Management

103 STREET LIGHTS

4014 ELECTRICITY	10,302	3,196	0	(3,196)		(3,196)	0.0%	
STREET LIGHTS :- Indirect Expenditure	10,302	3,196	0	(3,196)	0	(3,196)		0
Net Expenditure	(10,302)	(3,196)	0	3,196				

105 CAR PARKS

1088 INC-CAR PARKING FEES	34,975	3,620	36,000	32,380			10.1%	
1089 INC - PARKING PERMITS WORK	11,722	619	11,000	10,381			5.6%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1099 INC-INSURANCE (CLAIM)	2,688	0	0	0			0.0%	
1189 INC-PARKING PERMITS RES	6,534	937	6,000	5,063			15.6%	
CAR PARKS :- Income	55,920	5,176	53,000	47,824			9.8%	0
4011 RATES	25,704	12,440	26,250	13,810		13,810	47.4%	
4014 ELECTRICITY	0	0	500	500		500	0.0%	
4021 TELEPHONE & FAX	0	0	600	600		600	0.0%	
4038 MAINTENANCE CONTRACT	10,322	5,386	7,500	2,114		2,114	71.8%	
4047 MATERIALS/TOOLS	2,025	0	2,000	2,000		2,000	0.0%	
4056 LEGAL EXPENSES	0	495	1,000	505		505	49.5%	
4092 Card Processing Fees	1,145	234	1,000	766		766	23.4%	
4108 SURFACE REPAIRS	0	0	3,000	3,000		3,000	0.0%	
4126 CAR PARK LEASE	29,000	16,345	29,001	12,656		12,656	56.4%	
4790 DEFERRED GRANTS RELEASED	(742)	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	3,544	1,317	3,173	1,856		1,856	41.5%	
4902 W.S. SALARY RECHARGE	12,275	5,602	14,860	9,258		9,258	37.7%	
4911 C.S. O'HEAD RECHARGE	2,971	2,246	2,778	532		532	80.8%	
4912 W.S. O'HEAD RECHARGE	4,171	694	3,070	2,376		2,376	22.6%	
4999 DEPRECIATION CHARGED	9,428	0	0	0		0	0.0%	
CAR PARKS :- Indirect Expenditure	99,844	44,758	94,732	49,974	0	49,974	47.2%	0
Net Income over Expenditure	(43,924)	(39,582)	(41,732)	(2,150)				
<u>106 MARKET</u>								
1085 INC-TUESDAY MARKET RENTS	2,250	0	2,900	2,900			0.0%	
1086 INC-SATURDAY MARKET RENTS	9,605	1,296	10,500	9,204			12.3%	
1091 INC-MISCELLANEOUS	357	0	0	0			0.0%	
MARKET :- Income	12,213	1,296	13,400	12,104			9.7%	0
4004 MARKET STAFF	4,959	2,330	5,250	2,920		2,920	44.4%	
4011 RATES	5,097	2,640	5,205	2,565		2,565	50.7%	
4012 WATER RATES	42	54	0	(54)		(54)	0.0%	
4014 ELECTRICITY	440	87	1,200	1,113		1,113	7.3%	
4032 PUBLICITY	343	338	550	212		212	61.5%	
4047 MATERIALS/TOOLS	218	0	250	250		250	0.0%	
4081 Licences	0	0	333	333		333	0.0%	
4901 C.S. SALARY RECHARGE	11,815	4,388	10,576	6,188		6,188	41.5%	
4911 C.S. O'HEAD RECHARGE	9,903	7,485	9,259	1,774		1,774	80.8%	
4999 DEPRECIATION CHARGED	800	0	0	0		0	0.0%	
MARKET :- Indirect Expenditure	33,616	17,323	32,623	15,300	0	15,300	53.1%	0
Net Income over Expenditure	(21,403)	(16,027)	(19,223)	(3,196)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>107 TOWN CENTRE GENERAL</u>								
1145 INC-CHRISTMAS ACTIVITIES	702	0	0	0			0.0%	
TOWN CENTRE GENERAL :- Income	702	0	0	0				0
4001 STAFF SALARIES	24,799	12,741	26,050	13,309		13,309	48.9%	
4002 EMPLOYERS N.I	2,232	1,152	2,402	1,250		1,250	48.0%	
4003 EMPLOYERS SUPERANN.	5,902	3,160	6,458	3,298		3,298	48.9%	
4009 STAFF TRAVEL	499	0	250	250		250	0.0%	
4014 ELECTRICITY	7	0	0	0		0	0.0%	
4036 PROPERTY MAINTENANCE	194	150	1,000	850		850	15.0%	
4064 ANNUAL HANGING BASKETS	2,991	0	0	0		0	0.0%	
4116 WAR MEM & REM SERV	301	0	750	750		750	0.0%	
4117 CLOCK REPAIRS	0	0	350	350		350	0.0%	
4138 MARKET SQUARE EVENTS	0	2,043	15,000	12,957		12,957	13.6%	
4140 CHRISTMAS ACTIVITIES	6,413	0	7,000	7,000		7,000	0.0%	
4144 CCTV	14,833	1,550	18,000	16,450		16,450	8.6%	
4145 CHRISTMAS LIGHTS	18,660	0	18,000	18,000		18,000	0.0%	
4790 DEFERRED GRANTS RELEASED	(571)	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	3,544	1,317	3,173	1,856		1,856	41.5%	
4902 W.S. SALARY RECHARGE	12,275	5,602	14,860	9,258		9,258	37.7%	
4911 C.S. O'HEAD RECHARGE	2,971	2,246	2,778	532		532	80.8%	
4912 W.S. O'HEAD RECHARGE	4,171	694	3,070	2,376		2,376	22.6%	
4999 DEPRECIATION CHARGED	1,131	0	0	0		0	0.0%	
TOWN CENTRE GENERAL :- Indirect Expenditure	100,352	30,655	119,141	88,486	0	88,486	25.7%	0
Net Income over Expenditure	(99,651)	(30,655)	(119,141)	(88,486)				
<u>110 PUBLIC CONVENIENCES</u>								
4011 RATES	3,093	1,484	3,160	1,676		1,676	47.0%	
4012 WATER RATES	2,143	0	1,600	1,600		1,600	0.0%	
4014 ELECTRICITY	180	0	1,000	1,000		1,000	0.0%	
4036 PROPERTY MAINTENANCE	181	1,776	2,500	724		724	71.0%	
4038 MAINTENANCE CONTRACT	16,667	6,210	16,500	10,290		10,290	37.6%	
4999 DEPRECIATION CHARGED	60	0	0	0		0	0.0%	
PUBLIC CONVENIENCES :- Indirect Expenditure	22,324	9,470	24,760	15,290	0	15,290	38.2%	0
Net Expenditure	(22,324)	(9,470)	(24,760)	(15,290)				
Town Centre Management :- Income	68,834	6,472	66,400	59,928			9.7%	
Expenditure	266,438	105,402	271,256	165,854	0	165,854	38.9%	
Movement to/(from) Gen Reserve	(197,604)	(98,930)						

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	1,172,338	1,191,222	1,321,467	130,245			90.1%	
Expenditure	1,316,309	612,907	1,321,467	708,560	0	708,560	46.4%	
Net Income over Expenditure	<u>(143,970)</u>	<u>578,315</u>	<u>0</u>	<u>(578,315)</u>				
Movement to/(from) Gen Reserve	<u>(143,970)</u>	<u>578,315</u>						

List of Payments made between 01/09/2020 and 30/09/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2020	Bank charge payable	CHRG	89.17		Bank charge payable
01/09/2020	The right Fuelcard Company Lim	DD01	74.24		P/Ledger Electronic Payment
01/09/2020	Lex Autolease Ltd	DD02	389.02		MIN1590538/463/Lex Autolease L
01/09/2020	F & R Cawley Ltd	DD03	717.65		P/Ledger Electronic Payment
01/09/2020	OPUS Energy (Corporate) Limite	DD04	1,047.29		P/Ledger Electronic Payment
02/09/2020	Land Registry Fee	DD	78.00		Land Registry Fee
03/09/2020	CCLA Fund Deposit	FP	250,000.00		CCLA Fund Deposit
03/09/2020	Land Registry Fee	DD	48.00		Land Registry Fee
03/09/2020	Node IT Solutions Ltd	DD05	1,727.66		P/Ledger Electronic Payment
04/09/2020	CCLA Fund Deposit	FP	150,000.00		CCLA Fund Deposit
07/09/2020	Central Bedfordshire Council	SO	5,120.00		CBC Rates 2020/21
08/09/2020	Land Registry Fee	DD	27.00		Land Registry Fee
10/09/2020	CoolerAid Ltd	201429	37.20		1509662/507/CoolerAid Ltd
10/09/2020	L. Bennett & Son Ltd	201431	1.07		34180090/526/L. Bennett & Son
10/09/2020	Rosetta Publishing Ltd	201432	258.00		10979/542/Rosetta Publishing L
10/09/2020	Colin Ross Workwear & Safety	201433	880.65		8628/506/Colin Ross Workwear &
10/09/2020	Groundcare Machinery Services	201434	66.38		82584/510/Groundcare Machinery
10/09/2020	Henlow Building Supplies	201435	165.06		D0122007/516/Henlow Building S
10/09/2020	HM Revenue & Customs	201436	7,562.48		AUG20/537/HM Revenue & Customs
10/09/2020	Peninsula Business Services Li	201437	733.86		U001737851/520/Peninsula Busin
10/09/2020	Bedfordshire Pension Fund	201438	8,290.49		AUG20/527/Bedfordshire Pension
10/09/2020	Post Office Ltd	201439	265.00		LN69 XVL RFL/508/Post Office L
10/09/2020	Public Works Loan Board	201440	7,437.97		24820/521/Public Works Loan Bo
10/09/2020	RIGBY TAYLOR LTD	201441	907.20		RSIN0345247/538/RIGBY TAYLOR L
10/09/2020	R & C Hyett	201442	2,560.00		BTC261/541/R & C Hyett
10/09/2020	Hire or Buy Group Ltd	201443	354.28		1033305/536/Hire or Buy Group
10/09/2020	The Society of Local Council C	201444	398.00		MEM228772/522/The Society of L
10/09/2020	Turfcare Leisure Services Ltd	201445	690.47		15509/523/Turfcare Leisure Ser
10/09/2020	Unison	201446	11.50		AUG20/543/Unison
10/09/2020	Vision ICT Ltd	201447	354.00		11893/524/Vision ICT Ltd
10/09/2020	Wallgate Limited	201448	1,176.00		00021781/525/Wallgate Limited
10/09/2020	AMF Services (Bedford) Ltd	201430	77.58		23289/500/AMF Services (Bedfor
11/09/2020	BNP Paribas Leasing	DD	584.17		LN69 XVL Leasing
11/09/2020	Node IT Solutions Ltd	DD06	75.99		612-Zoom subscription-Sept
11/09/2020	Node IT Solutions Ltd	DD07	211.20		608-Protect managed networking
11/09/2020	Node IT Solutions Ltd	DD08	2,812.06		611-Agreement IT services-Sept
14/09/2020	The right Fuelcard Company Lim	DD09	2.40		P/Ledger Electronic Payment
14/09/2020	Hatice Yildirim	000315	10.00		Allotment annaul rent overpaid
14/09/2020	Auditing Solutions Ltd	000314	534.00		P/Ledger Electronic Payment
15/09/2020	Lloyds Salary A/C	Tfr	34,950.00		
15/09/2020	Land Registry Fee	DD	9.00		Land Registry Fee
15/09/2020	J & J Sservices GB Ltd	000316	1,314.00		P/Ledger Electronic Payment
16/09/2020	Fuel Genie DDR	DD10	665.27		4601823/509/Fuel Genie DDR
18/09/2020	AIB Merchant Services	DD11	65.12		31082000008/499/AIB Merchant
21/09/2020	ADT Fire & Security plc	201449	794.32		597-Intruder alarm system
21/09/2020	CoolerAid Ltd	201450	224.95		607-Still bottle & plastic cup
21/09/2020	British Telecommunications PLC	201451	138.75		M002P4/528/British Telecommuni

List of Payments made between 01/09/2020 and 30/09/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/09/2020	Colin Ross Workwear & Safety	201452	330.84		596-Dust masks
21/09/2020	F & R Cawley Ltd	201453	717.65		325673/443/F & R Cawley Ltd
21/09/2020	Deeping Direct Limited	201454	57.60		602-Hire of container-August
21/09/2020	Harrier Office Supplies Ltd	201455	35.74		590-Jumbo white paper roll
21/09/2020	J & J Sservices GB Ltd	201456	1,314.00		603-Pedestrian scrubber drier
21/09/2020	LGRC Associates Ltd	201457	11,619.90		587-Locum Clerk-August
21/09/2020	The Lion Press (Sandy) Ltd	201458	1,161.60		593-TC event vinyl banners
21/09/2020	Biggleswade MOT Centre Ltd	201459	288.85		600-Diagnostic check-Ford Rang
21/09/2020	Professional Pest Management	201460	162.00		610-Routine pest control serv.
21/09/2020	Peninsula Business Services Li	201461	782.89		595-Employment services
21/09/2020	Auditing Solutions Ltd	201462	534.00		598-Internal audit 19-20
21/09/2020	DCK Accounting Solutions Ltd	201463	2,954.98		614-Contract accounting June20
21/09/2020	Spaldings UK Limited	201464	96.00		604-Dustbin liners x 200
21/09/2020	Veolia Environmental Services	201465	122.76		605-Euro disposal/treat/sort
22/09/2020	BATPC	000317	2,101.00		BATPC Annual Subs 2020/21
23/09/2020	EE - DDR	DD12	48.10		645-Mobile phone charge
27/09/2020	Kubota Finance	Std Ord	536.40		Kubota Finance Leasing
28/09/2020	Manitou Finance	DD14	219.16		E0421006/517/Manitou Finance
29/09/2020	Bank charge payable	CHRG	104.27		Bank charge payable
29/09/2020	Louise Storey	000318	50.00		Louise Storey
30/09/2020	F & R Cawley Ltd	DD13	603.77		644-Mixed waste collection-Aug
Total Payments			<u>507,777.96</u>		

BIGGLESWADE TOWN COUNCIL
Report to Council 10th November 2020
London Luton Airport – Arrival flightpaths - Airspace change consultation

Implications of Recommendations

Corporate Strategy: Not applicable

Finance: No effect on budgets

Equality: None

Environment: Air Traffic Levels

Community Safety: None apparent

Background

The Council has been notified of a consultation as part of a proposal to change the arrival routes into London Luton Airport. This proposal is jointly sponsored by London Luton Airport and NATS (Air Traffic Control). Stakeholder mapping indicates that Biggleswade may be affected by the proposal.

This consultation runs until 5th February 2021. The formal consultation website can be accessed at https://consultations.airspacechange.co.uk/london-luton-airport/ad6_luton_arrivals/.

Further information can be found within the Virtual Exhibition, accessed via the website. Throughout the consultation information will be shared on both NATS and London Luton Airport social media channels.

All responses to the consultation should be submitted via the [CAA's airspace change portal](#).

Introduction

Because of increases in traffic already experienced pre-Covid and future projections when air traffic returns to more normal levels, it is proposed to separate the current stack shared between Luton and Stanstead and for it to be Stanstead only.

Within the consultation the impact of no change and two options for airspace change to address the complexity issue are laid out. Any proposals will have to be approved by the Civil Aviation Authority and this is likely to be sometime in early 2022.

Summary

Members are referred to the two page executive summary at https://consultations.airspacechange.co.uk/london-luton-airport/ad6_luton_arrivals/user_uploads/executive-summary-two-pages.pdf

Specific references to the two options are at paragraphs 1.13 and 1.14.

Recommendation

Members are invited to consider how to respond to the consultation.

Philip Truppin
Assistant Town Clerk

Biggleswade
Community Agent



BRCC funding request to
Biggleswade Town Council

Date: 19 October 2020

Submitted by: Cliff Andrews, Deputy Chief Executive

Background to Bedfordshire Rural Communities Charity:

Bedfordshire Rural Communities Charity (BedsRCC) exists to support local community life in Bedfordshire. We have served the communities and residents of Bedfordshire for over 65 years. We seek to connect with and care for our communities by being:

- A coordinator of local community activity to enable communities to do more for themselves and reduce reliance on the state
- An intermediary between public (and private) service providers and the people in local communities they need to reach
- A manager of partnerships across public, private and voluntary sectors to achieve common objectives (e.g. conservation, rural economic development)
- A direct provider of services (e.g. Community Transport, Community Wellbeing Champions, Community Agents) that help people to participate in the community.

Background to the Biggleswade Community Agent post:

Biggleswade Town Council have funded BRCC to host the Biggleswade Community Agent role since 2016. BRCC is very grateful to the Council for their commitment to and support of this valuable service.

The part time post (2 days per week) seeks to support isolated and vulnerable residents of Biggleswade, either directly or by signposting them to other support agencies – both statutory and voluntary. Through this support individuals are able to remain independent and thrive, participating in and contributing to community life; and pressure on other service areas that they would otherwise have needed is reduced.

Typical forms of support include helping residents with:

- accessing services and information which may be physically (through obtaining a Blue Badge enabling travel and parking closer to local services) or through gaining the knowledge to make choices and decisions.
- obtaining benefits to which they are entitled such as Pension Credit, Working Tax Credit or Personal Independence Payments.
- remaining in their own homes for longer, through Occupational Therapy assessments and provision of home help gadgets; or through local assistance from the Good Neighbour Scheme.
- feeling safer and less isolated while living alone from a simple 'Message in a Bottle' alerting paramedics to key health info if the resident is found unconscious at home; to links to Bobby Van for stronger door and window security.
- coping with the role of being a carer through link to Carers in Beds, Attendance Allowance and Carer's Allowance applications, plus respite support to enable short breaks from caring responsibilities.
- linking to local volunteers and organisations, from those that can help (such as the Good Neighbour Scheme, and specialist health support groups) through to those that can entertain (such as social clubs and activities).
- participating in, and contributing to, community life, from becoming a volunteer and gaining the satisfaction of helping others; through to being able to take part in local events and opportunities.

In the 4 years of the role existing - and up to 28 September 2020 - the Community Agent has achieved the following outputs:

BIGGLESWADE COMMUNITY AGENT OUTPUTS	
Total no. residents supported	1,473
of which	
- no. provided with information/ signposted to other sources of support (new output added in Yr 2); and	1,197
- no. supported with more detailed needs than the provision of information/ signposting (thus becoming 'clients')	276
Total no. client issues resolved	3,011
Total no. client contacts made (visits, phone calls etc)	2,661
Total no. home visits made to clients	855
Total no. community groups visits to present and promote the service (NB – this includes some return visits to same groups in following years)	143

These output indicators were agreed with the Town Council to monitor and guide the day to day work of the Agent. The outputs should be viewed alongside the outcome indicators below which were also agreed with the Town Council to help demonstrate the fuller impact of the Agent's work in improving Client quality of life.

BIGGLESWADE COMMUNITY AGENT OUTCOMES	
Total no. clients reporting feeling more supported and / or connected to the community (out of 123 clients who sent back a feedback form).	112 (91% of respondents)
Total no. clients reporting a greater sense of independence (out of 123 who sent back a feedback form.)	96 (78% of respondents)
Total no. of clients gaining financial value through additional benefits secured or savings made	152
Total no. referrals made to professional support agencies	344
Total no. referrals made to Biggleswade Good Neighbour Group	119
No. referrals made to other community organisations / activities	242

Without this role, many of these residents would not receive these much-needed support, services and benefits, which have raised their quality of life.

Please see [Appendix 1](#) for some Case Studies which demonstrate the range and impact of this service.

Covid-19

Whilst we would have submitted a funding request for the continuation of this post any way, the impacts of Covid-19 have made this role even more important.

The level of contact required for one to one support has increased considerably. In the 6 months from April and September, the Agent carried out more client contacts than were undertaken in the whole of the previous year. The majority of these contacts have been by phone, with some doorstep and garden visits when national guidelines permitted.

The Agent has also been able to use her professional experience and knowledge to provide guidance and support to Biggleswade Good Neighbours and their clients at a time when this group of volunteers is reporting an increase clients and acts of support this year of more than a hundred percent compared to other years.

Please see [Appendix 2](#) to see the huge demand placed upon the Biggleswade Good Neighbours volunteers by Covid-19.

Proposal:

To date, the funding for this post has been agreed on an annual basis. To further embed the role within the life of the town, to increase job security and to reduce administration for all parties, we would request that Biggleswade Town Council considers making a 3-year funding commitment to this post.

The proposed funding levels for the continuation of the post at 2 days per week and allowing for cost of living increases are:

2021/22	£12,000
2022/23	£12,360
2023/24	£12,730

This level of funding will cover all salary and on-costs for the Community Agent, plus travel and expenses; and a minimal contribution to the management of the post by BRCC (the full cost of which we use BRCC Core Funding for).

27th, October, 2020

Cliff Andrews, Deputy Chief Executive

BRCC, The Old School, Cardington,
Beds, MK44 3SX

Cliff.andrews@bedsrcc.org.uk
01234 832617



APPENDIX 1: Biggleswade Community Agent Case Studies

Case Study 1: A depressed and anxious client got in contact wanting to reduce the social isolation she felt. The Agent suggested some quiet groups that she could attend, and Walk4Health as exercise is known to help reduce depression. The Agent connected the client to another client with similar issues who wanted a walking partner. The client also liked art, so the Agent suggested a community group which has a sub-group for art and gave information regarding Recovery College which helps people recover who have with mental health issues. It also puts on training/teaching sessions such as how to reduce stress through relaxation. The client reported feeling comfortable at the two groups she attended and is waiting for the new Recovery College courses to start as she is very interested in attending.

Case Study 2: There were two separate cases in one quarter of people ringing up because they were homeless. The Agent gave them telephone numbers of agencies that help with homeless people, including Central Beds Council, and found out about night shelters and the night owl bus, passing this information to them. The Agent informed one client about the Jobs Fair and Job Club in the library. One client obtained housing with a sheltered housing organisation in Sandy. The other found accommodation in Bedford and is now working.

Case Study 3: A client's husband had been seriously ill. She felt isolated and did not know where to turn for help. The Agent helped with submitting a new Attendance Allowance claim asking for a mandatory reconsideration of the award as the previous one had been turned down. This new one was subsequently awarded. The client was also advised of Carers in Bedfordshire, local groups they run and their Carers Discount card. Her husband was very depressed and awaiting counselling. The Agent advised about MIND and other local groups. The client was very grateful for help given and felt much less stressed and more connected. She plans to join a Carers in Beds group.

Case Study 4: A resident made contact from a community group the Agent visited. She had recently fallen and wanted to get a pendant alarm for peace of mind. The Agent gave her the information to do so, and suggested she also apply for Attendance Allowance as she had a long-term disability. This has been awarded. She has no relatives living nearby so the Agent gave her the Good Neighbour Scheme contact details. The Agent also helped her reapply for Blue Badge Status as her old one had expired.

Case Study 5: A man in his early thirties with disabilities was referred via Preen. He needed help with setting up his new home and was struggling financially. The Agent helped him apply for an emergency grant through the council. The Agent also managed to source him some more clothing, bedding and kitchen utensils through the Need Project and local church donations. She gave advice regarding Lite tariff for energy and warm home discount (client preferred to sort out these things himself); she got him a meter reading key; and gave him a 'Message In A Bottle' and the Good Neighbours' telephone number.

Case Study 6: A man in his fifties contacted the Agent via his Social Worker. He was struggling with a progressive illness which had taken a turn for the worse and his memory was poor. His job was in jeopardy. He wanted advice about what his employer could and could not do regarding his post. The Agent helped him obtain an appointment with Citizens Advice who advised him regarding work situation. The Agent also made enquiries regarding the man's Personal Independence Payment as he was waiting for a reassessment result. He was worried they had not received the paperwork. They had, which put his mind at rest. The Agent contacted Occupational Therapy to discuss a walk-in shower as he was struggling with bathing. Based on the information provided, the man decided to get it installed himself as it would be quicker. The Agent also gave information on Housing Association schemes, as the man was worried about losing his house if he could not work. The Agent also referred him to the Good Neighbours to help him with dog walking.

Case Study 7: A woman in her forties, with whom the Agent had done some previous work, contacted her due to benefit problems. She already had people from the DWP working on her behalf to sort out the financial aspects but was struggling in the meantime while it was being resolved. The Agent arranged a food parcel through the food bank and secured an emergency crisis gift of money through a local church, to help her pay for her prescription charges which she usually got free but was currently unable to get while not being in receipt of any benefits at that time.

Case Study 8: This final case study shows the range and level of support that a single client can receive.

A lady in her sixties made contact after the Agent visited her community group. She had depression and anxiety. Her husband had recently died. She was an unpaid carer for her son who has a severe mental health problem. She needed help with her bills and was struggling with paperwork. Because of her mental health she was anxious dealing with paperwork, a task her husband used to do.

The Agent visited 6 times to support her through various issues and to ensure she connected with bereavement groups and Carers in Bedfordshire. She also wanted to visit more groups to keep busy. The client has since connected to a coffee morning that was suggested.

The client was not used to dealing with bills because her husband used to pay them. Much of her anxiety stemmed from not knowing how to write a cheque. The Agent advised ordering a cheque book and showed the client how to use it. The Agent also helped with putting her paperwork into order and checking that all bills were paid and up to date.

The Agent also assisted the client to ring the DWP as she was not sure if she was getting the right pension since her husband's death.

The client was given the phone number for Good Neighbours in case she felt she needed some help in the future. She was advised to ring Social Services for a carer's assessment, which she did. This showed that her son could claim Council Tax Reduction due to his mental health issues. The Agent worked with the client to send off the relevant forms and documentation to verify this claim. They now have the reduction.

The client was very anxious as her son's Disability Living Allowance was being changed to Personal Independence Payment and she did not understand what she needed to do. The Agent encouraged the client to ring to request an extension to the application deadline and arranged an appointment with CAB to help fill out the form.

Other areas of work included giving the client a 'Message In A Bottle'; recommending AGE UK warmer home assessment; and advising moving money into a higher rate interest account as she was not getting any interest on her savings. The Agent also helped the client to access a social worker to work with the client and her son regarding long term care issues.

APPENDIX 2: Biggleswade Good Neighbours

The figures below show the significant demand placed upon the Biggleswade Good Neighbours volunteers by Covid-19. The Community Agent was able to support the group with some of the more complex cases.

BIGGLESWADE GOOD NEIGHBOUR GROUP ACTIVITIES		
	2019 – 12 months	2020 – 9 months
No. Residents helped	181 (45/ quarter)	579 (193/ quarter)
No. Acts of support given	946 (237/ quarter)	1,782 (594/ quarter)
No. New callers seeking help for first time	62 (16/ quarter)	265 (88/ quarter)
Covid-19 related befriending phone calls to shielding / isolated residents	n/a	2,100

BIGGLESWADE TOWN COUNCIL
Report to Council 10th November 2020
Parking Permits

Implications of Recommendations

Corporate Strategy: None

Finance: Small financial loss, dependent upon lockdown being extended beyond 2nd December 2020

Equality: Ensuring that all Car Park users are treated equally

Environment: None

Community Safety: None

Background

This report has been created following announcement of a 2nd national lockdown and how this will impact upon the consistent operation of our parking permit system. It was agreed at Council that a four (4) month extension to parking permits be given to those permit holders that were unable to re-new their permits during the initial national lockdown. The Car Parks were not enforced by CBC from 23rd March 2020 and subsequently, enforcement re-commenced 1st August 2020.

Introduction

Our extensions to parking permits end on 1st December 2020. Considering this 2nd national lockdown, the Council offices are shut to the public and therefore permit holders are unable to re-new their permits. This means that some vehicles will not display valid permits and therefore will be subject to a PCN, through no fault of their own whilst CBC enforce our car parks.

Summary

There are two options:

Option 1

There could be an agreement with CBC Parking where the vehicles that had a permit ending 1st December 2020 be given a further extension as agreed by Biggleswade Town Council. A new permit would not be issued however guidance could be given by the Town Centre Operations Manager to CBC Parking Enforcement Team on which permits would be valid for the extension.

Option 2

Suspend enforcement of our parking permits for a period agreed by BTC.

Recommendation

The recommendation is option 1 as this maintains a consistent approach regarding enforcement, especially as charges for non-permit holders will continue in operation for the period of this lockdown.

Simon Newton
Town Centre Operations Manager

BIGGLESWADE TOWN COUNCIL
Report to Full Council Meeting Tuesday 10th November 2020
Christmas Offering

Implications of Recommendations

Corporate Strategy: None

Finance: Decision on light show costs

Equality: None

Environment: None

Community Safety: None

Background

This report has been created following the Town Centre Management meeting on 6th October 2020, and the subsequent Christmas Offering Working Group on 23rd October 2020.

Members suggested that due to the Coronavirus pandemic, it is not advisable to have one event when the Christmas lights are switched on, but to have several smaller attractions be put on throughout the month of December.

Introduction

Light Show

A light show to be facilitated on Market Square that will add that 'festive wow' during evenings to work alongside the existing Christmas Lights contract we have with Lamps & Tubes. Initially this was discussed as every Thursday, Friday and Saturday evening running a high-powered light beam show. This will be projected onto mirror balls strategically placed around Market Square also lighting up the floor and surrounding buildings.

At the Working Group, it was agreed that if this is the way forward, and we only do Friday and Saturday, 5pm until 8pm. Three quotes from different providers would need to be obtained, following specifications drawn up by the Town Centre Operations Manager. These quotes then need to go to Full Council for a decision to be made.

Father Christmas' Grotto

Father Christmas will be at our Charter Market on Saturday 12th and 19th December 2020. This will be done socially distanced to enable parents/guardians to take photos, BTC will not be taking photos. Father Christmas has a current DBS check, a copy will be held securely for our records. Presents, appropriate to the child will be given. Visits will be by appointment only, so that COVID guidelines are adhered to. This will be advertised on our website and social media accounts.

Live Music

TCOM has been in contact with several musicians to get festive music entertainment within the Charter Market, with one confirming that he can do Saturday 5th and 12th December. This is in the form of busking, which he has done many times on other markets.

Christmas Stars

These will be done again this year and will be made available from the markets on Tuesday and Saturdays, as well as the Council office once this is re-opened, throughout December. All donations will go to the Mayor's Charity as with previous years.

Children's Christmas competition

This will take the form of a 'treasure hunt' around the Town Centre, with support from our local independent businesses. There will be something that the children will have to look for in shop windows and write this down on a competition entry form. These entry forms will be available at all our markets and the Council offices right up to Christmas. The winners will then be drawn out of a box, at a date to be confirmed.

Christmas Stalls

These will be held within the Tuesday and Saturday markets, limited to numbers, which will enhance our offering to the public. TCOM is in contact with a local Craft Fair organiser to make this happen. The Christmas offering will be advertised across all BTC media, as well as asking other local groups to share this as well.

Summary

This offering is dependent upon the local situation for Biggleswade, as well as a national influence, assuming that the National Lockdown does not go beyond 2nd December 2020.

Light Show Quotes

Three (3) quotes have been asked for, with only two (2) returning quotes. All prices are excluding VAT.

There are two options:

Option 1

Quote fully meets the specifications that were sent out. Company will set up and remove all necessary equipment each day. High rise stations will remain in place for the duration of 4 weeks. Operator to stay whilst show is running. Physical site visit conducted with TCOM.

Quote: £7,866.66 (£983.33 per day) (8 showings)

Option 2

Quote fully meets the specifications that were sent out. Company will set up and remove all necessary equipment each day. High rise stations will remain in place for the duration of 4 weeks; however, the structures are bigger than option 1 and may impede upon the parking bays and/or market. Operator to stay whilst show is running. Virtual Site Visit conducted with TCOM.

Quote: £8,148.24 (£1018.53 per day) (8 showings)

Recommendation

The recommendation is that Option 1 be approved as they are a local company, are familiar with the area of operation and cheaper than quote two.

Members are asked to note all other operational aspects of this report.

Simon Newton
Town Centre Operations Manager

BIGGLESWADE TOWN COUNCIL
Report to Council 10th November 2020
Review of Financial Regulations

Implications of Recommendations

Corporate Strategy: To modernise and make more effective the financial procedures

Finance: No effect on budgets

Equality: None

Environment: None

Community Safety: None

Background

Financial regulations were last reviewed in 2019 and presented to Finance & General Purposes Committee for consideration at the meeting held on 19th November 2019. Recommendations for adoption of the revised Financial Regulations were confirmed at Full Council on 17th December 2019.

The set of revisions were comprehensive, but experience has led to Officers concluding that further refinements need to be made. It is a governance requirement that Council review its Financial Regulations on an annual basis, and this report should be considered as compliance with the requirement.

Introduction

There are specific changes that would aid the efficiency of the council in processing orders for goods and services, particularly under the headings of 'Budgetary Control and Authority to Spend', 'Contracts' and 'Assets, Properties and Estates'.

The proposed amendments largely relate to increasing the Financial Limits for authorising expenditures to take account of the needs of a modern Council.

Summary

The following amendments are proposed for consideration

- Regulation 4.1: Authority to spend to be determined by Council for all items over £15,000 and for the Town Clerk and CEO for items up to £15,000. Delegation to Committee to be deleted.
- Regulation 5.7: Any Revenue or Capital Grant in excess of £15,000 shall be considered by the Finance & General Purposes Committee and, before payment, be subject to ratification by resolution of the Council.
- Regulation 6.17: Debit Card issued to the Town Clerk and CEO to be restricted to a single transaction maximum value of £1,000.
- Regulation 14.2: Acquisition and Disposal of Property Authority of Council value raised to over £15,000.

Recommendations

Councillors are recommended to adopt the amendments proposed in this report.

Philip Truppin
Assistant Town Clerk

OUTCOME OF CBC DETERMINED PLANNING

2018								
Address	Application No.	Committee date	BTC Decision	Description	Comments	Central Beds Outcome/Date	"Called In"	
Wilsheres Road, 38	18/04253/FULL	27/11/2018	No Objection	Singe & two storey rear extension.		Awaiting Decision		
2019								
Dunton Lane, Stratton Park Drive	19/02839/VOC	08/10/2019	No Objection	Variation of Condition no.1 on Planning Permission MB/83/456 "Renewal of Planning Permission for caravan park on a permanent basis" to state that the total number of caravans shall not exceed twenty-two at any time.		Awaiting Decision		
Land North of Biggleswade	19/04301/OUT	14/01/2020	Strongly Object - does not comply with NPPF and various other comments made against the Applicant	Outline Application: planning permission with all matters reserved except for access for the development of the land situated north of Biggleswade, east of the ECML railway to provide for up to 406 dwellings including affordable housing;green infrastructure accomadating landscaping, allotments, community orchard, public open space, children's playspace;new roads, car parking, cycleways and footways; associated infrastructure; including a sustainable drainage system; vehicular access to be secured from Furzenhall Road.		Awaiting Decision		
Lincoln Crescent, 48	19/03482/FULL	12/11/2019	No Objection	Proposed single storey rear extension.		Awaiting Decision		
2020								
Apple Tree Close, 3	20/02239/FULL	14/07/2020	No Objection	Proposed timber framed home office.		Granted 20/10/2020		
Biggleswade Road, Land East of	20/00959/OUT	28/04/2020 & 11/08/2020	No Objection - provided the following points are considered 1) Dunton Lane is upgraded. 2) The speed limit from Saxon Drive reduced from the current 60 mile per hour to 40 miles per hour. 3) The necessary facilities provided for pedestrian footpath and cyclist pathway. 4) Adequate access for Motorists to A1.	Outline application: seeking Planning Permission for up to 1,500 dwellings (use Class C3) and up to a 2ha of commercial development dwellings (use Class C3) and up to a 2ha of commercial development (use Class A1, A2, A3, A4, A5, B1a,bc,B2, B8) up to 5ha of primary school development (class D1) and up to 4ha of other leisure and community development (Use Classes D1 and D2) up to 61 ha of open space including play space, allotments and a country park, infrastructure including site access, internal roads, car parking, footpaths, cycle ways, drainage and utilities.	Virtual Council Meeting 28/04/2020 and again on 11/08/2020. Same objection applies to the second meeting as to the first	Awaiting Decision	yes	
Broadmead, 24	20/02693/FULL	11/08/2020	No Objection to application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations	Proposed demolition of existing outbuilding and construction of prefabricated detachedgarage, with erection of single storey rear extension, replacement UPVC windows and new crossover for new detached garage.		Granted 30/09/2020		
Cedar, 5	20/03117/FULL	22/09/2020	No Objection	Proposed replacement of existing carport with an infill extension.		Granted 07/10/2020		
Drove Road, 148B	20/02572/FULL	11/08/2020	No Objection	Two storey side extension to form garden/dining room & ensuite.	Virtual Council Meeting held 11/08/2020	Granted 09/09/2020		
Drove Road, 168	20/03566/FULL	13/10/2020	OBJECTS to this planning application on the grounds of loss of off-street parking which will have an adverse effect on street parking	Garage conversion and modification of roof structure to provide loft room/storage.		Consultation Period		
Dunton Lane, Home Farm House	CB/20/03030/OUT	08/09/2020	No Objection	Erection of a detached dwelling and associated works.		Awaiting Decision		

2020 (Cont.)

Address	Application No.	Committee date	BTC Decision	Description	Comments	Central Beds Outcome/Date	"Called In"
High Street, 63	20/02432/LB	11/08/2020	No objection provided: 1) There is mitigation in place for sound proofing due to the adjacent business having a noise factor. CBC Should conduct a noise assessment and take due consideration if impact of noise from business next door. 2) The residents are made aware that, as per BTC Parking permit policy, there will be no eligibility for resident parking permits, however, the physiotherapy clinic will be eligible for worker permits for their staff.	Listed Building Conversion from bank to physiotherapy clinic at ground floor and 2 x residential flats above and construction of new residential block to rear of site.		Awaiting Decision	
Holme Court Avenue, 87	20/02899/FULL	08/09/2020	No Objection	Single storey side/rear extension.		Granted	
Jasmine Close, 1	20/02667/FULL	25/08/2020	No Objection	Loft extension with raised roof height.	Virtual Council Meeting held 25/08/2020.	Granted 15/09/2020	
Lawrence Road, 48 - 54	20/02788/FULL	25/08/2020	Objection on the following grounds: 1) Poor Access, 2) Lack of capacity for the volume of traffic on the road, 3) the issue of construction lorries and the right of way access for current residents.	Construction of new residential bungalow, formation of access, parking, turning and garden areas.	Virtual Council Meeting held 25/08/2020.	Granted 06/10/2020	
London Road, Land East of London Road,	20/03340/ADV	13/10/2020	No Objection	3 x illuminated 'Lidl' signs (2.5 metres by 2.5 metres). 1 x illuminated flagpole sign (5.98 metres by 2.10 metres). 1 x column mounted poster display unit (2.22 metres by 1.70 metres). 2 x small wall mounted billboards (1.64 metres by 3.245 metres). 3 x large wall mounted billboards (6.30 metres by 3.25 metres) and 1 X direction sign (1.50 metres by 0.825 metres).		Awaiting Decision	
Market Squatre, 16A, New Inn Public House	20/02355/FULL	11/08/2020	No Objection	Refurbishment and extension of the site for restaurant/bar use (A4 use) at ground floor and the conversion of the first floor into two new residential units (C3 Use) with the replacement of the single storey garage in the rear yard by a two-storey distillery.	Members expressed the view that the name of the premises should remain as the New Inn.	Granted 04/11/2020	
Market Squatre, 16A, New Inn Public House	20/02356/LB	11/08/2020	No Objection	Listed Building: Refurbishment and extension of the site for restaurant/bar use (Ad Use) and ground floor and the conversion of the first floor into two new residential units (C3 use) with the replacement of the single storey garage in the rear yard by a two-storey distillery .		Granted 03/11/2020	
Market Square, 29	20/02044/LB	08/09/2020	No Objection	Listed Building: external paintwork to the ground floor retail space from turquoise blue to black surrounds.		Granted 15/10/2020	
Milestones,1	20/03247/FULL	22/09/2020	No Objection	Proposed single storey rear extension+Erection of 1.8M high fence with double gates.		Granted 20/10/2020	
Milestones,1	20/03247/FULL	13/10/2020	Resubmitted - No objection	Extension to the deadline 14/10/2020 Proposed single storey rear		Granted 20/10/2020	
Mill Close, 1	20/03402/FULL	13/10/2020	NO OBJECTION to this amended planning application provided that all the neighbours are consulted and that they are aware of this planning application and any comments the neighbours may make are fully 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.	Proposed Single Storey rear extension.		Consultation Period	

2020 (Cont.)

Address	Application No.	Committee date	BTC Decision	Description	Comments	Central Beds Outcome/Date	"Called In"
Pegasus Drive, Phase 6b Stratton Business Park, East of	20/01520/FULL	26/05/2020 & 25/08/2020	No Objection, provided that: 1) Neighbours are consulted and that any comments they make are considered by CBC in their deliberations. 2) CBC show transparency of where S106 monies are allocated. 3) Consideration is taken with regards to the Bridle Way and/or rerouting of this as well as pedestrian access and cycleway.	The erection of 4 no. B8 use distribution units, together with associated energy centre, balancing pond, landscaping and all other ancillary works.	Submitted to Council on 26/05/2020 and re-submitted to Council on 25/08/2020.	Consultation period	
Pegasus Drive, East of , Phase 6B Stratton Business Park	20/01520/FULL	25/08/2020	No Objection, provided that: 1) Neighbours are consulted and that any comments they make are considered by CBC in their deliberations. 2) CBC show transparency of where S106 monies are allocated. 3) Consideration is taken with regards to the Bridle Way and/or rerouting of this as well as pedestrian access and cycleway	The erection of 4 no. B8 use distribution units, together with associated energy centre, balancing pond, landscaping and all other ancillary works.		Consultation Period (awaiting decision previously recorded)	
Potton Road, 40	20/02410/FULL	28/07/2020	No Objection	Double storey side and rear extension.		Granted 07/09/2020	
Ripon Court, 15	20/02251/FULL	11/08/2020	No Objection	Front porch.		Granted 02/09/2020	
Saxon Drive, Land Off	20/01500/DOC	26/05/2020	Strong Objection - Based on the	Discharge of Conditions 2, 4 and 5 from planning permission CB/19/02032/RM	http://plantech.centralbedfordshire.gov.uk	Discharge of	
Shortmead Street, Land to the rear of 33-57	20/01393/VOC	12/05/2020 & 11/08/2020	Objection - 1) House type overbearing and not in keeping with original plan 2) BTC objected to height of building in the original application 3) Building too close to other housing and will have a detrimental impact. BTC agreed to notify CBC that should they be minded to approve this application BTC would like it to be Called In	Variation to Condition 19 of Planning Permission CB/16/00181/FULL (Construction of 30 no. dwellings and associated road, demolition of commercial premises) Addition of working drawing for TH2 house type to approved plans RDC1034-TH2-200H		See Below	Yes

2020 (Cont.)

Address	Application No.	Committee date	BTC Decision	Description	Comments	Central Beds Outcome/Date	"Called In"
Shortmead Street, 33 - 57	20/01393/VOC	08/09/2020	OBJECTS to this planning application. 1) The objection is due to the height of the building. 2) The aesthetics of the building is overbearing and out of keeping to the original application. 3) The building is too close to the residential homes and have detrimental impact to adjacent residents. 4) Previous applications have been objected to for buildings of this height. Councillors noted that this application has been "called in" for consideration at the Development Management Committee of CBC.	Variation to Condition 19 of Planning Permission CB/16/00181/FULL (Construction of 30no dwellings and associated road, demolition of commercial premises) Addition of working drawing for TH2 house type to approved plans RDC1034-TH2-200H.		Awaiting Decision	
Shortmead Street, 41	20/02285/FULL	28/07/2020	Objected - one the grounds of overdevelopment of the site, as well as access, privacy and parking issues	Conversion and extension to existing workshop with partial demolition to create two dwellings and erection of a detached barn cottage.		Refused 02/09/2020	
Station Road, Station Chambers, 2	20/02496/FULL	11/08/2020	No objection	Change of Use from A1 to mixed A1/A4 with internal alterations.		Granted 11/09/2020	
Sun Street, 25	20/02516/FULL	11/08/2020	No objection	Replacement and enlarged single storey rear extension.		Granted 03/09/2020	
Sun Street, 102	20/02905/FULL	08/09/2020	No Objection	Proposed rear extension & alterations to existing dwelling.		Granted 13/10/2020	
Sycamore Close, 15	20/02368/FULL	11/08/2020	No objection	Two storey side and single storey rear extension.		Granted 17/09/2020	
Torquay Close, 10	20/02292/FULL	28/07/2020	No Objection	New garage and garage conversion and link to existing extension.		Granted 17/09/2020	

BIGGLESWADE TOWN COUNCIL
Report to Council Tuesday 10th November 2020
Crime Statistics September 2020

Implications of Recommendations

Corporate Strategy: No implication

Finance: No implication

Equality: No implication

Environment: No implication

Community Safety: Seeks to meet Councils Statutory Safety Community responsibilities by ensuring that we have an overview of the relevant crime statistics for the month

Background

This report has been created following Members requests at the 25th August 2020 Council Meeting for a more user-friendly display of the crime statistics. An alternative crime statistics report was subsequently presented to Council on the 22nd September 2020. Members were pleased with the alternative format and asked for further alterations to be made to the following crime statistics report. The report below hopes to meet those requested alterations and continue to provide a comprehensive overview of criminal activity trends within Biggleswade.

Introduction

The report displays the crime data for Biggleswade for September 2020. The report provides a comparison of 2019 and 2020 criminal activity within Biggleswade to understand if there has been an increase in certain categories of crime. The report also displays the location of business thefts or attempted thefts as requested at the September 2020 Council meeting. Please note that the October 2020 crime data is not included within this report as this data has not yet been received.

Please note that if there have been no reported crimes of a category of crime then this will not be displayed in the graph. The figures used within this report are the crimes recorded in Biggleswade by Bedfordshire Police and that can be shared with the public. The Council wish to thank Amanda Cawthorn, Chair of Biggleswade Community Safety Group, for her continued support.

Appendix

The appendix provides a breakdown of how the different types of crime reported in Biggleswade have been categorised. The appendix has been updated following Members suggestions at the 22nd September 2020 Council meeting. Furthermore, the category 'Theft or attempted theft' has been separated into two different categories: 'Business theft or attempted theft' and 'Theft or attempted theft'. This separation will add further insight into criminal activity within Biggleswade.

Graph 1 analysis

There has been a considerable increase in the level of business thefts or attempted thefts for the period January to September 2020 when compared with the same period for 2019. There has also been a slight increase in the number of recorded cases for assault, hate crime, other criminal offences, and sexual offences or sexual harassment.

Graph 2 analysis

There has been a slight increase in the number of reported cases of criminal damage and theft or attempted theft for the month of September 2020 when compared with the months of July 2020 and August 2020. Business theft or attempted theft has declined each month from July 2020 to September 2020.

Graph 3 analysis

There has not been an increase in the 'Thefts or attempted thefts' category when comparing figures for January to September 2020 with the same period for 2019. The 'Theft from a motor vehicle' and 'Theft if not classified elsewhere' are the most recorded criminal activities recorded for the 'Thefts or attempted thefts' category.

Graph 4 analysis

Thefts from shops and stalls form the most recorded criminal activity under the category 'Business thefts and attempted thefts'. Incidents of thefts from shops and stalls have increased significantly for the period January to September 2020 when compared with the same period for 2019.

Graph 5 analysis

The Biggleswade Ivel Ward has the greatest number of incidents for 'Business theft or attempted theft' for both 2019 and 2020. Incidents of business theft and attempted theft have increased significantly for Biggleswade Ivel Ward for the period January to September 2020 when compared with the same period for 2019.

Graph 6 analysis

The Market Square has the greatest number of incidents of business thefts or attempted thefts when compared with other roads within Biggleswade. Incidents of business thefts or attempted thefts have increased significantly for both the Market Square and the A1 Retail Park during the period January 2020 to September 2020 when compared with the same period for 2019.

Summary

The level of theft related crimes within Biggleswade is a cause for concern. Furthermore, the increase of recorded 'Thefts from shops and stalls' for 2020 is also a cause for concern. This matter was raised by Simon Newton, Town Centre Operations Manager, at the Community Safety Partnership Tasking meeting on the 5th November 2020. Simon Newton is due to have a further discussion regarding these concerns with the Safer Communities and Partnership Manager at Central Bedfordshire Council. Helen Calvert will provide a verbal update regarding the outcome of this discussion.

Recommendation

To note the Crime Statistics September 2020 report.

Requested Member Input

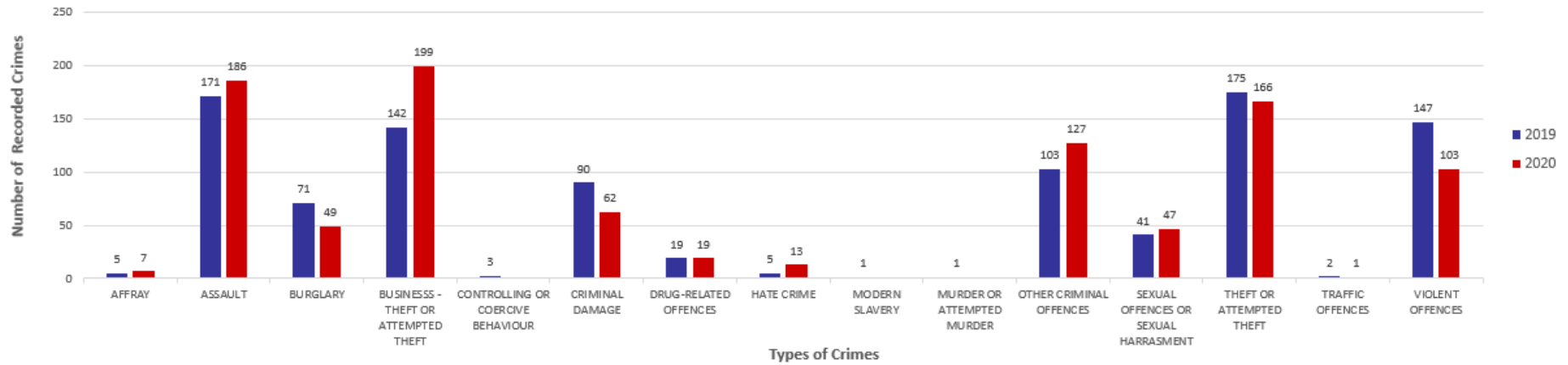
Members are asked to confirm whether the report meet the requests made at the 22nd September 2020 Council Meeting. Members are asked if any additional/alternative graphs are required for the 8th December 2020 Council Meeting.

Helen Calvert
Deputy Office Manager

Overview of Graphs:

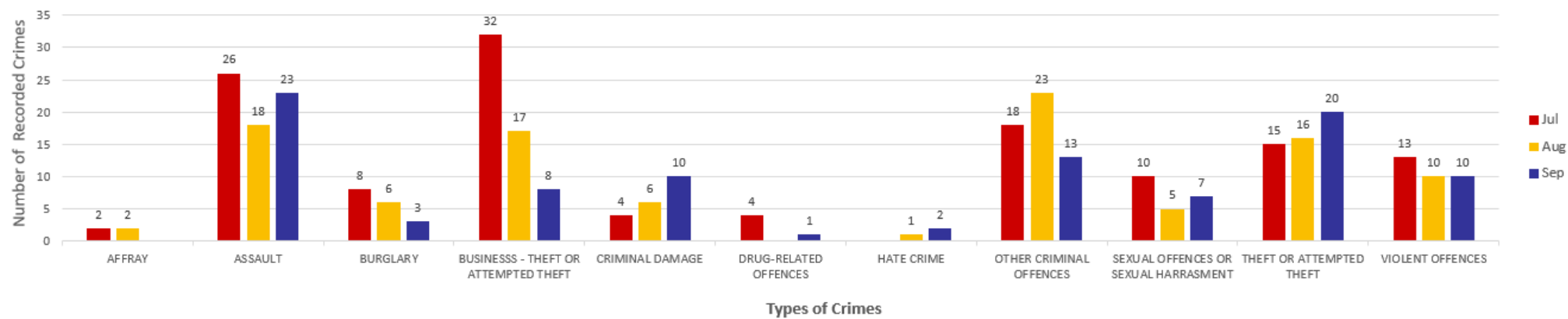
Graph 1

All Crimes recorded from January to September 2020
with comparison for same period in 2019 for Biggleswade



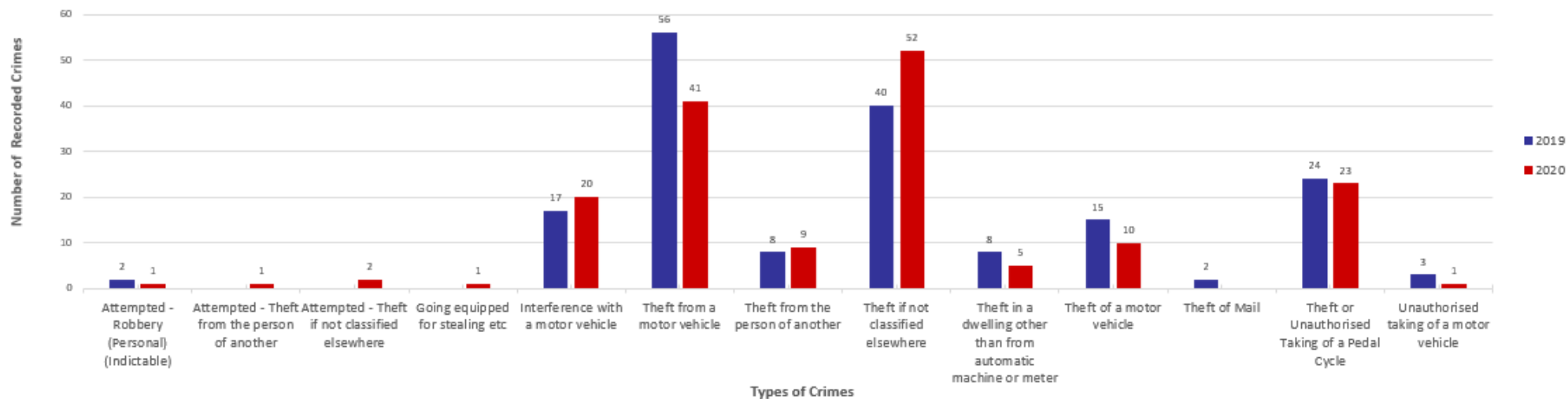
Graph 2

All Crimes recorded from July to September 2020 for Biggleswade



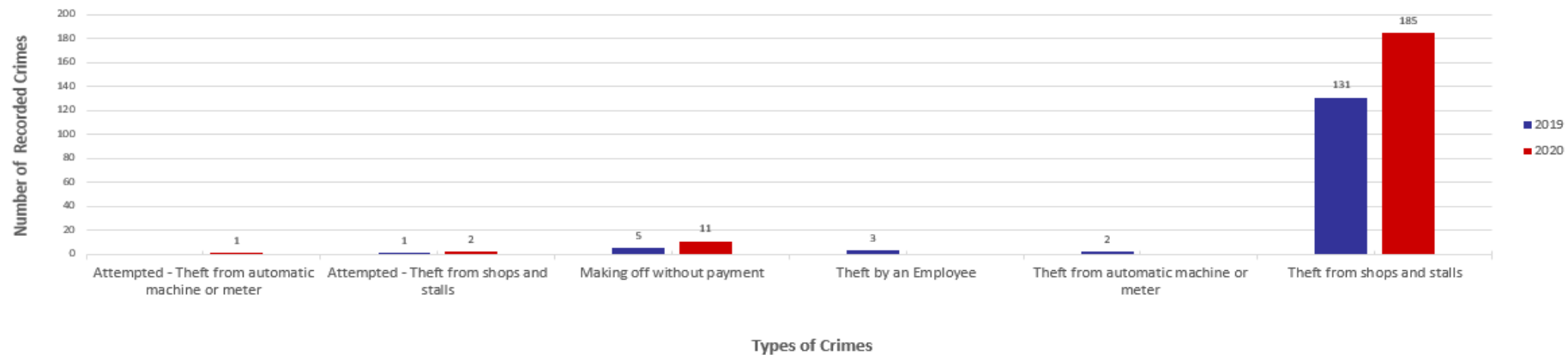
Graph 3

Theft & Attempted Theft (excluding Business) related crimes recorded from January to September 2020 with comparison for the same period in 2019 for Biggleswade



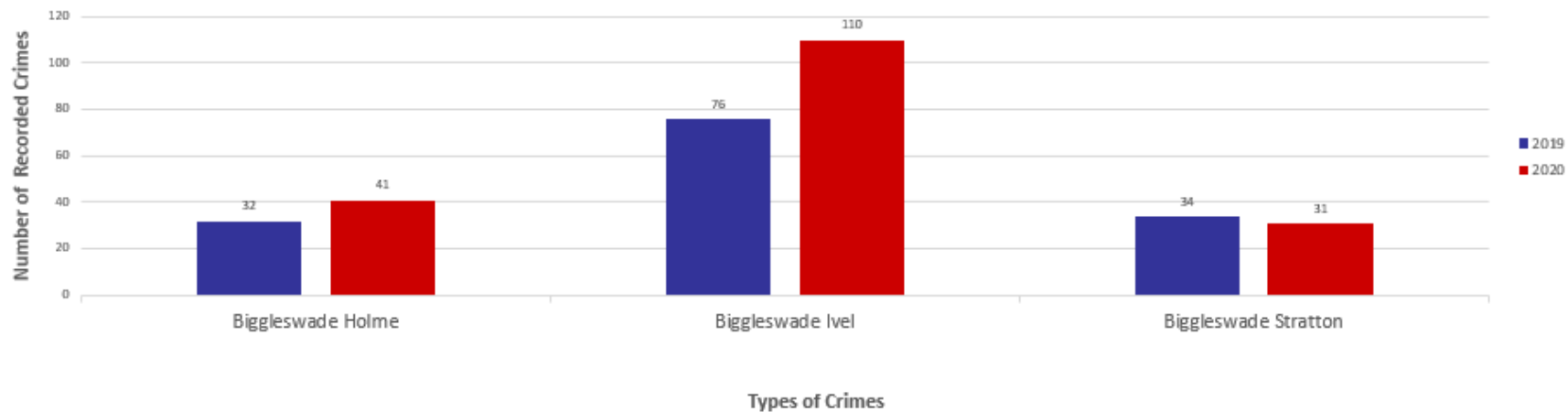
Graph 4

Business Theft or Attempted Theft related crimes recorded from January to September 2020 with comparison for the same period in 2019 for Biggleswade



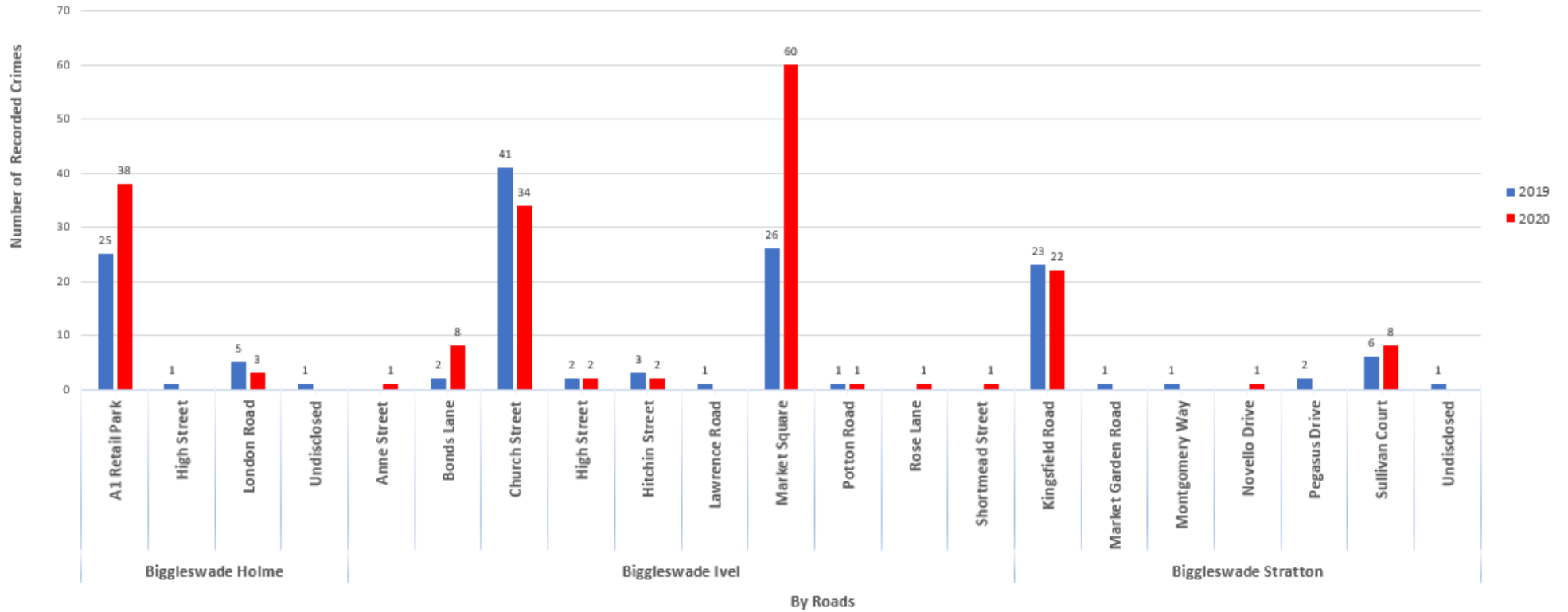
Graph 5

**Business Theft or Attempted Theft by Ward recorded from January to September 2020
with comparison for the same period in 2019 for Biggleswade**



Graph 6

Business Theft or Attempted Theft by Road recorded from January to September 2020 with comparison for same period in 2019 for Biggleswade



Appendix

Categorisation of Crimes for Biggleswade Crime Statistics September 2020

AFFRAY

Affray

ASSAULT

Assault occasioning actual bodily harm (ABH)

Assault or assault by beating of a constable

Assault or assault by beating of an emergency worker (except a constable)

Assault Police - Assault occasioning actual bodily harm (ABH) (S.47)

Assault without Injury - Common assault and battery

Assault without injury on a constable (Police Act offence)

BURGLARY

Aggravated Burglary - Business And Community

Aggravated Burglary - Residential - Dwelling

Attempted Burglary - Business And Community

Attempted Burglary - Residential - Dwelling

Burglary - Business And Community

Burglary - Residential - Dwelling

Burglary - Residential - Non-Dwelling

CONTROLLING OR COERCIVE BEHAVIOUR

Controlling/Coercive behaviour

DRUG-RELATED OFFENCES

Having possession of a controlled drug - Class A - Cocaine

Having possession of a controlled drug - Class A - Heroin

Having possession of a controlled drug - Class A - Other

Having possession of a controlled drug - Class B - Cannabis

Possession of a controlled drug with intent to supply - Cannabis

Possession of a controlled drug with intent to supply - Class B - Cannabis

Possession of a controlled drug with intent to supply - Class B - Other

Production or being concerned in production of a controlled drug - Class B - Cannabis

Supplying or offering to supply a controlled drug - Class A - Cocaine

HATE CRIME

Racially or religiously aggravated assault

Racially or religiously aggravated common assault or beating

Racially or religiously aggravated fear or provocation of violence

Racially or religiously aggravated Harassment or stalking without violence

Racially or religiously aggravated Harassment without violence

Racially or religiously aggravated harassment, alarm or distress

Racially or religiously aggravated intentional harassment, alarm or distress

MODERN SLAVERY

Hold person in slavery or servitude

MURDER OR ATTEMPTED MURDER

Attempted murder (Indictable)

OTHER CRIMINAL OFFENCES

Abstracting electricity

Attempted - Fraud etc
Blackmail (Indictable)
Breach of a restraining order
Breach of conditions of injunction against harassment
Breach of non-molestation order
Cruelty or Neglect
Intimidating a juror or witness or person assisting in investigation
Intimidating or intending to intimidate a witness
Kidnapping - False imprisonment (Indictable)
Malicious Communications
Owner or person in charge allowing dog to be dangerously out of control
Possession of offensive weapon
Possession of offensive weapon without lawful authority
Possession of offensive weapon without lawful authority or reasonable excuse
Receiving stolen goods
Sec 4a POA Causing intentional harassment, alarm or distress
Sec 5 POA Harassment, alarm or distress
Sending letters etc with intent to cause distress or anxiety
Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988

SEXUAL OFFENCES OR SEXUAL HARRASMENT

Harassment - Pursue course of conduct which amounts to stalking
Harassment - Pursue course of conduct in breach of Sec 1 (1) which amounts to stalking
Harassment - which amounts to stalking
Sexual
Stalking
Stalking involving serious alarm/distress
Voyeurism

THEFT OR ATTEMPTED THEFT

Aggravated vehicle taking
Attempted - Robbery (Personal) (Indictable)
Attempted - Theft from the person of another
Attempted - Theft if not classified elsewhere
Attempted - Theft in a dwelling
Going equipped for stealing etc
Interference with a motor vehicle
Theft from a motor vehicle
Theft from the person of another
Theft if not classified elsewhere
Theft in a dwelling other than from automatic machine or meter
Theft of a motor vehicle
Theft of conveyance other than a motor or pedal cycle
Theft of Mail
Theft or Unauthorised Taking of a Pedal Cycle
Unauthorised taking of a motor vehicle

TRAFFIC OFFENCES

Dangerous Driving

VIOLENT OFFENCES

Attempted - Sec 4 POA Fear or provocation of violence
Attempted - Sec 4a POA Causing intentional harassment, alarm or distress
GBH serious wound without intent (s20)
Harassment - Putting people in fear of violence
Harassment - without violence (course of conduct)
Harassment etc. of a person in his home
Having an article with a blade or point in a public place
Possessing firearm or imitation firearm
Robbery (Business) (Indictable)
Robbery (Personal) (Indictable)
Sec 4 POA Fear or provocation of violence
Threaten with a blade or sharply pointed article in a public place
Threaten with an offensive weapon in a public place
Threats to kill
Wounding with intent to do grievous bodily harm (Indictable)

CRIMINAL DAMAGE

Acquisition, use & possession of criminal property
Arson endangering life (Indictable)
Arson not endangering life
Attempted - Other criminal damage to a vehicle (Under £5,000)
Other criminal damage to a building other than a dwelling
Other criminal damage to a building other than a dwelling (£5,000 and over)
Other criminal damage to a building other than a dwelling (Under £5,000)
Other criminal damage to a building other than a dwelling +£5,000
Other criminal damage to a dwelling (£5,000 and over)
Other criminal damage to a dwelling (Under £5,000)
Other criminal damage to a vehicle (£5,000 and over)
Other criminal damage to a vehicle (Under £5,000)
Other criminal damage, other (£5,000 and over)
Other criminal damage, other (Under £5,000)
Threats to destroy or damage property

BUSINESSS - THEFT OR ATTEMPTED THEFT

Attempted - Theft from automatic machine or meter
Attempted - Theft from shops and stalls
Making off without payment
Theft by an Employee
Theft from automatic machine or meter
Theft from shops and stalls



Mr Tarrant
Biggleswade Town Council
The Old Court House
4 Saffron Road
Biggleswade
Bedfordshire
SG18 8DL

Our ref: RP06/A08
Date: 23/10/2020

Dear Mr Tarrant

Consultation on the Future of Abbotsbury Older Persons' Home

Central Bedfordshire Council is in the middle of a programme to replace the capacity in the seven older persons' homes it inherited from Bedfordshire County Council in 2009. Three homes have already been reprovided. For each of those three homes, care home operators were identified to provide places for the Council's customers in new homes they were building. A further two homes have agreed options for their futures and await the completion of new-build homes in the local area.

At its meeting on 13th October 2020 the Executive of Central Bedfordshire Council received a report about improving residential care services for older people. The report recommended that we commence a consultation on the future of Abbotsbury Older Persons' Home in Biggleswade.

An independent operator will be opening a new care home on London Road, Biggleswade, in Summer 2021 and in principle the operator, Quantum Care, have offered enough care home places for all of the residents from Abbotsbury who want to move there to do so, provided they can meet their care and support needs. This has presented the Council with an opportunity to consider the future of Abbotsbury.

The Council's preferred option is to relocate existing residents to homes of a better physical standard, including to the new-build home on London Road, and then close Abbotsbury. We shared this proposal with residents, relatives and staff at Abbotsbury at meetings held remotely on 30th September 2020.

The consultation process will run from **Friday 23rd October 2020** until **Friday 29th January 2021**. Residents, relatives and other interested parties will be invited to contribute their views and suggest alternative options for the future of the home.

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

Telephone 0300 300 8000
Email customer.services@centralbedfordshire.gov.uk
www.centralbedfordshire.gov.uk

The consultation period is 14 weeks and you can respond to the consultation at any time during this period. It is planned that the outcome will be included in a report to a meeting of the Executive in April 2021 when it is expected that a decision about the future of Abbotsbury will be made.

I enclose the consultation documents relating to the future of Abbotsbury.

These are:

- **Have your say on the future of Abbotsbury** – this document gives information about the proposals and how to get involved in the consultation.
- **Options considered for the future of Abbotsbury** – this document details the options we have considered thus far and how we have evaluated them.
- **Consultation questionnaire**

You can access a summary of this information and share your feedback online at www.centralbedfordshire.gov.uk/consultations.

If you would like to discuss the proposals further or if you have any queries about this please contact me by email at manop.programme@centralbedfordshire.gov.uk.

Yours sincerely



Tobin Stephenson

Head of Service: Meeting the Accommodation Needs of Older People



...on the future of Abbotsbury Older Persons' Home

Find out more about the consultation process and
how you can have your say on the future of Abbotsbury

Find Central Bedfordshire Council online at



www.centralbedfordshire.gov.uk/consultations

**Central
Bedfordshire**

**Central
Bedfordshire**

Central Bedfordshire in contact

Contact us...

by telephone: 0300 300 6609

by email: manop.progamme@centralbedfordshire.gov.uk

on the web: www.centralbedfordshire.gov.uk

Write to Central Bedfordshire Council, Priory House,
Monks Walk, Chicksands, Shefford, Bedfordshire SG17 5TQ



Central Bedfordshire Council wants the best possible quality of life for all its residents and is committed to developing and improving accommodation with care for older people. The Council owns and operates four care homes which were built several decades ago and which no longer meet the expectations of customers and regulators in terms of facilities and accommodation.

When better accommodation options become available elsewhere, the Council will consult with residents and their relatives about the future. The availability of places at Mantles Court, a care home currently under-construction in Biggleswade and due to open in Summer 2021, along with other good quality residential care homes in close proximity to Abbotsbury, presents an opportunity for the Council to offer alternative and improved accommodation to residents of the home.

The Council is therefore consulting on the future of Abbotsbury Older Persons' Home.

The Council has considered the following options in relation to the future of Abbotsbury including:

1. Doing nothing – continue to run Abbotsbury in its present form.
2. Relocating existing residents to homes of a better physical standard and closing Abbotsbury.
3. Transferring Abbotsbury to another organisation to run as a going concern.
4. Building a new home on the Abbotsbury site - moving residents to alternative homes, demolishing the old home and building a new one.
5. Running the home down - stopping new admissions to the home but keeping it open for an agreed period of time or until it had no residents.
6. Refurbishing the home so that it meets modern standards.

Having reviewed these options for the future of the home, the Council's current preferred option is to offer and arrange accommodation for the existing residents in good quality alternative care homes and then close Abbotsbury.

We want to know the views of residents, their relatives and other interested parties. The simplest way to let us have your views is by completing the questionnaire below.

For more information about the consultation process please read the factsheet 'Have your say on the future of Abbotsbury Older Person's Home' and the more detailed 'Options considered for the future of Abbotsbury Older Persons' Home'.

Q1 What are your views on the Council's preferred option?

The Council's preferred option is to relocate existing residents to homes of a better physical standard and then close Abbotsbury.

Q2 Do you think all options have been correctly evaluated?

- Yes
- No
- Don't know

If no, please state which one(s) and why you think it should be evaluated differently.

Q3 Are there any options listed that you think the Council should investigate in more detail?

- Yes
- No
- Don't know

If yes, please state which one(s) and say what further information or investigation is needed.

Q4 Are there any other options(s) that you think the Council should consider that are not in the document?

- Yes
- No
- Don't know

If yes, please explain what these option(s) are.

Q5 Do you have any further comments about the future of the home?

Welfare of residents at Abbotsbury

Q6 Throughout the process we will be conducting individual meetings with residents and their relatives and providing advocates where necessary.

What else could the Council do to minimise the impact of any changes on the existing residents and their relatives at Abbotsbury?

Other comments

Q7 Do you have any further comments about the proposals?

About you

This section of the questionnaire is about you. The following information will help us when considering your opinions and to make sure that we're getting the views of all members of the community. The answers will not be used to identify any individual. You can read more about why we ask these questions on our website.

Q8 Are you responding as: (Please tick one)

- | | |
|--|--|
| <input type="checkbox"/> Resident of Abbotsbury | <input type="checkbox"/> Member of the public |
| <input type="checkbox"/> Relative/representative of a resident at Abbotsbury | <input type="checkbox"/> Voluntary or community organisation |
| <input type="checkbox"/> Member of staff | <input type="checkbox"/> Other |
| <input type="checkbox"/> Town or Parish Council | <input type="checkbox"/> Prefer not to say |

If Town or Parish Council, please specify:

If other, please specify:

Q9 Are you:

Male

Female

Prefer not to say

Q10 What is your age?

Under 16 yrs

30-44 yrs

65-74 yrs

16-19 yrs

45-59 yrs

75+ yrs

20-29 yrs

60- 64 yrs

Prefer not to say

Q11 Do you consider yourself disabled?

Under the Equality Act 2010 a person is considered to have a disability if he/she has a physical or mental impairment which has a sustained and long-term adverse effect on his/her ability to carry out normal day to day activities.

Yes

No

Prefer not to say

Q12 To which of these groups do you consider you belong?

White British

Mixed ethnicity

Black or Black British

Other ethnic group

Asian or Asian British

Prefer not to say

If other, please specify:

Q13 What is your home or organisation's postcode?

This will only be used for analysis purposes and will not be used to identify you in any way.

Q14 If you would like to receive alerts for any new consultations, please provide your email address below to be added to our database. This will not be used or shared in any other capacity.

Thank you.

**Please return your completed questionnaire by Friday 29th January 2021 to:
Freepost RSJS GBBZ SRZT (you do not need a stamp)
Abbotsbury Consultation - MANOP Team
Central Bedfordshire Council
Priory House, Monks Walk
Chicksands, Shefford
SG17 5TQ**

General Data Protection Regulation 2018

Please note that your personal details supplied on this form will be held and/or computerised by Central Bedfordshire Council for the purpose of the Abbotsbury Older Persons' Home consultation. The information collected may be disclosed to officers and members of the Council and its' partners involved in this survey. Summarised information from the forms may be published, but no individual details will be disclosed under these circumstances.

Your personal details will be safeguarded and will not be divulged to any other individuals or organisations for any other purposes. If you do not wish to have your personal details retained for the purposes given, please contact manop.programme@centralbedfordshire.gov.uk who will arrange for their removal and deletion. We will only be able to locate your data for removal if you have provided us with a personal identifier, such as your email address.

Options considered for the future of Abbotsbury Older Persons' Home

This document provides detailed information about the options currently being considered in relation to the future of Abbotsbury Older Persons' Home ("Abbotsbury"). It aims to support people who wish to participate in the consultation process about the future of the home and should help people make an informed response to the consultation questionnaire.

For more information about what consultation is, how it works and how you can contribute please read the factsheet 'Have your say on the future of Abbotsbury Older Persons' Home'.

Reasons for Review

Nationally and locally, people are living longer. Quite rightly the expectations of older people and their relatives have got higher, and as a council, our ambitions for the care and support of older people have also increased.

Central Bedfordshire Council wants the best possible quality of life for its residents and has been looking at how it can secure this both now and for future generations. In this context we have been reviewing the Council's own residential care homes. These homes were built some decades ago and are less able to meet the physical standards and expectations of people needing residential care now and in the future.

So, when better options become available elsewhere, the Council will consider consulting with those affected, including residents and relatives, about the future. This is now the case with Abbotsbury.

There are now good quality care home places in close proximity to Abbotsbury, including places at a new residential care home, Mantles Court, that is under construction in Biggleswade and due to open in Summer 2021.

The Council is therefore consulting on the future of Abbotsbury. Having reviewed a number of options for the future of the home, the Council's current preferred option at this stage is to offer and arrange accommodation of a better physical standard in alternative care homes for all existing residents. The Council would then close Abbotsbury.

Options Considered

When considering the future of Abbotsbury, the Council has considered and evaluated a number of options.

The outcome of our consideration to date is set out below.

1. Doing nothing

What would this mean in practice?	The Council would continue to own and operate Abbotsbury. No changes would be made to the building or the arrangement for the delivery of care.
Cost	<p>Estimated annual running cost (including staffing, utilities, catering, day-to-day repairs and maintenance and supplies) are £1.15 million. These are the direct costs incurred in the home and do not include management or corporate overheads.</p> <p>These running costs for Abbotsbury equate to an estimated £695 per place per week.</p> <p>The majority of 'full cost' payers at Abbotsbury pay £601 per week.</p> <p>Estimated future capital repairs and maintenance is £500,000¹.</p>
Approximate timescales	Immediate, as it would be a continuation of the existing arrangement.
Assumptions	That there will continue to be demand for places at Abbotsbury.
Advantages	<ul style="list-style-type: none"> • There would be no disruption to residents as they would remain where they are. • The residents care would continue to be delivered by staff with whom they are familiar. • The staff in the home would not be affected.
Disadvantages	<ul style="list-style-type: none"> • Existing and future residents would not live in accommodation that meets modern expectations which could lead to a reduced quality of life. This may also present a challenge for staff in terms of infection prevention and control practices. • The Council would not have fulfilled its commitment to deliver a better offer to residents and replace its own care homes with capacity in homes that meet modern expectations. • The existing building would need significant investment and disruptive works to extend its useful life. • In the Council's role of managing the market it may be difficult for the Council to seek to improve standards

¹ This is an estimate based on figures from the previous three care home consultations and the amount required to renew aspects of the building that are coming to the end of their useful life, assuming that there is a need to extend the use of the building for an indefinite period. If there is a need only to extend the life of the building for a limited period then this sum could be reduced.



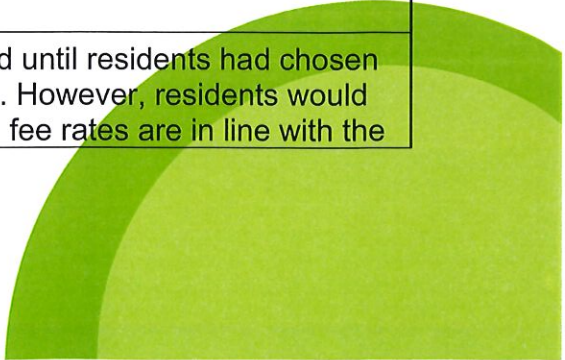
	<p>elsewhere in the market if it had taken the decision not to improve its own services.</p> <ul style="list-style-type: none"> • There may be a risk of less demand in the future for places at Abbotsbury in favour of newer homes with more modern facilities. This could have an impact on the financial viability of the home. • This option does not take the opportunity to move residents to a nearby new care home that meets modern standards (subject to an individual's particular circumstances). Experience shows that new homes generally become fully occupied quickly and the Council would have missed this opportunity. Whilst new care homes may be built in the wider area in the future this is by no means certain.
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Initial assessment:

Doing nothing is not considered to be a desirable option as it does not deliver an improved service for existing and future residents.

2. Offer and arrange alternative accommodation to existing permanent residents in homes that offer facilities of a better physical standard and then close Abbotsbury

What would this mean in practice?	<ul style="list-style-type: none"> • Stop new admissions to the home. • Engage with residents and their representatives to gain an understanding of their needs and preferences. • Undertake assessments as necessary for each resident. • Provide residents with a choice of alternative accommodation that meets their needs and preferences and are within a reasonable distance. The home(s) suggested would offer good quality care, modern physical and environmental standards and fee rates that are in line with the Council's fee structure or the host Local Authority rates (if the home is out of area). • Prepare for relocation, including logistical arrangements and encouraging care staff from the new home to meet residents and learn their routines, likes and dislikes. • Manage the moves to alternative accommodation, following accepted best practice. • Undertake staff consultation and determine the outcome for the individuals concerned. • Formally close Abbotsbury.
Cost	The costs would not be confirmed until residents had chosen where they would like to move to. However, residents would be relocated to homes where the fee rates are in line with the





	<p>Council's fee structure or the host Local Authority rates (if the home is out of area).</p> <p>The Council's fee structure only applies to care homes in Central Bedfordshire. The fees are reviewed each year and for 2020-2021 is £601 a week.</p> <p>The running costs for Abbotsbury equate to an estimated £695 per place per week.</p> <p>The Council would therefore no longer have to cover the shortfall that arises in meeting the costs of running, repairing and maintaining the home.</p>
Approximate timescales	<p>Undertake assessments and discuss options with residents and their representatives – 6 weeks.</p> <p>Make choices about a future home, prepare for relocation and make moves at appropriate times – up to 4 months.</p> <p>Staff consultation period – 3 months.</p> <p>Formal closure of Abbotsbury – 3 weeks.</p>
Assumptions	<p>The Council is able to secure sufficient places in new homes to meet the needs of Abbotsbury residents.</p>
Advantages	<ul style="list-style-type: none"> • Existing and future residents would live in a home that meets modern standards. • Some residents could use this opportunity to move to a home that is nearer to family and friends. • The approach supports the independent care home market because the Council would no longer be competing with them for customers. • The approach is fair and open to the care home market, as all homes that meet modern standards and deliver good care will be considered as relocation options for residents. • The Council would no longer have to invest significant funds to maintain and repair an old building that does not meet standards. • The Council would have a surplus site which could be disposed of or given an alternative use.
Disadvantages	<ul style="list-style-type: none"> • Residents' health and wellbeing may be negatively impacted by the disruption of a move and, in mitigation, active measures would be taken to minimise these risks. The Council has experience and developed best practice to help residents prepare for any move and familiarise themselves with their new home and care staff (for example, using photos, visits and short videos). The Council would also follow best practice in a thorough handover process with the new home. Best practice has been gained throughout three previous home closures.



	<ul style="list-style-type: none"> It is not possible to be specific about what would happen to the staff at Abbotsbury, although it appears unlikely that staff would transfer to the homes with the residents as TUPE regulations (Transfer of Undertakings, Protection of Employment) would not apply.
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Initial assessment

Relocating existing Abbotsbury residents to care homes that meet people’s expectations in respect of physical and environmental standards is currently considered to be a favourable option as it allows existing and future residents to live in good quality accommodation as well as continue to receive good quality care. By following and applying best practice, the Council would seek to minimise the risks of the disruption caused by moving residents, and for some, this could prove to be a positive experience. This option represents good value for money to the Council as it requires no additional capital investment. It also supports care home providers that offer modern accommodation and good care.

3. Sell Abbotsbury as a ‘going concern’ to another care home provider

<p>What would this mean in practice?</p>	<ul style="list-style-type: none"> Advertise Abbotsbury for sale as a ‘going concern’ on the open market. If an acceptable offer is made, enter into negotiations and secure the sale of the site with the care home business as a going concern. The Council would cease owning and operating Abbotsbury. A new care home provider would operate Abbotsbury as a care home. Residents would remain in the home and new residents would continue to be admitted. The staff in the home would have the right to transfer to the new provider under TUPE regulations with the new provider then making decision relating to working arrangements. It is possible that the new company would retain the staff at Abbotsbury but they could be required to work anywhere within the new organisation. The Council would not enter into any specific contractual arrangement with the new provider other than for existing residents.
<p>Cost</p>	<p>The Council would oversee the sale of Abbotsbury which would include the procurement of specialist external support in marketing care provision. The estimated fees are around 2% of sale value (plus legal costs).</p>





	<p>Estimated advertising cost, including a full information pack, promotion and direct approach to care home providers, estimated at £5,000.</p> <p>In 2012 Bidwells valued the site at around £620,000 if the existing use of Abbotsbury continued with no pre-agreed places for residents placed by the Council.</p>
Approximate timescales	<p>Appoint external marketing consultant – 2 weeks.</p> <p>Create information pack – 3 weeks.</p> <p>Advertise Abbotsbury for sale – 3 months.</p> <p>Execution of sale – 2 months.</p>
Assumptions	<ul style="list-style-type: none"> • A provider is willing to purchase a home that does not meet modern standards and is able to get the home registered by the Care Quality Commission (CQC). • A provider is willing to purchase an old building that is in need of significant investment and is considered to be smaller than what most providers require to be economically viable. • A provider is willing to take on the financial commitments that a TUPE transfer would entail (notably pension liabilities).
Advantages	<ul style="list-style-type: none"> • The residents could remain in the home. However, a change of care home provider may lead to changes in the way care is delivered and how the home is managed. • Existing staff would transfer to the new provider and may remain working at the home. • The Council would no longer have to invest significant funds to maintain and repair an old building that does not meet standards. • The Council would receive some income from the sale of Abbotsbury.
Disadvantages	<ul style="list-style-type: none"> • The Council would be unlikely to find a provider to purchase Abbotsbury as it does not meet modern standards, the building is old so requires considerable investment and it is smaller than what most providers are looking for. • The existing and future residents of the home would not live in accommodation that meets modern standards. • The new provider may change the fee rates. This could have a significant impact on the fees charged to 'full-cost' payers. • An incoming provider may change care practices within the home. • It would be very difficult to guarantee the future of the home under a new provider.



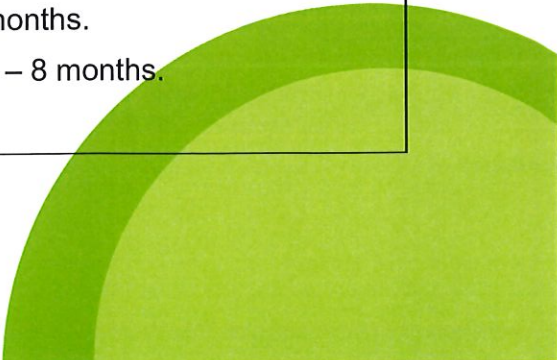
	<ul style="list-style-type: none"> The fact that TUPE regulations would apply would affect the operating costs and may deter some providers and/or may impact the sale value.
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Initial assessment

Although this option would be financially acceptable to the Council, our understanding is that it is very unlikely that a provider would purchase Abbotsbury for reasons of scale, facilities, condition and the TUPE implications. It would also mean current and future residents would not live in a home of modern standards.

4. Build a new care home on the Abbotsbury site after demolition of the existing building

What would this mean in practice?	<ul style="list-style-type: none"> The Council would analyse options, prepare feasibility studies and develop a proposal for the construction of the new care home. This would include securing capital funding, planning consents and procurement of specialist architectural advice. Move residents into alternative care home accommodation either on a temporary or permanent basis depending on a person's individual circumstances. Demolish the existing building. Design and construct new home. Staff the new home. Move the residents who wish to, back to the new home.
Cost	<p>Building a new 72 bed care home would cost in the region of £10.5 million.</p> <p>If the alternative accommodation is made available at the Council's rates the fee would be £601 per week for the majority of residents.</p> <p>The new home would not be available for 12-18 months so the Council would incur additional staff related costs.</p>
Approximate timescales	<p>Write Business Case and Executive Report to request approval to invest in constructing a new home on the Abbotsbury site – 3 months.</p> <p>Tender for architect – 2 months.</p> <p>Produce concept design – 3 months.</p> <p>Obtain planning permission – 3 months.</p> <p>Tender design and build contract – 8 months.</p> <p>Design – 12 months.</p>



	<p>Move residents to other homes – 6 weeks.</p> <p>Construction – 12-18 months.</p> <p>Commissioning and occupation of new home – 4 months.</p>
Assumptions	<p>Planning permission would be granted for a new home of sufficient size to be viable.</p>
Advantages	<ul style="list-style-type: none"> • A new home that meets modern standards would be available on the Abbotsbury site for existing and future residents.
Disadvantages	<ul style="list-style-type: none"> • This option would require residents to move more than once if they wished to return to the replacement home. Their health and wellbeing may be negatively impacted by this disruption and active measures would need to be taken to minimise these risks. Best practice would be followed to help residents to prepare for any move and familiarise themselves with their new home. For these reasons, in practice, it is likely that a relatively small proportion of existing residents would move back to the replacement home when it is completed, as they would have settled into their new home. • Residents may not be able to move together as a group into alternative care home accommodation. This could break up friendship groups. • The consequences of this option for staff are complicated as they would not be required at Abbotsbury until the new home is complete, which could be at least a year. The Council would incur additional staff-related costs and it may not be possible to retain staff. • It would be difficult for the Council to justify why it has chosen to invest in a new care home in this area when within the area new homes are being built which are able to meet the demand without Abbotsbury. If an additional home of 60 – 75 places opened before 2027 it would risk over-supply of care home places in the local area and could result in instability in the care home market. • The existing site is somewhat constrained which would restrict its scale and layout. This in turn could impact on the economic viability of the home and its ability to operate successfully.

Initial assessment

Building a new care home on the site after the existing building is demolished is not currently considered to be a desirable option. This option risks considerable disruption to residents as they would all be required to move once, with those that want to return moving twice. In addition, investing in a new-build care home in an area that has



enough modern care home places to meet demand would not be a good use of public resources.

5. Stop new admissions and close after a set period of time – run down the home

What would this mean in practice?	<ul style="list-style-type: none"> • The Council agrees to stop admissions to the home. • The Council continues to own and operate the home. • Over time, beds would become vacant, but these would not be offered to new residents. • The number of staff would be reduced gradually as the number of residents decrease. • The home would close when the number of residents drops below an agreed number or after an agreed period of time.
Cost	The staffing, supplies and utility costs would decrease as the number of residents decrease but the running cost per resident would increase as fixed costs were shared between fewer residents.
Approximate timescales	The duration that the home would remain open for is unknown.
Assumptions	<ul style="list-style-type: none"> • CQC would find this approach acceptable. • This could be delivered without risking the safety, health and wellbeing of residents.
Advantages	<ul style="list-style-type: none"> • The majority of the existing residents would not have to move. • The Council would eventually have a surplus site which could be disposed of or given an alternative use.
Disadvantages	<ul style="list-style-type: none"> • Existing residents would not live in accommodation that meets modern standards which could lead to a reduced quality of life. • It may become difficult to maintain an active, vibrant atmosphere in the building as vacancy levels increase. It could become very isolating for the last remaining residents. • Operating a home that has a diminishing number of residents can lead to safety and management issues. • It would be difficult to maintain staffing over a long period of time. • It may be difficult to retain good quality staff, especially at a senior level. • Any residents that are left after the agreed period of time would have to move to an alternative care home. • The running cost per resident would increase as the number of residents decreases.

Initial assessment

Stopping admissions to the home and closing after a set period of time is not currently considered to be a desirable option. The home would have the feeling of being wound down, which would be likely to affect the mental wellbeing of residents, as the home would become less occupied and less vibrant. Staff may leave and changes would need to be made to enable the home to continue operating safely with fewer residents. It may prove difficult to retain sufficient staff and this could affect the quality of care. Those residents that remain in the home at the end of the agreed period would be required to move.

6. Refurbish the existing building so that it meets modern standards

What would this mean in practice?	<ul style="list-style-type: none"> • The Council would analyse options, prepare feasibility studies and develop a proposal for the refurbishment of the home. • This would include securing capital funding, planning consents and procurement of specialist architectural advice. • Carry out building works to refurbish the existing building to meet current standards. • Residents would remain in the home.
Cost	<p>Refurbishment costs would not be known until the design specification is finalised and the build contract is let, but it is estimated to be up to £2.5 million.</p> <p>The current running costs for Abbotsbury equate to an estimated £695 per place per week. Refurbishing the existing building would likely reduce the number of beds therefore the staffing, supplies and utility costs would decrease.</p> <p>However, the running cost per resident would increase as fixed costs were shared between fewer residents.</p>
Approximate timescales	<p>Write Business Case and Executive Report to request approval to invest in refurbishing Abbotsbury – 3 months.</p> <p>Tender for architect – 2 months.</p> <p>Develop refurbishment design – 3 months.</p> <p>Tender for building contractor – 8 months.</p> <p>Obtain planning permission – 3 months (may not be required).</p> <p>Refurbishment works take place – 6-12 months.</p>
Assumptions	<ul style="list-style-type: none"> • Planning permission would be forthcoming if required. • A refurbishment whilst the home remained open would be technically and operationally feasible.



Advantages	<ul style="list-style-type: none"> • Residents could remain in the home. • The existing staff would remain in the home. • Existing and future residents would live in accommodation that meets modern standards.
Disadvantages	<ul style="list-style-type: none"> • The refurbishment required to bring the home up to current standards would generate noise and mess which would be disruptive to residents over a long period of time. • Residents would have to move within the home to enable the building work to take place. • The work required would be extensive and require a significant amount of funding. The Council has not made provisions for refurbishing Abbotsbury so may have to stop other projects or put them on hold to fund this refurbishment. • The number of bedrooms is likely to reduce because of the space required for en-suite bathrooms, larger rooms and wider corridors to accommodate modern equipment, activity rooms, relaxation areas and lounges. Having fewer rooms would make the home less economically viable.

Initial assessment

Refurbishing the home is not currently considered to be an acceptable option because the work required would be disruptive to residents over a long period of time and would likely result in a home that has considerably fewer places than the current home, adversely affecting its economic viability.

Options Summary

The options are summarised against four key outcomes in the table below.

Outcomes	Options					
	Do nothing	Relocate to homes of a better physical standard	Sell as going concern	Rebuild	Run down	Re-furbish
Improved quality of accommodation	x	✓	x	✓	x	✓
Minimal disruption for existing residents	✓	x	✓	x	✓	x
Value for money	x	✓	x	x	x	x

Having reviewed the options for the future of Abbotsbury the Council's preferred option at this stage is for Abbotsbury to be closed with all existing residents to moving to alternative care homes.

This is currently the preferred option because:

- **Improved quality of accommodation:** it enables existing residents to live in care homes that meet physical and environmental standards and deliver good quality care.
- **Minimal disruption for existing residents:** any move would mean some disruption for existing residents, which could have a negative impact on their health and wellbeing. Whilst the current preferred option would require existing residents to move, this would only happen once, and measures could be put in place to minimise any risks to their health and wellbeing.
- **Value for money:** The balance of cost, quality and outcomes for example, ensuring that Council funded residents are given equal opportunity to access the high standards of a modern care home.

Although this is the preferred option currently, we want to hear your views before coming to a decision. This is why the consultation process is so important.