



Ref: Agenda/Council-08/12/2020

3rd December 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 8th December 2020 via Virtual access** 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_LPJINqLAQx6FYmP6sOFWVA

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**

Current and projected care needs of the Community

For Members to receive a presentation from Central Bedfordshire Council on the current and projected care needs of the Community. This will assist the Council with preparing a response to the Abbotsbury Care Home Consultation.

6. **MEMBERS QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the minutes of the Council Meeting held on **Tuesday 10th 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 10th November 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/20/04034/FULL - 8 Kittiwake Close, Biggleswade, SG18 8HH**

Single storey front extension and porch.

Extension for comments has been granted by CBC to **9th December 2020**.

Previously on Council Agenda

CB/17/02959/FULL– 8 Kittiwake Close, Biggleswade on Council Agenda 11/07/2017
Single storey front and rear flat roofed extensions. Outcome as **No Objection**.

- b. **CB/20/03396/FULL - Biggleswade United Football Club, Second Meadow, Fairfield Road, Biggleswade, SG18 0AA**

Replace current four floodlight stanchions with four new floodlight stanchions in each corner of the football ground.

Previously on Council Agenda

CB/17/05386/FULL – Biggleswade United Football Club, Fairfield Road, Biggleswade on Council Agenda 12/12/2017 Proposed Groundsman's store and tea hut. Outcome as **No Objection**.

- c. **CB/20/04125/FULL - The Annexe, 148B Drove Road, Biggleswade, SG18 0HP**

Retrospective planning permission for annexe.

Previously on Council Agenda

CB/20/02572/FULL – 148B Drove Road, Biggleswade on Council Agenda 11/08/2020
Two storey side extension to form garden/dining room & ensuite. Outcome as **No Objection**.

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

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

Extension for comments has been granted by CBC to **9th December 2020**.

Previously on Council Agenda

CB/20/03566/FULL – 168 Drove Road, Biggleswade on Council Agenda 13/10/2020
Outcome as **Objection** on the grounds of loss of off-street parking which will have an adverse effect on street parking.

CB/06/00774/FULL–168 Drove Road, Biggleswade on Council Agenda 23/05/2006
Replacement garage & utility room. Single storey to side elevation. Single storey rear extension. Outcome as **No Objection**.

e. **CB/20/04148/FULL - 16 Gale Drive, Biggleswade, SG18 0JQ**

Change of use from Home office Garage to Home Hairdressers.

f. **CB/20/04279/FULL - 40 Courtlands Drive, Biggleswade, SG18 8PQ**

Proposed Single Storey Front Extension.

g. **CB/20/03616/FULL - 2 - 6 High Street, Biggleswade, SG18 0JA**

Alterations to courtyard involving demolition of existing single storey outbuildings, repairs to existing boundary wall and addition of security fence.

Previously on Council Agenda

CB/20/03279/LB – 2-6 High Street, on Council Agenda 10/11/2020 Listed building:
Alterations to courtyard involving demolition of existing single storey outbuildings and repairs to existing boundary wall. Outcome as **No Objection**.

h. **CB/20/04221/FULL - 63 High Street, Biggleswade, SG18 0JH**

Resubmission of planning application CB/20/02609/FULL Conversion of existing bank to physiotherapy clinic at ground floor and residential flats above. Construction of new residential block to rear. Change of use.

i. **CB/20/04222/LB - 63 High Street, Biggleswade, SG18 0JH**

Listed Building: Conversion of existing bank to physiotherapy clinic at ground floor and residential flats above. Construction of new residential block to rear.

Previously on Council Agenda

CB/20/02432/LB – 63 High Street, on Council Agenda 11/08/2020 Listed Building: Conversion of existing bank to physiotherapy clinic at ground floor and 2 x residential flats above and construction of new residential block to rear of site. Outcome as **No Objection** provided:1) Central Bedfordshire Council conduct a noise assessment and take due consideration of impact of noise from business next door. 2) The residents are aware that in terms of Biggleswade Town Council Parking permit policy, there will be no eligibility for resident parking permits. 3) The physiotherapy clinic will be eligible for worker permits.

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

Revised application: Single storey rear extension and part garage conversion.

Previously on Council Agenda

CB/20/03884/FULL – 8 Parry Rise on Council Agenda 10/11/2020 Single storey rear extension and part garage conversion. **Outcome as Objection** due to loss of off-street parking and the restrictions on street parking.

k. **CB/20/04266/ADV - Land at Phase 6 Stratton Business Park East of Pegasus Drive, Biggleswade**

Advertisement: 3 x Fascia 1x Roof Identification Sign 2 x Main Statement Sign 6 x Directional Sign 1 x Building Specific Signs.

Previously on Council Agenda

CB/201520/FULL – Land at Phase 6 Stratton Business Park East of Pegasus Drive on Council Agenda 26/05/2020 and 25/08/2020. The erection of 4 no. B8 use distribution units, together with associated energy centre, balancing pond, landscaping and all other. 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 Bridle Way and/or rerouting of this as well as pedestrian access and cycleway.

CB/20/03820/VOC – Land at Phase 6 Stratton Business Park East of Pegasus Drive on Council Agenda 10/11/2020. Change of use from Use Class B8 'Storage and Distribution' to Use Class B2' General Industrial'. Outcome as **No Objection**.

l. **CB/20/04412/LB - 29 Market Square, Biggleswade, SG18 8AQ**

Listed Building: Hand painted 'Seasons Kitchen' logo on existing fascia above front door. Hand painted fascia's above windows x 2 displaying the words 'Fruit & Vegetables, Groceries, Cheese, Charcuterie'; and replacement canvas for existing canopies with 'Seasons Kitchen' logo x 2.

Previously on Council Agenda

20/02044/LB – 29 Market Square, Biggleswade, SG18 8AQ on Council Agenda 08/09/2020. Listed Building: external paintwork to the found floor retail space from turquoise blue to black surrounds. Outcome as **No Objection**

10. **ACCOUNTS**

a. **Financial Administration**

- i. Detailed Balance Sheet to 31/10/2020.
- ii. Summary Income and Expenditure by Committee 31/10/2020.
- iii. Detailed Income and Expenditure by Committee 31/10/2020.
- iv. Lloyds Bank Payment listing October 2020.

11. **ITEMS FOR CONSIDERATION**

a. **Review of Financial Regulations**

A written report from the Assistant Town Clerk.

b. **Public Realm Equipment**

A written report from the Public Realm Manager.

c. **Central Bedfordshire Council proposes to introduce Disabled Parking Spaces and amend Residents parking bays and waiting restrictions in Back Street, Biggleswade**

Central Bedfordshire Council have published notices and are consulting on proposed disabled parking spaces and amend residents parking bays and waiting restrictions in Back Street. There have been issues with the disabled bay outside No. 3 Back Street that was installed as part of the recent scheme. At present there are three bays, two residents parking bays and one disabled parking bay, CBC are proposing to amend this to one residents parking bay and two disabled parking bays as there are actually two disabled residents in the road. CBC are also proposing to shorten the bays slightly and extend the double yellow lines, so the bays are a greater distance away from the junction because it is very tight at present and some parked vehicles have been damaged.

12. **ITEMS FOR INFORMATION**

a. **Planning Application Outcomes**

A report of the Planning Application Outcomes as of 27th November 2020.

b. **Crime Statistics – October 2020**

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

c. **Keech Hospice Care - 2020 Drive- by Santa and his sleigh**

Correspondence has been received from the fundraiser for Keech Hospice Care outlining the proposal for this year's fund raiser.

d. **Land North**

To consider a further response to Central Bedfordshire Council, as circulated 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_LPJINqLAQx6FYmP6sOFWVA

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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. Original Estimate Strategy 2021/2022)

A written report from the Town Clerk & Chief Executive.

(14b. Public Realm Depot)

A written report from the Assistant Town Clerk and Public Realm Manager.

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 10th NOVEMBER 2020
AT 7PM VIA ZOOM WEBINAR FUNCTION

PRESENT:

Cllr M. Russell (Chairman)
Cllr G. Fage (Vice Chairman)
Cllr D. Albone
Cllr I. Bond
Cllr K. Brown
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
Ms N. Villa – Assistant Town Clerk, Biggleswade Town Council
Mr S. Newton - Town Centre Operations Manager, Biggleswade Town Council
Ms H Calvert – Deputy Office Manager, Biggleswade Town Council
Mrs S. van der Merwe – Meeting Administrator, Biggleswade Town Council

Members of Public –16

Meeting Formalities:

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

1. APOLOGIES FOR ABSENCE

None.

ABSENT WITHOUT APOLOGIES

None.

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item

Cllr G Fage – Item 11c. – Parking Permits.

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

Cllr M Russell – Item 12c. – Tree Preservation at 30 Ivel Gardens.

3. **TOWN MAYOR'S ANNOUNCEMENTS**

a. **Biggleswade Remembrance Sunday ceremony**

Cllr Russell extended her thanks to Town Council staff and members of the British Legion for the successful socially-distanced Remembrance Sunday event held in the Town Centre on 8 November 2020. Special thanks were extended to the Town Council's IT Service providers for their assistance with live streaming to YouTube.

b. **New Biggleswade Business**

Cllr G Fage attended the opening of Seasons' Fruit and Veg store and Drink Biggleswade craft beer shop. It was inspiring to see two new businesses opening within the community and feedback was that both had sell-out openings.

4. **PUBLIC OPEN SESSION**

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

a. **Mrs Kathryn and Mr Colin Pell-Walpole**

As residents of Station Road there were questions on the proposed Transport Interchange: whether the design of the proposed structures will be in keeping with the style of the residential buildings surrounding it and town itself; the policy with regard to residential parking; mitigation of the environmental impact, potential vandalism, litter, noise, light and carbon pollution from the buses.

b. **Mr Julian Vaughan – Biggleswade Rail Users Group**

Mr Vaughan's concerns about the Interchange were: potential lack of security and provision of CCTV coverage, cycle provision, lighting and disabled access; loss of car park spaces directly at the front of the station entrance; lack of toilet provisions and amenities. In addition, Mr Vaughan asked if Station Road would become one-way to facilitate bus usage.

c. **Cllr Hayley Whitaker, Central Bedfordshire Council**

Cllr Whitaker asked if the Council would consider suspending standing orders to allow questions by the public after the presentation on the Transport Interchange.

d. **Mr John Duxbury**

As a resident of Station Road, he asked if he would be able to put questions to the Invited Speaker following the presentation.

It was **RESOLVED** by the Town Council to suspend standing orders and allow questions after the presentation.

e. **Mr and Mrs Milner**

The Milners are residents of Tavener Road and asked why CBC has planned to create 3 bus stops, rather than a combination of bus and taxi drop off points which would be more beneficial to the Interchange.

5. **INVITED SPEAKER**

Mrs Aziza Jeppe, Principal Highways Officer Central Bedfordshire Council and Mr Christian Bodé, AECOM, Director (Roads) – Transportation Interchange

Mrs Jeppe and Mr Bodé presented on the current plans for the proposed Biggleswade Transportation Interchange.

Consultations were held between CBC, Govia Thameslink and Network Rail to formulate the requirements for this Interchange. These include provision of 3 bus stops that act independently of each other with their own shelter, improved access and safe crossing for pedestrians, CCTV provision and a passenger information totem. Consideration of a number of factors resulted in extension of the 20mph speed zone, kerb extension re-design to allow space for cars entering the site and additional disabled access provisions.

CBC plan to submit the planning application by 1 December 2020 to meet the first requirement of the Grant Determination Agreement (GDA). Members expressed concern at the lack of consultation and communication from CBC during the development of this project and requested an extension to the planning application deadline of 1 December 2020 to Spring 2021 to allow further time for consultation with the Town Council and members of the public.

Additional concerns were raised by Members over narrowing of Station road as a result of this proposed Interchange - the Police station is based on Station Road and emergency service vehicles and heavy goods vehicles travel in both directions.

At this point, Standing Orders were suspended to allow members of the Public to comment on this Interchange proposal.

Mr J Duxbury

Mr. Duxbury has considerable safety concerns about the corner of Station Road and Saffron Road. This is a tight corner with no official crossing for pedestrians. The road suddenly becomes one way. Motorists consistently enter the corner at speed, posing considerable risks to pedestrians using the pavement and to parked cars. Mr Duxbury asked CBC to conduct an urgent review of traffic management and control around this corner.

Mr and Mrs Willis

Mr and Mrs Willis said that children are observed crossing at the widest point of the road en route to school. This has not been addressed in the plan. Heavy goods vehicles often use Station Road at speed and without due care and attention. The proposals will significantly reduce the number of parking spaces on Station Road. Noise and light pollution affect houses currently and this will be worse once the Interchange is in place.

Mr and Mrs Pell-Walpole

Mr and Mrs Pell-Walpole asked what considerations have been given to rail replacement services (up to 6 buses can be parked outside the station during rail disruption incidents). They requested clarification on the operational hours, expressed concern over potential vandalism, safety for late travellers and local residents, lighting and noise pollution and also that the development be in sympathy with surrounding period homes.

Cllr Hayley Whitaker, Central Bedfordshire Ward Councillor

Cllr Whitaker presented questions on behalf of Julian Vaughan: Where will bus drivers use the toilet if there are no toilets on the station? Are the green spaces on the map green verges? The crossing at the car park towards Baystrait House is unacceptable and are there any changes proposed to this crossing.

Christian Bodé responded that green spaces will channel pedestrian traffic; Network Rail are looking at their land to see if they can accommodate a toilet and are also responsible for the crossing at the car park (this will not form part of the Transportation Interchange development).

Standing Orders were reimposed at this point.

It was **RESOLVED** to write urgently to Central Bedfordshire Council raising concerns over the lack of consultation and communication from CBC to the Town Council, and that CBC postpone the proposed 1 December 2020 planning application date to Spring 2021 to allow Members time to work with CBC on urgent and necessary revisions to the Transport Interchange proposal in order to deliver value to Biggleswade.

6. MEMBERS' QUESTIONS

a. Workshop

Cllr North asked for an update on this matter. The Town Clerk & Chief Executive advised that it remains a top priority for the Council - the specification has been drawn up and sent to commercial surveyors. A proposal will be submitted to Council at the earliest opportunity.

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.**

- Members commented that there was no draft watermark on the Minutes.
- **Page 2 – Item 3a. – Town Mayor’s announcements:** Richard Fuller – Amend his constituency to “North East Bedfordshire”.

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

b. For Members to receive the Recommendations and Resolutions of the Personnel Meeting held on **Tuesday, 3rd November 2020 via Zoom Webinar.**

Members were sent a corrected version of these minutes on 10th November, 2020. The Chairman of the F&GP Committee was mistakenly included in the proposal for the Appraisal Sub-Committee.

Subject to this recorded amendment, the minutes and were **APPROVED** as a true and accurate record.

8. **MATTERS ARISING**

Matters arising from the Minutes of the Town Council Meeting of **13th October 2020**.

- **Page 10 – Parking Orders** – Cllr Knight asked if there is a target date for the consultation and implementation of parking orders. The Town Clerk & Chief Executive advised Members of an update to this at 10c and on the Exempt items of this Meeting.
- **Page 10 – Website Design** – Cllr Pullinger asked for an update on progress of the website design. The Town Clerk confirmed an engagement meeting was held with Tim's Digital, process maps are being scoped and deadlines on the project plan are being met.

9. **PLANNING APPLICATIONS**

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**.

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.

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

Single storey front extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

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.

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.

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**

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

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.

It was **RESOLVED** that the Town Council **OBJECTS** to this planning application due to:
1) Overdevelopment of the site; 2) The access to Shortmead Street will be compromised; 3) The privacy of the neighbours will be compromised; 4) There is inadequate parking.

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).

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

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

Single storey rear extension and part garage conversion.

It was **RESOLVED** that the Town Council **OBJECTS** to this planning application due to the loss of parking.

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

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

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

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.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided that lorry delivery hours are not changed.

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).

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

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.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided that it is recognised that any future resident is made aware that they would not be eligible for a resident parking permit under the terms of the Council's Parking Policy.

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

Proposal: Single storey rear extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

m. **CB/20/03824/FULL- 7 & 11 Britten Place, Sullivan Court, Biggleswade**

Conversion of commercial units (A2) to two residential dwellings.

It was **RESOLVED** that the Town Council **STRONGLY OBJECTS** to this planning application due to loss of commercial space. Amenities, including retail units, promised by the Developer are still to be delivered. With the loss of these units, such delivery will be highly unlikely. The Council will provide further representations in due course.

10. **ACCOUNTS**

a. Members received and **ADOPTED** the following accounts:

- 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.

Cllr Ramsay asked Members to review Page 25 separately which may help to inform decisions on car park charges and allotments.

11. **ITEMS FOR CONSIDERATION**

a. **London Luton Airport**

A consultation is being held as part of a proposal to change the arrival routes into London Luton Airport. This is sponsored by London Luton Airport and NATS (Air Traffic Control). Stakeholder mapping indicates that Biggleswade may be affected by the proposal and Members were invited to consider the Options set out in the Consultation.

It was **RESOLVED** to respond to the public consultation a) setting out the Town Council's preference for Option 1 with the wider approach and b) raising concerns about air quality between St. Neots and Biggleswade over the A1.

b. **BRCC Funding Request**

The Council has partially funding the Community Agent post through annual Grant Fund applications. BRCC wish to continue with this role permanently and are requesting funding for a three-year term instead. The role has added considerable value to the community, especially during the COVID-19 lockdown.

Members asked for a presentation from the next Community Agent once the incumbent has settled into their role to better understand the support the role is providing.

It was **RESOLVED** to **AGREE** the request for funding for the Community Agent for a period of three years.

c. **Parking Permits**

Cllr G Fage declared a pecuniary interest in this matter and excused himself for the duration of this item.

The Town Centre Operations Manager said that CBC had confirmed it will not be enforcing parking during the period of the second lockdown up to 2 December 2020, unless there are safety issues.

The Town Council previously extended Residential and Worker Parking Permits at the end of the first lockdown. Members felt stimulating the local economy is essential following the second lockdown and over the Christmas period, suspending all town centre parking charges and extending the parking permit renewal to the end of December 2020 would help to support local business and residents.

It was **RESOLVED** to extend the suspension of all Town Centre parking charges up to 31 December 2020 and also to extend all Worker and Resident parking permits due to expire up to 31 December 2020.

Cllr G Fage re-entered the meeting to continue with the remaining items.

d. **Christmas Offering**

The Town Centre Operations Manager submitted a written report for Members to review and decide on Christmas-themed events for December 2020.

Members requested an additional performer for 19th December. The Town Centre Operations Manager has written confirmation from the vendor that, in the event of the second lockdown being extended beyond 2 December requiring cancellation of the events, there will be no financial obligations on the Council's part. He agreed to consider including local charities in the craft fair.

It was **RESOLVED** to **AGREE** to the proposed events for the Christmas offering.

e. **Review of Financial Regulations**

The Assistant Town Clerk advised Members that they are being asked to update financial regulations to bring them in line with NALC financial regulations. The proposals in this report include for Members to consider increasing the spending authority for Officers to expedite Council business.

Cllr F Foster requested that the Council be notified in the event of large spend values and the Town Clerk and Chief Executive confirmed this practice would be adopted and enforced.

It was **RESOLVED** to **ACCEPT** the proposal that all authorisations for expenditure up to the value of £15,000 will be determined by the Town Clerk & Chief Executive.

It was **RESOLVED** to **DEFER** all other Regulation issues to the 8 December 2020 meeting where these should be presented in conjunction with the current Financial Regulations.

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

Cllr Russell circulated a draft Hearing Statement to Members relating to the Council's position on issues to be discussed at the EIP relating to Biggleswade.

It was **RESOLVED** that the Hearing Statement be submitted to the Inspectors for the Examination in Public of the CBC Draft Local Plan.

g. **Consultation on the Future of Abbotsbury Care Home**

This item was listed on the agenda as an Item for Information but Council requested that it be moved to become an Item for Consideration.

Cllr Knight said that the consultation is running to **29 January 2020** suggested a presentation from CBC at the next Town Council meeting to help inform the Council's response. The presentation should include current and projected care needs of the community.

Cllr Woodhead advised it will likely be the Commissioning Team for social care within CBC, however, should they not be in a position to present the required information to the Council at that meeting, it would be prudent to ask for an extension to the consultation.

It was **RESOLVED** to request a presentation from CBC at the meeting of 8 December 2020 to inform the Council's response to the consultation.

12. ITEMS FOR INFORMATION

a. Planning Application Outcomes

- i. Cllr Woodhead asked if there was an update on the Bonds Lane development. Cllr Bond confirmed that the S106 agreement has been signed and the application is now approved.
- ii. Lawrence Road: Despite the Town Council's objection to this planning application, Central Bedfordshire Council has approved it. Cllr L Fage asked the Town Council to support residents of Lawrence Road should any issues arise.

b. Crime Statistics – September 2020

The Deputy Office Manager and Amanda Cawthorn (Biggleswade Community Safety Group) have been working on a Crime Statistics Report in a more useful format and Members were delighted with the presentation of the report before them.

Members raised concerns over the level of theft and attempted theft and requested further analysis to recategorize those to differentiate business theft/attempted business theft by road and by ward. Members felt this amended format clearly outlines those theft types and Cllr Strachan felt it would also be useful to have thefts around the Marketplace identified.

The Town Centre Operations Manager will be discussing these concerns with the Safer Communities & Partnership Manager at Central Bedfordshire Council.

Cllr Strachan advised no police liaison meetings have been held following Chief Constable Jon Boucher's retirement. Cllr Strachan has reached out to the Police and Crime Commissioner's Office and is awaiting contact from senior officers.

Cllr G Fage provided an update on the Town Centre Management Committee's Crime Working Group. At the meeting of 6th October 2020, it was resolved that this group needed to review the CCTV.

c. Work to trees at 30 Ivel Gardens

Cllr Russell declared a non-pecuniary interest in this item.

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.

None.

14. **EXEMPT ITEMS**

The resolution was **moved** that it was advisable in the public interest that the public and press be excluded whilst the following exempt items were discussed.

a. **Rose Lane Car Park**

The Assistant Town Clerk confirmed the Landlord has responded to the Notice served through the Court and has asked for time to consider its Heads of Terms. If the Heads of Terms are unacceptable, she suggested the Town Council would need to obtain an independent commercial valuation.

b. **Parking Orders**

Cllr Knight requested an update on the Parking Orders matter. The Town Clerk & Chief Executive said that this would be escalated through Management at the Town Council. Members had seen this advertised recently in the Biggleswade Chronicle so CBC appears to have taken the initial step in consultation.

c. **Christmas Dinner**

Members debated the scheduled Town Council staff Christmas dinner given the current lockdown and potential implications should that be extended. Members explored alternative suggestions for showing their appreciation to staff and a proposal was put forward to replace the social event planned with vouchers to the value of £40 per staff member. This proposal was carried with votes of 11 for and 3 against.

It was **RESOLVED** to provide each Town Council staff member with a £40 voucher in gratitude for their services for the year.

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Biggleswade Town Council

Item 10ai Detailed Balance Sheet

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Detailed Balance Sheet - Excluding Stock Movement

Month 7 Date 31/10/2020

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<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	2,932,184	1,122,850	1,809,334
	<u>Current Assets</u>			
91	CAPITAL WORK IN PROGRESS	7,325		
100	DEBTORS - TOWN COUNCIL	4,136		
102	DEBTORS - PITCH HIRE	3,772		
103	DEBTORS - ORCHARD CENTRE	23,224		
105	VAT REFUNDS	26,958		
202	LLOYDS CURRENT BANK A/C	279,221		
204	LLOYDS SALARY A/C	6		
210	PETTY CASH	155		
212	CASH CHANGE FLOAT	24		
224	PUBLIC SECTOR DEPOSIT	800,000		
	Total Current Assets		1,144,821	
	<u>Current Liabilities</u>			
501	TRADE CREDITORS	38,557		
510	ACCRUALS	2,000		
525	ALLOTMENT DEPOSITS	3,200		
530	INC IN ADVANCE - COMMUTED	26,400		
537	SUNDRY CREDITORS	252		
	Total Current Liabilities		70,409	
	Net Current Assets			1,074,412
	Total Assets less Current Liabilities			2,883,746
	<u>Long Term Liabilities</u>			
401	PWLB LOANS	115,993		
430	LEASE CREDITOR (GROSS)	5,811		
435	LEASE CREDITOR (DEF'D INT)	(435)		
	Total Long Term Liabilities		121,370	
	Total Assets less Total Liabilities			2,762,376
	<u>Represented by :-</u>			
301	CURRENT YEAR FUND	460,209		
310	GENERAL RESERVE	134,400		
327	EMR TWINNING	500		
329	EMR DEPOT	1,500		
349	ROLLING CAPITAL FUND	470,477		
350	CAPITAL FINANCING RESERVE	1,361,243		
451	DEF'D GRANTS APPLIED	608,674		
452	DEF'D GRANTS W/BACK	(274,627)		

Detailed Balance Sheet - Excluding Stock Movement

Month 7 Date 31/10/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	Total Equity	<u>2,762,376</u>

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Biggleswade Town Council

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Item 10aii Summary Inc & Exp

Summary Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Committee Report

Page 1

		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	1,020	0	(1,020)		0.0%
		Expenditure	120,359	85,685	120,200	34,515	34,515	71.3%
	Movement to/(from) Gen Reserve		<u>(120,359)</u>	<u>(84,665)</u>				
111	CORPORATE MANAGEMENT	Income	1,011,651	1,166,942	1,171,677	4,735		99.6%
		Expenditure	134,043	86,895	122,729	35,834	35,834	70.8%
	Movement to/(from) Gen Reserve		<u>877,608</u>	<u>1,080,047</u>				
112	DEMOCRATIC REP'N & MGMT	Income	6,950	0	0	0		0.0%
		Expenditure	192,733	124,259	187,376	63,117	63,117	66.3%
	Movement to/(from) Gen Reserve		<u>(185,783)</u>	<u>(124,259)</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	47,203	105,942	58,739	58,739	44.6%
	Movement to/(from) Gen Reserve		<u>(36,931)</u>	<u>(46,927)</u>				
901	CENTRAL SERVICES	Expenditure	0	0	0	0	0	0.0%
	Finance & General Purposes Income		<u>1,072,390</u>	<u>1,169,546</u>	<u>1,221,927</u>	<u>52,381</u>		<u>95.7%</u>
	Expenditure		<u>575,267</u>	<u>373,182</u>	<u>571,864</u>	<u>198,682</u>	<u>0</u>	<u>65.3%</u>
	Movement to/(from) Gen Reserve		<u>497,122</u>	<u>796,364</u>				
Public Land & Open Spaces								
102	ALLOTMENTS	Income	6,521	1,644	6,600	4,956		24.9%
		Expenditure	1,474	856	2,015	1,159	1,159	42.5%
	Movement to/(from) Gen Reserve		<u>5,047</u>	<u>787</u>				
104	BURIAL GROUNDS	Income	15,289	9,043	17,300	8,257		52.3%
		Expenditure	103,204	51,768	104,123	52,355	52,355	49.7%
	Movement to/(from) Gen Reserve		<u>(87,915)</u>	<u>(42,725)</u>				
210	GENERAL	Expenditure	0	2,993	3,000	7	7	99.8%
212	RECREATION GROUNDS	Income	9,305	6,018	9,240	3,222		65.1%
		Expenditure	368,426	173,448	369,209	195,761	195,761	47.0%
	Movement to/(from) Gen Reserve		<u>(359,121)</u>	<u>(167,430)</u>				
902	WORKS SERVICES	Expenditure	1,500	0	0	0	0	0.0%

Continued over page

Summary Income & Expenditure by Budget Heading 31/10/2020

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	16,705	33,140	16,435			50.4%
Expenditure		474,603	229,066	478,347	249,281	0	249,281	47.9%
Movement to/(from) Gen Reserve		<u>(443,489)</u>	<u>(212,361)</u>					
Town Centre Management								
103 STREET LIGHTS	Expenditure	10,302	3,894	0	(3,894)		(3,894)	0.0%
105 CAR PARKS	Income	55,920	7,683	53,000	45,317			14.5%
	Expenditure	99,844	49,527	94,732	45,205		45,205	52.3%
Movement to/(from) Gen Reserve		<u>(43,924)</u>	<u>(41,845)</u>					
106 MARKET	Income	12,213	1,724	13,400	11,676			12.9%
	Expenditure	33,616	21,905	32,623	10,718		10,718	67.1%
Movement to/(from) Gen Reserve		<u>(21,403)</u>	<u>(20,181)</u>					
107 TOWN CENTRE GENERAL	Income	702	0	0	0			0.0%
	Expenditure	100,352	46,700	119,141	72,442		72,442	39.2%
Movement to/(from) Gen Reserve		<u>(99,651)</u>	<u>(46,700)</u>					
110 PUBLIC CONVENIENCES	Expenditure	22,324	11,175	24,760	13,585		13,585	45.1%
Town Centre Management Income		68,834	9,407	66,400	56,993			14.2%
Expenditure		266,438	133,201	271,256	138,055	0	138,055	49.1%
Movement to/(from) Gen Reserve		<u>(197,604)</u>	<u>(123,794)</u>					
Grand Totals:- Income		1,172,338	1,195,658	1,321,467	125,809			90.5%
Expenditure		1,316,309	735,449	1,321,467	586,018	0	586,018	55.7%
Net Income over Expenditure		<u>(143,970)</u>	<u>460,209</u>	<u>0</u>	<u>(460,209)</u>			
Movement to/(from) Gen Reserve		<u>(143,970)</u>	<u>460,209</u>					

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Biggleswade Town Council

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Detailed Income & Expenditure by Budget Heading 31/10/2020

Item 10aiii Detailed Inc & Exp

Month No: 7

Committee Report

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	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	290	0	(290)		(290)	0.0%	
4011 RATES	14,313	7,920	11,960	4,041		4,041	66.2%	
4012 WATER RATES	560	343	500	157		157	68.7%	
4013 RENT	(37,147)	(26,998)	(34,760)	(7,762)		(7,762)	77.7%	
4014 ELECTRICITY	2,928	1,248	3,000	1,752		1,752	41.6%	
4015 GAS	1,652	2,082	2,000	(82)		(82)	104.1%	
4016 CLEANING COSTS	11,757	7,624	9,000	1,376		1,376	84.7%	
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	658	4,000	3,342		3,342	16.4%	
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	431	1,200	769		769	35.9%	
4134 SECURITY/CCTV	986	6,230	1,500	(4,730)		(4,730)	415.3%	
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%	
CAPITAL EXPENDITURE :- Income	0	1,020	0	(1,020)				0
4053 LOAN INTEREST	5,879	2,755	5,383	2,628		2,628	51.2%	
4253 LEASE INTEREST REPAID	401	234	401	167		167	58.4%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4802 CP - New Computer Installation	(0)	3,817	0	(3,817)		(3,817)	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	2,895	4,963	2,068		2,068	58.3%	
4990 ASSET FUNDING FROM RCP	(13,526)	(1,220)	(5,000)	(3,780)		(3,780)	24.4%	
CAPITAL EXPENDITURE :- Indirect Expenditure	120,359	85,685	120,200	34,515	0	34,515	71.3%	0
Net Income over Expenditure	(120,359)	(84,665)	(120,200)	(35,535)				
111 CORPORATE MANAGEMENT								
1076 PRECEPT RECEIVED	1,011,058	1,166,677	1,166,677	0			100.0%	
1096 INTEREST RECEIVED	593	265	5,000	4,735			5.3%	
CORPORATE MANAGEMENT :- Income	1,011,651	1,166,942	1,171,677	4,735			99.6%	0
4057 AUDIT FEES	3,735	0	3,720	3,720		3,720	0.0%	
4901 C.S. SALARY RECHARGE	70,888	33,477	63,456	29,979		29,979	52.8%	
4911 C.S. O'HEAD RECHARGE	59,420	53,418	55,553	2,135		2,135	96.2%	
CORPORATE MANAGEMENT :- Indirect Expenditure	134,043	86,895	122,729	35,834	0	35,834	70.8%	0
Net Income over Expenditure	877,608	1,080,047	1,048,948	(31,099)				
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	5,454	20,000	14,546		14,546	27.3%	
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	44,636	84,608	39,972		39,972	52.8%	
4911 C.S. O'HEAD RECHARGE	79,226	71,224	74,068	2,844		2,844	96.2%	
4999 DEPRECIATION CHARGED	9,292	0	0	0		0	0.0%	
DEMOCRATIC REP'N & MGM'T :- Indirect Expenditure	192,733	124,259	187,376	63,117	0	63,117	66.3%	0
Net Income over Expenditure	(185,783)	(124,259)	(187,376)	(63,117)				

	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	29,449	54,599	25,150		25,150	53.9%	
4002 EMPLOYERS N.I	5,014	2,650	5,153	2,503		2,503	51.4%	
4003 EMPLOYERS SUPERANN.	12,754	7,303	13,540	6,237		6,237	53.9%	
4007 HEALTH & SAFETY	0	802	500	(302)		(302)	160.3%	
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	115	450	335		335	25.6%	
4014 ELECTRICITY	4,231	1,738	10,000	8,262		8,262	17.4%	
4015 GAS	209	760	4,500	3,740		3,740	16.9%	
4016 CLEANING COSTS	4,795	1,440	4,500	3,060		3,060	32.0%	
4020 MISC. ESTABLISH.COST	9	226	500	274		274	45.1%	
4021 TELEPHONE & FAX	190	0	1,200	1,200		1,200	0.0%	
4026 COMPUTER	565	490	1,500	1,010		1,010	32.7%	
4032 PUBLICITY	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTENANCE	2,089	80	1,000	920		920	8.0%	
4038 MAINTENANCE CONTRACT	4,005	811	1,500	689		689	54.0%	

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Committee Report

	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	47,203	105,942	58,739	0	58,739	44.6%	0
Net Income over Expenditure	(36,931)	(46,927)	(55,692)	(8,765)				
901 CENTRAL SERVICES								
4001 STAFF SALARIES	186,172	87,246	193,197	105,951		105,951	45.2%	
4002 EMPLOYERS N.I	14,645	6,771	18,323	11,552		11,552	37.0%	
4003 EMPLOYERS SUPERANN.	35,477	17,573	47,915	30,343		30,343	36.7%	
4005 AGENCY STAFF	43,519	71,669	0	(71,669)		(71,669)	0.0%	
4007 HEALTH & SAFETY	0	49	2,500	2,451		2,451	1.9%	
4008 STAFF TRAINING	2,827	263	2,000	1,737		1,737	13.2%	
4009 STAFF TRAVEL	3,147	604	3,000	2,396		2,396	20.1%	
4010 MISC. STAFF COSTS	180	462	1,000	538		538	46.2%	
4013 RENT	37,147	26,998	34,760	7,762		7,762	77.7%	
4020 MISC. ESTABLISH.COST	137	0	250	250		250	0.0%	
4021 TELEPHONE & FAX	8,208	5,365	6,500	1,135		1,135	82.5%	
4022 POSTAGE	547	408	1,000	592		592	40.8%	
4023 STATIONERY	5,971	1,180	5,000	3,820		3,820	23.6%	
4025 INSURANCE	19,492	19,545	21,000	1,455		1,455	93.1%	
4026 COMPUTER	33,873	27,729	30,000	2,271		2,271	92.4%	
4027 PHOTOCOPIER	2,771	1,770	3,500	1,730		1,730	50.6%	
4031 ADVERTISING	0	550	400	(150)		(150)	137.5%	
4032 PUBLICITY	2,420	1,642	3,500	1,858		1,858	46.9%	
4042 EQUIPT MAINT/REPAIR	314	0	0	0		0	0.0%	
4051 BANK CHARGES	2,109	572	2,100	1,528		1,528	27.3%	
4056 LEGAL EXPENSES	1,850	500	1,220	720		720	41.0%	
4058 PROFESSIONAL FEES	12,030	12,673	2,000	(10,673)		(10,673)	633.6%	
4060 OFFICE EQUIPMENT	2,645	0	500	500		500	0.0%	
4073 PAYROLL BUREAU FEES	794	1,703	2,000	297		297	85.2%	
4074 ACCOUNTANCY FEES	15,693	4,378	15,000	10,622		10,622	29.2%	
4125 Misc Costs	86	0	30	30		30	0.0%	
4901 C.S. SALARY RECHARGE	(236,294)	(111,590)	(211,520)	(99,930)		(99,930)	52.8%	
4911 C.S. O'HEAD RECHARGE	(198,065)	(178,060)	(185,175)	(7,115)		(7,115)	96.2%	
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	1,169,546	1,221,927	52,381			95.7%	
Expenditure	575,267	373,182	571,864	198,682	0	198,682	65.3%	
Movement to/(from) Gen Reserve	<u>497,122</u>	<u>796,364</u>						
<u>Public Land & Open Spaces</u>								
<u>102 ALLOTMENTS</u>								
1087 INC-ALLOTMENTS	6,521	1,644	6,600	4,956			24.9%	
ALLOTMENTS :- Income	<u>6,521</u>	<u>1,644</u>	<u>6,600</u>	<u>4,956</u>			24.9%	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	435	550	115		115	79.1%	
4999 DEPRECIATION CHARGED	167	0	0	0		0	0.0%	
ALLOTMENTS :- Indirect Expenditure	<u>1,474</u>	<u>856</u>	<u>2,015</u>	<u>1,159</u>	<u>0</u>	<u>1,159</u>	42.5%	0
Net Income over Expenditure	<u>5,047</u>	<u>787</u>	<u>4,585</u>	<u>3,798</u>				
<u>104 BURIAL GROUNDS</u>								
1084 INC-BURIAL FEES	14,453	9,043	17,000	7,957			53.2%	
1097 INC-MEMORIALS	836	0	300	300			0.0%	
BURIAL GROUNDS :- Income	<u>15,289</u>	<u>9,043</u>	<u>17,300</u>	<u>8,257</u>			52.3%	0
4011 RATES	4,702	2,681	4,800	2,119		2,119	55.9%	
4012 WATER RATES	80	67	150	83		83	44.8%	
4014 ELECTRICITY	2,868	58	150	92		92	38.5%	
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	153	500	347		347	30.7%	
4178 PATHS MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
4901 C.S. SALARY RECHARGE	14,178	6,695	12,691	5,996		5,996	52.8%	
4902 W.S. SALARY RECHARGE	49,101	26,728	59,441	32,713		32,713	45.0%	
4911 C.S. O'HEAD RECHARGE	11,884	10,684	11,111	427		427	96.2%	
4912 W.S. O'HEAD RECHARGE	16,685	3,943	12,280	8,337		8,337	32.1%	
4999 DEPRECIATION CHARGED	2,250	0	0	0		0	0.0%	
BURIAL GROUNDS :- Indirect Expenditure	<u>103,204</u>	<u>51,768</u>	<u>104,123</u>	<u>52,355</u>	<u>0</u>	<u>52,355</u>	49.7%	0
Net Income over Expenditure	<u>(87,915)</u>	<u>(42,725)</u>	<u>(86,823)</u>	<u>(44,098)</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	2,449	5,240	2,791			46.7%	
1082 INC-LETTINGS	(202)	0	0	0			0.0%	
1083 INC-PITCH HIRE	2,385	262	4,000	3,738			6.5%	
1091 INC-MISCELLANEOUS	0	3,308	0	(3,308)			0.0%	
RECREATION GROUNDS :- Income	<u>9,305</u>	<u>6,018</u>	<u>9,240</u>	<u>3,222</u>			65.1%	<u>0</u>
4011 RATES	4,468	2,542	4,565	2,023		2,023	55.7%	
4012 WATER RATES	2,430	8,902	11,000	2,099		2,099	80.9%	
4013 RENT	0	0	1	1		1	0.0%	
4014 ELECTRICITY	6,721	404	6,000	5,596		5,596	6.7%	
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	4,433	6,500	2,067		2,067	68.2%	
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	200	1,500	1,300		1,300	13.3%	
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	142	750	608		608	18.9%	
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	17,854	33,843	15,989		15,989	52.8%	
4902 W.S. SALARY RECHARGE	171,855	93,549	208,042	114,493		114,493	45.0%	
4911 C.S. O'HEAD RECHARGE	31,691	28,490	29,628	1,138		1,138	96.2%	
4912 W.S. O'HEAD RECHARGE	58,398	13,801	42,980	29,179		29,179	32.1%	
4999 DEPRECIATION CHARGED	40,215	0	0	0		0	0.0%	
RECREATION GROUNDS :- Indirect Expenditure	<u>368,426</u>	<u>173,448</u>	<u>369,209</u>	<u>195,761</u>	<u>0</u>	<u>195,761</u>	47.0%	<u>0</u>
Net Income over Expenditure	<u>(359,121)</u>	<u>(167,430)</u>	<u>(359,969)</u>	<u>(192,539)</u>				
<u>902 WORKS SERVICES</u>								
4001 STAFF SALARIES	192,644	105,046	222,166	117,120		117,120	47.3%	
4002 EMPLOYERS N.I	17,059	8,890	19,939	11,050		11,050	44.6%	
4003 EMPLOYERS SUPERANN.	35,804	19,706	55,098	35,392		35,392	35.8%	
4007 HEALTH & SAFETY	503	337	500	163		163	67.4%	
4008 STAFF TRAINING	1,809	132	2,500	2,368		2,368	5.3%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4009 STAFF TRAVEL	291	46	300	254		254	15.3%	
4010 MISC. STAFF COSTS	0	0	300	300		300	0.0%	
4014 ELECTRICITY	5,507	(4,693)	200	4,893		4,893	(2346.5	
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	2,542	4,500	1,958		1,958	56.5%	
4046 VEHICLE LEASING	9,650	5,553	11,000	5,447		5,447	50.5%	
4047 MATERIALS/TOOLS	16,719	4,376	12,000	7,624		7,624	36.5%	
4048 VEHICLE MAINT/REPAIR	10,465	3,247	10,000	6,753		6,753	32.5%	
4049 VEHICLE FUEL	7,435	2,953	8,000	5,047		5,047	36.9%	
4050 VEHICLE TAX	455	675	500	(175)		(175)	135.0%	
4103 PROTECTIVE CLOTHING	2,636	2,729	2,500	(229)		(229)	109.2%	
4119 SKIP HIRE	2,981	1,344	3,000	1,656		1,656	44.8%	
4125 Misc Costs	16	0	0	0		0	0.0%	
4128 EQUIPMENT	442	386	500	114		114	77.1%	
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)	(133,641)	(297,203)	(163,562)		(163,562)	45.0%	
4912 W.S. O'HEAD RECHARGE	(83,425)	(19,715)	(61,400)	(41,685)		(41,685)	32.1%	
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
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Net Expenditure	(1,500)	0	0	0				
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Public Land & Open Spaces :- Income	31,114	16,705	33,140	16,435			50.4%	
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Expenditure	474,603	229,066	478,347	249,281	0	249,281	47.9%	
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Movement to/(from) Gen Reserve	(443,489)	(212,361)						
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Town Centre Management

103 STREET LIGHTS

4014 ELECTRICITY	10,302	3,894	0	(3,894)		(3,894)	0.0%	
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STREET LIGHTS :- Indirect Expenditure	10,302	3,894	0	(3,894)	0	(3,894)		0
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Net Expenditure	(10,302)	(3,894)	0	3,894				
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105 CAR PARKS

1088 INC-CAR PARKING FEES	34,975	5,973	36,000	30,027			16.6%	
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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1089 INC - PARKING PERMITS WORK	11,722	619	11,000	10,381			5.6%	
1099 INC-INSURANCE (CLAIM)	2,688	0	0	0			0.0%	
1189 INC-PARKING PERMITS RES	6,534	1,091	6,000	4,909			18.2%	
CAR PARKS :- Income	55,920	7,683	53,000	45,317			14.5%	0
4011 RATES	25,704	14,753	26,250	11,497		11,497	56.2%	
4014 ELECTRICITY	0	0	500	500		500	0.0%	
4021 TELEPHONE & FAX	0	0	600	600		600	0.0%	
4038 MAINTENANCE CONTRACT	10,322	5,618	7,500	1,882		1,882	74.9%	
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	304	1,000	696		696	30.4%	
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	1,674	3,173	1,499		1,499	52.8%	
4902 W.S. SALARY RECHARGE	12,275	6,682	14,860	8,178		8,178	45.0%	
4911 C.S. O'HEAD RECHARGE	2,971	2,671	2,778	107		107	96.1%	
4912 W.S. O'HEAD RECHARGE	4,171	986	3,070	2,084		2,084	32.1%	
4999 DEPRECIATION CHARGED	9,428	0	0	0		0	0.0%	
CAR PARKS :- Indirect Expenditure	99,844	49,527	94,732	45,205	0	45,205	52.3%	0
Net Income over Expenditure	(43,924)	(41,845)	(41,732)	113				
106 MARKET								
1085 INC-TUESDAY MARKET RENTS	2,250	56	2,900	2,844			1.9%	
1086 INC-SATURDAY MARKET RENTS	9,605	1,668	10,500	8,832			15.9%	
1091 INC-MISCELLANEOUS	357	0	0	0			0.0%	
MARKET :- Income	12,213	1,724	13,400	11,676			12.9%	0
4004 MARKET STAFF	4,959	2,718	5,250	2,532		2,532	51.8%	
4011 RATES	5,097	3,094	5,205	2,111		2,111	59.4%	
4012 WATER RATES	42	534	0	(534)		(534)	0.0%	
4014 ELECTRICITY	440	468	1,200	732		732	39.0%	
4032 PUBLICITY	343	608	550	(58)		(58)	110.5%	
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	5,579	10,576	4,997		4,997	52.8%	
4911 C.S. O'HEAD RECHARGE	9,903	8,903	9,259	356		356	96.2%	
4999 DEPRECIATION CHARGED	800	0	0	0		0	0.0%	
MARKET :- Indirect Expenditure	33,616	21,905	32,623	10,718	0	10,718	67.1%	0
Net Income over Expenditure	(21,403)	(20,181)	(19,223)	958				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
107 TOWN CENTRE GENERAL								
1145 INC-CHRISTMAS ACTIVITIES	702	0	0	0			0.0%	
TOWN CENTRE GENERAL :- Income	702	0	0	0				0
4001 STAFF SALARIES	24,799	14,864	26,050	11,186		11,186	57.1%	
4002 EMPLOYERS N.I	2,232	1,344	2,402	1,058		1,058	56.0%	
4003 EMPLOYERS SUPERANN.	5,902	3,686	6,458	2,772		2,772	57.1%	
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	2,214	15,000	12,786		12,786	14.8%	
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	10,879	18,000	7,122		7,122	60.4%	
4790 DEFERRED GRANTS RELEASED	(571)	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	3,544	1,674	3,173	1,499		1,499	52.8%	
4902 W.S. SALARY RECHARGE	12,275	6,682	14,860	8,178		8,178	45.0%	
4911 C.S. O'HEAD RECHARGE	2,971	2,671	2,778	107		107	96.1%	
4912 W.S. O'HEAD RECHARGE	4,171	986	3,070	2,084		2,084	32.1%	
4999 DEPRECIATION CHARGED	1,131	0	0	0		0	0.0%	
TOWN CENTRE GENERAL :- Indirect Expenditure	100,352	46,700	119,141	72,442	0	72,442	39.2%	0
Net Income over Expenditure	(99,651)	(46,700)	(119,141)	(72,442)				
110 PUBLIC CONVENIENCES								
4011 RATES	3,093	1,759	3,160	1,401		1,401	55.7%	
4012 WATER RATES	2,143	(110)	1,600	1,710		1,710	(6.9%)	
4014 ELECTRICITY	180	0	1,000	1,000		1,000	0.0%	
4036 PROPERTY MAINTENANCE	181	3,316	2,500	(816)		(816)	132.6%	
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	11,175	24,760	13,585	0	13,585	45.1%	0
Net Expenditure	(22,324)	(11,175)	(24,760)	(13,585)				
Town Centre Management :- Income	68,834	9,407	66,400	56,993			14.2%	
Expenditure	266,438	133,201	271,256	138,055	0	138,055	49.1%	
Movement to/(from) Gen Reserve	(197,604)	(123,794)						

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

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	1,195,658	1,321,467	125,809			90.5%	
Expenditure	1,316,309	735,449	1,321,467	586,018	0	586,018	55.7%	
Net Income over Expenditure	<u>(143,970)</u>	<u>460,209</u>	<u>0</u>	<u>(460,209)</u>				
Movement to/(from) Gen Reserve	<u>(143,970)</u>	<u>460,209</u>						

Date: 27/11/2020

Biggleswade Town Council

Item 10a iv Lloyds Bank payments

Time: 15:39

Lloyds Current A/C

List of Payments made between 01/10/2020 and 31/10/2020

Page 1

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2020	Historic Towns & Village Forum	CNXL201266	-270.00		Historic Towns & Village Forum
02/10/2020	OPUS Energy (Corporate) Limite	DD01	10.35		P/Ledger Electronic Payment
02/10/2020	OPUS Energy (Corporate) Limite	DD02	1,438.92		P/Ledger Electronic Payment
05/10/2020	Central Bedfordshire Council	Std Ord	5,120.00		Central Beds Rates 20/21
08/10/2020	ADT Fire & Security plc	201466	1,727.83		691-Intruder alarm system
08/10/2020	AMF Services (Bedford) Ltd	201467	1,092.17		671-New wheel, tyre to machine
08/10/2020	Anglian Water Business Ltd. (N	201468	16.15		693-Water 02.07.20-01.10.20
08/10/2020	Anglian Water Business Ltd. (N	201469	27.32		692-Water 02.07.20-01.10.20
08/10/2020	British Telecommunications PLC	201470	300.55		667-Monthly phone service
08/10/2020	L. Bennett & Son Ltd	201471	62.57		662-Trailer board 4FT
08/10/2020	Rosetta Publishing Ltd	201472	258.00		714-Beds Bulletin October20
08/10/2020	Colin Ross Workwear & Safety	201473	837.00		684-Poloshirt, trousers,etc.
08/10/2020	Caliam Consulting Limited	201474	5,280.00		660-HR Support/Investigation
08/10/2020	Chandlers (Farm Equipment) Ltd	201475	7.66		703-Hitch pin
08/10/2020	Constant & Co (Bedford) Ltd	201476	594.00		679-Eviction-3 travellers
08/10/2020	Deeping Direct Limited	201477	129.60		705-hire of container July20
08/10/2020	FarmServe Ltd	201478	12.00		652-Parts & postage
08/10/2020	Flowbird Smart City UK Ltd	201479	354.13		696-Parking equip service-Sept
08/10/2020	J R GOLDTHORPE & SON	201480	225.63		668-Padlocks,snaphook,washer
08/10/2020	Hawkins Historic Ltd	201481	450.00		674-Repairs to Drove rd cemete
08/10/2020	Henlow Building Supplies	201482	300.70		659-Wood filler,mahogany,screw
08/10/2020	Huxley Electrical Services	201483	366.00		677-Investigate hand dryers
08/10/2020	HM Revenue & Customs	201484	12,196.21		708-HMRC PAYE/NIDue Sept
08/10/2020	LGRC Associates Ltd	201485	11,223.18		683-Locum Clerk - Sept
08/10/2020	The Lion Press (Sandy) Ltd	201486	679.20		685-500 Business Cards
08/10/2020	CENTRAL BEDFORDSHIRE	201487	116.25		670-Kennel farm allot-Rent
08/10/2020	Biggleswade MOT Centre Ltd	201488	60.00		687-Replace inner tube
08/10/2020	Professional Pest Management	201489	366.00		678-Treat wasp nest
08/10/2020	Bedfordshire Pension Fund	201490	12,465.01		709-Pension Due Sept 2020
08/10/2020	RIGBY TAYLOR LTD	201491	56.40		713-1assy Rod/Filter assembly
08/10/2020	R & C Hyett	201492	2,702.50		665-Old Court house cleaning
08/10/2020	Rogers of Bedford Ltd	201493	76.31		682-Tail lamp assemble
08/10/2020	Hire or Buy Group Ltd	201494	75.00		712-Stihl function chainsaw
08/10/2020	Turfcare Leisure Services Ltd	201495	690.47		681-Bowling green maint.
08/10/2020	TRAVIS PERKINS TRADING CO	201496	21.06		672-Safe distance tape-Orchard
08/10/2020	TV Licensing	201497	157.50		669-TV Licencing Sept 20/21
08/10/2020	Unison	201498	11.50		710-Unison Due Sept 2020
12/10/2020	BNP Paribus Ltd	DD	584.17		LN69 XVL Leasing
12/10/2020	The right Fuelcard Company Lim	DD03	3.60		P/Ledger Electronic Payment
12/10/2020	Node IT Solutions Ltd	DD04	75.99		5333/891/Node IT Solutions Ltd
12/10/2020	Node IT Solutions Ltd	DD05	211.20		648-Managed networking-monthly
12/10/2020	Node IT Solutions Ltd	DD06	2,815.56		651-Monthly Node agreement
14/10/2020	Lloyds Salary A/C	Tfr	32,675.00		Salaries Oct Top-up
15/10/2020	Lex Autolease Ltd	DD07	410.64		647-Lease rental fee Sept
15/10/2020	Node IT Solutions Ltd	DD08	3,870.52		649-Dell Refurb Notebook
16/10/2020	Fuel Genie DDR	DD09	614.69		646-Diesel fuel-Sept
19/10/2020	AMF Services (Bedford) Ltd	201499	187.87		793-Wrk on Toro 4240-Depot

Continued on Page 2

List of Payments made between 01/10/2020 and 31/10/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/10/2020	Anglian Water Business Ltd. (N	201500	39.70		789-Water 05.07.20-04.10.20
19/10/2020	Anglian Water Business Ltd. (N	201501	39.70		788-Water 05.07.20-04.10.20
19/10/2020	Anglian Water Business Ltd. (N	201502	39.70		786-Water 02.07.20-01.10.20
19/10/2020	British Telecommunications PLC	201503	640.64		817-Monthly phone charge
19/10/2020	Deeping Direct Limited	201504	72.00		782-hire of container-Sept
19/10/2020	Enterprise Personnel Ltd	201505	570.00		794-Part payment Re:Sian
19/10/2020	Peninsula Business Services Li	201506	782.97		818-Employment service
19/10/2020	Bedfordshire Pension Fund	201507	8,869.18		800-Pension due OCT 2020
19/10/2020	Ricoh UK Ltd	201508	649.16		803-Copier charge Jul-Sep
19/10/2020	STOTFOLD ENGINEERING CO LTD	201509	67.00		785-Weld lock
19/10/2020	Safe I.S. Ltd	201510	474.00		783-Fire warden training 06.10
19/10/2020	Spaldings UK Limited	201511	72.06		791-Pine floor gel cleaner
19/10/2020	Unison	201512	11.50		801-Unison due Oct 2020
19/10/2020	Veolia Environmental Services	201513	85.54		784-Euro lift rental
19/10/2020	HM Revenue & Customs	201514	10,773.37		799-PAYE/NI Due October 2020
19/10/2020	The right Fuelcard Company Lim	DD10	43.99		P/Ledger Electronic Payment
20/10/2020	Lloyds Salary A/C	Tfr	2,700.00		Salaries Top-Up
20/10/2020	AIB Merchant Services	DD11	63.20		642-Car park card processing
21/10/2020	Bedfordshire Rural Communities	000322	1,800.00		839-Biggles-Green infras P1 wk
22/10/2020	Tim's Digital	000320	1,198.20		1032-50% Website Proj.
23/10/2020	EE - DDR	DD12	91.49		P/Ledger Electronic Payment
27/10/2020	Kubota Finance	Std Ord	536.40		Kubota Finance Leasing
30/10/2020	F & R Cawley Ltd	DD13	80.93		707-Mixed waste collection Sep
Total Payments			<u>130,387.14</u>		

BIGGLESWADE TOWN COUNCIL
Report to Council 8th December 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 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.

At the Council meeting held on 10th November 2020, a series of recommended revisions was considered, and the following was adopted:

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.

Council was of the view that further thought should be given to the other proposed changes to Financial Regulations and resolved to defer to this meeting.

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.

A copy of the Financial Regulations as approved by Council on 17th December 2019 is available on SharePoint for the information of members.

Summary

The following remaining amendments are proposed for consideration:

Regulation 4.1

Previous Regulation: Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the Council for all items over £5,000 (*resolved to increase to over £15,000 at the Council meeting of 10th November*).

- a duly delegated committee of the council for items between £3,000 and £5,000.
- Town Clerk for items up to £3000 (*resolved to increase to £15,000 at the Council meeting of 10th November*).

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Town Clerk, and where necessary also by the appropriate Chairman.
Contracts may not be disaggregated to avoid controls imposed by these regulations.

Proposed change: To consider whether there should be any delegation to Committees for expenditure in excess of £15,000 to an agreed limit or whether delegation to committee be deleted.

Regulation 5.7

Previous Regulation: In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £3,000, shall before payment, be subject to ratification by resolution of the council.

Proposed change: Any Revenue or Capital Grant in excess of £15,000 shall be considered by the Finance & General Purposes Committee shall before payment, be subject to ratification by resolution of the Council.

Regulation 6.17

Previous Regulation: Any Debit Card issued for use will be specifically restricted to the Town Clerk and will also be restricted to a single transaction maximum value of £300 unless authorised by Council or the Finance & General Purposes Committee in writing before any order is placed.

Proposed change: Debit Card issued to the Town Clerk and CEO to be restricted to a single transaction maximum value of £1,000.

Regulation 14.2

Previous regulation: No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £3,000.

Proposed change: Estimated value of any one item of tangible movable property raised to over £15,000.

Recommendations

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

Philip Truppin
Assistant Town Clerk

BIGGLESWADE TOWN COUNCIL
Report to Town Council 8th December 2020
Public Realm Equipment

Implications of Recommendations

Corporate Strategy: None

Finance: To be sourced from Capital Reserve

Equality: None

Environment: None

Community Safety: None

Background

This report has been created by the Town Clerk, Public Realm Manager and Chargehand. It relates to the replacement of old, unsafe, and outdated equipment. This would enable the Public Realm Team to carry out their responsibilities in a safe and efficient manner.

The contents of this paper were shared with PLOS on 24th November who resolved to support the purchase of this essential equipment.

Introduction

The Public Realm Team carry out a range of tasks and duties maintaining land around the town using various pieces of equipment. The equipment is used constantly from March through to late October and sometimes later due to the growing season, eventually leading to breakdowns/wear and tear on the equipment, the loss of time and costs involved for repairs carried out.

Overview

- The push along lawn mowers are believed to be non-commercial mowers and are coming to the end of their life. They are serviced every year, but breakdowns are becoming more common.
- The chainsaw is over 6 years old and has been used regularly will need replacing for a more commercial one to enable the team to do more tree work.
- The team only have two leaf blowers and a new one would add to the capacity of leaf clearance.
- Hedge trimmers are used constantly and are over 3 years old, these will need replacing due to wear and tear.
- Strimmer's are over 6 years old and in constant use, these will need to be replace due to wear and tear.
- The Kubota M6060 tractor could be used far more efficiently by the addition of a 4 in 1 bucket and a set of pallet forks. The 4 in 1 bucket is versatile and can be used to dig, shovel, pick up, move items and hold them while they are being fixed in place. The pallet forks would make deliveries easier to unload and move around large bulk bags of ballast or sand with no risk to operatives.
- The woodchipper has been stored outside under a tarpaulin for over 15 years and is old and rusty. It works by being attached to the tractor, so this ties the tractor up all day when it could be doing other jobs. It has been repaired a few times as water gets into the electrics

and is now dangerous to use and thus needs replacing. This is not currently in operation.

- The trailer, which is over 15 years old is used to move items around town, collects hedge cuttings, leaves and taking away fly tips, is stored outside, rotting away and again needs replacing.

Summary

Please see below a summary of quotes for new equipment required:

Equipment	Quote A	Quote B	Quote C	Quote D	Financial Year
4 Push along mowers (Petrol)	£357.00 Each	£510.00 Each	£365.00 Each	£629.00 Each	2019/2020
4-ton tipping trailer 3.35m x 1.83m with removeable drop sides, mesh extension sides and road lighting	£5,040.00	£3,567.20	£5,750.00	£5,930.00	2019/2020
Mobile Hydraulic feed, road tow woodchipper 34hp Diesel engine	£15,700.00 165mm wood size	£15,700.00 150mm wood size	£16,995.00 150 mm wood size	£16,950.00 160mm wood size	2019/2020
Stihl MS261 18" Full Pro chainsaw	£496.40	£500.00	£495.00	£500.00	2019/2020
4 in 1 bucket to suit existing Kubota Tractor M6060	£3,125.00	£2,775.00	£2,495.00	£2,110.00	2019/2020
Pallet Forks	£721.00	£990.00	£975.00	£795.00	2019/2020
Stihl BG86 Blower	£204.40	£210.00	£190.00	£200.00	2019/2020
4 x Stihl H45 Hedge trimmers	£175.80 Each	£180.00 Each	£195.00 Each	£174.00 Each	2021/22
4 x Stihl FS410C Strimmer	£565.75 Each	£580.00 Each	£567.50 Each	£555.00 Each	2021/22

Members asked about lease options for the most expensive item, which is the woodchipper.

Please see below summary table of lease options for a woodchipper:

Quotes	36 Months	Total cost	Contract Maintenance
A	£529.00 per month (165 mm wood size)	£19,044	Yes – servicing only. Damage and parts replacement will cost extra.
A	£665.00 per month (200mm wood size) per month	£23,940	Yes - Damage and parts replacement will cost extra.
C	£600.00 per month (150mm wood size)	£21,600	Yes - Damage and parts replacement will cost extra.

All quote figures are net of VAT.

Recommendations

1. That we proceed with the purchase of the equipment highlighted in green. The lease option for the woodchipper does not represent good value for money so the purchase option is preferred.
2. The total cost in the 2019/2020 financial year equates to £26,681 and a further £2,916 in the 2020/2021 financial year. The above figures represent a significant discount from those first shared with PLOS and discussions with the relevant suppliers. The funding will come from our capital reserve.
3. The Public Real Manager has determined which supplier represents best value for money which is based upon a combination of most reasonable price for same or similar specification and the reliability and good name of the supplier in question.

Bob Catchpole
Public Realm Manager

26.11.26

Our Ref: DT0045 201126

Biggleswade Town Council
4 Saffron Rd,
Biggleswade
SG18 8DL

Dear Sir,

Further to our recent conversation, it gives me great pleasure to forward the following quotation for your consideration

To Supply:

One New Greenmech Evo 165D Towed Chipper

Specification:

- Chipping capacity 165mm
- Kubota diesel engine
- Engine output 25HP
- Flywheel speed 1380
- 4-disc blade (with spare set)
- Twin horizontal feed rollers
- No stress system
- 4.25 tons per hour thought put
- Weight 1410kg
- Three years warranty

Recommended Retail Price	£18,460.00
Less xxx purchase discount	£2,760.00
Balance to pay	<u>£15,700.00 plus vat</u>

Lease option with contact maintenance over three years

1 x Greenmech EVO 165D with maintenance	£529.00 plus vat per month over 36 months.
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One New Greenmech arborist 200 Towed Chipper

Specification:

- Chipping capacity 200mm
- Kubota diesel engine
- Engine output 45HP
- Flywheel speed 1500
- 4-disc blade (with spare set)
- Twin horizontal feed rollers
- No stress system
- 7 tons per hour thought put
- Weight 1260kg
- Three years warranty

Recommended Retail Price	£23,800.00
Less xxxx purchase discount	£3,805.00
Balance to pay	<u>£19,995.00 plus vat</u>

Lease option with contact maintenance over three years

1 x Greenmech Arborist 200 with maintenance	£665.00 plus vat per month over 36 months.
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Other Machines

1 x Stihl MS261-18" pro chain saw	£496.40 plus vat
1 x Stihl BG86 blower	£204.40 plus vat
4 x Stihl FS410C Brush cutter	£565.75 plus vat each
4 x Stihl HS45- 18" Hedge cutters	£169.73 plus vat each
4 x Stihl HS45- 24" Hedge cutters	£175,80 plus vat each
1 x Kubota Pallett forks	£721.00 plus vat
1 x Cherry CB41FE015 Four in one bucket	£3,125.00 plus vat
1 x DW Tomlin four-ton tipping trailer as per spec	£5,040.00 plus vat
4 x Stiga multiclip 50SX, 46cm self-propelled mower	£357.00 plus vat each

This quotation is valid 31.12.20

All prices are subject to VAT at current rate, delivery times are as estimated by the manufacturer and xxxx will accept no liability for late delivery.

I trust this quotation is of interest to you and would ask that if you require any further information you please contact me on my mobile number xxx

Yours Faithfully

Biggleswade Town Council
Town Council Officer
The Old Court House
4 Saffron Road
Biggleswade, Beds
SG18 8DL

Our Reference: 03/301095

Date Printed: 1st December 2020

Quotation to Supply

ONE NEW MARSHALL Drop-Side Trailers - S/4 £4,650.00

Standard Tyres: 10.0 x 15-10 ply - 60mm 6 stud axle

Body: 10' x 6' x 18'

Standard Equipment: Hydraulic Brakes / Lights

Mesh Sides

Lighting Arrangement Lights are standard on our S/4 model upwards and optional on our S/2 model. The standard light units fitted are commercial grade, and sealed to prevent water damage.

Fixed Headboard Every trailer in our drop-side range has a fixed headboard as standard. This increases torsional rigidity to reduce flexing when the trailer is being used

Fully-braced Hinge Points Our whole drop-side range uses the same hinge points, which are reinforced to stand up to the constant opening and closing action drop-side trailers

Axles & Braking Our Whole drop-side range comes complete with hydraulically operated brakes as standard; the only exception is our S/2 model, which has the option to fit hydraulic brakes. The size of the brakes on our drop-side range are also more than acceptable; providing braking efficiency in excess of the current legal requirements.

Less Discount Of: (£1,082.80)

Sub Total £3,567.20

Balance To Pay £3,567.20

Options/Extras

4 Push along mulching petrol mowers 41cm/ 16' STIHL RM 4 RTP, 4 WHEELED 21'S/P COMMERCIAL mulching mower @ Net of £510.00 each

.... Continuation

Stihl MS261 18' Full Pro chainsaw,Net £500.00

Stihl BG86 Blower £210.00

4 Stihl FS410C £580.00 each

4 x Stihl H45 Hedge trimmer @ £175.00 Each for the HS45,

18' Blade,HS45 4 X 24' trimmer £180.00

We can offer Timberwolf TW230DHd, 230mm/190mm 6' Capacity

Road Tow Diesel Chipper which although the same Kubota 1505

Diesel Engine as the previous 35 HP,it has been downrated

to 25 HP to comply with Tier 5 Emissions, but Pulley and

Drive train has been re configured to provide same Torque as

before. Net £15,700.00 This Chipper is still Sub 750 Kilos,

so Drivers without Trailer licence can still Tow with it.

ALBUTT AO15-57 CS BUCKET ON EURO FITTINGS

IT WILL NEED PIPE WORK FROM THE BUCKET TO THE MACHINE

DELIVERY IN 4 WEEKS

2775.00

PALLET FORKS WITH EURO BRACKETS

990.00

N.B. Prices subject to VAT at rate ruling at time of supply

Warranty Given: ONE YEARS WARRRANTY

Payment Terms : VAT IS TO BE ADDED TO ALL THE PRICE AND DEPENDING ON THE
TIME OF ORDER MAY CHANGE.

(Finance is for business use and business users only,
subject to credit acceptance and terms and conditions)

Valid Until : 28 days from date printed

Yours sincerely,

Quotation

Quotation date 27th November 2020 – valid for 30 days

For Attention of;

Mr Bob Catchpole
Public Realm Manager
Biggleswade Town Council
The Old Court House, 4 Saffron Road, Biggleswade, SG18 8DL

Tel. 01767 313134 E-mail bob.catchpole@biggleswadetowncouncil.gov.uk

Thank you for inviting us to quote for your machinery requirements. Please find prices below;

4 x STIHL RM2RT MULCHING PETROL MOWERS @ £365 EACH
4 X STIHL HS45 HEDGETRIMMER @ £195 EACH
4 X STIHL FS410C BRUSHCUTTERS @ £567.50 EACH
1 X STIHL MS261 18" CHAINSAW £495
1 X STIHL BG86 BLOWER £190
1 x 4 in 1 BUCKET TO FIT KUBOTA M6060 TRACTOR £2495 Plus delivery @ £60
1 x PALLET FORKS FOR KUBOTA M6060 TRACTOR £975 Plus delivery @ £60

2 options for purchase of Wood Chipper

1 X TIMBERWOLF TW230HB(d) DIESEL ENGINE 6" CHIPPER £16995.00 Plus delivery @ £60
1 X FORST ST6P PETROL ENGINE CHIPPER £14750.00 Plus delivery @ £60

Hire of Wood Chipper

For a 36 month period the hire rate would be £150 per week. This would include routine servicing as recommended by manufacturers, but parts (including blades) to be charged extra.
Any repairs which may be required due to misuse or damage would be charged for at commercial rates.

3 Options for Tipping Trailer

1 x ATE TMT 35105 3.5T Gross weight inc removable drop sides, mesh extension sides and road lighting £4995.00 (Delivery date for this trailer is estimated to be May 2021)

1 x Brian James 5253221 3.5T Gross weight inc removable drop sides, mesh extension sides and road lighting £5750.00

1 x Indespension TPR35126E 3.5T Gross weight inc removable drop sides, mesh extension sides and LED road lighting £6325.00

All prices quoted exclude VAT

Quote is valid for 30 days

Please note that estimated delivery times vary quite significantly on all items quoted. Please contact us if you need more information.

Kind Regards,

Manager

XX

xxx

Fao Bob Catchpole
Biggleswade Town Council
The Old Courthouse
4 Saffron Rd
Biggleswade

24th November 2020

Dear Bob,

Thanks for your enquiry, Quotation for replacement equipment is listed as follows;

4 x AS 420 4T ProClip 42 cm hand propelled commercial duty much mowers

RRP £699.00 each
Less discount = £629.00 each
x 4 = £2,516.00 net

1 x Tomlin 4 tonne tipping trailer 3.35m x 1.83m with removeable drop sides, mesh extension sides and road lighting 300mm wide tyres

£6,539.00
Less discount = £5,930.00 net

1 x pair £390mm wide wheels in lieu of 300mm for above

£559.00 net

1 x pair £500mm wide wheels in lieu of 300mm for above

£1,150.00 net

1 x TS WS/16-35D Mobile Hydraulic feed, 745kg road tow wood chipper 160mm capacity with stress control 34hp 3-cylinder Kubota Diesel engine.

RRP £18,325.00
Less discount = £16,950.00 net

Or

1 x TS WS/16-38P Mobile Hydraulic feed, 690kg road tow wood chipper 160mm capacity with stress control 38hp 2-cylinder Kohler engine.

RRP £16,600.00
Less discount = £15,355.00 net

Or

1 x TS WS/18-35D Mobile Hydraulic feed, 1085kg road tow wood chipper 180mm capacity with stress control 25hp 4-cylinder Kubota Diesel engine.

Not available until spring 2021, Prices to be confirmed, but approx £20,000.00 net

1 x Stihl MS261 18" Full Pro chainsaw

**RRP £670.00
Less discount = £500.00 net**

1 x LWC 5ft 13cuft 4 in 1 bucket to suit existing Kubota M6060 (subject to loader having necessary 3rd service hydraulics fitted.)

Please note Kubota no longer manufacture a 4 in 1 bucket this an aftermarket product from a company we have had experience with.

£1,965.00 net

Or

1 x LWC 6ft 16cuft 4 in 1 bucket to suit existing Kubota M6060 (subject to loader having necessary 3rd service hydraulics fitted.)

Please note Kubota no longer manufacture a 4 in 1 bucket this an aftermarket product from a company we have had experience with.

£2,110.00 net

1 x set of pallet forks for same Class 2, 1100mm tines, 2000kg capacity

£795.00 net

1 x Stihl BG86 Blower (HAV 1.9m/s²)

**RRP £280.00
Less discount = £200.00 net**

4 x Stihl HS45 24" Hedge trimmer, (please note this product has an HAV figure of 10.0m/s²)

**RRP £240.83 each
Less discount = £174.00 each
x 4 = £696.00 net**

4 x Stihl FS410C-EM Clearance saw c/w 2-line head and Full harness (HAV 2.4m/s²)

**RRP £775.00 each
Less discount = £555.00 each
x 4 = £2,220.00 net**

All prices are subject to Vat and are current at this time, due to the current economic climate I do expect there to be a few increases before April 2021.

Prices do include full assembly, PDI ready for use and delivery

Yours sincerely

PUBLIC NOTICE

CENTRAL BEDFORDSHIRE COUNCIL PROPOSES TO INTRODUCE DISABLED PARKING SPACES AND AMEND RESIDENTS PARKING BAYS AND WAITING RESTRICTIONS IN BACK STREET, BIGGLESWADE

Reason for proposal: There have been issues with the disabled bay outside No. 3 Back Street that was installed as part of the recent scheme. At present there are three bays, two residents parking bays and one disabled parking bay, we are proposing to amend this to one residents parking bay and two disabled parking bays as there are actually two disabled residents in the road. We are also proposing to shorten the bays slightly and extend the double yellow lines so the bays are a greater distance away from the junction because it is very tight at present and some parked vehicles have been damaged.

Effect of the Order:

To amend the length of the current Residents Parking Bay on the following length of road in Biggleswade: -

1. Back Street, the reduced bay will be covering an area approximately 5.5 metres long and 3.6 metres wide approximately outside No. 9 Back Street.

To remove the current Residents Parking Bay and replace with Parking for Disabled badge holders only which will be reduced in length on the following length of road in Biggleswade: -

1. Back Street, the reduced bay will be covering an area approximately 6.8 metres long and 3.6 metres wide approximately outside No. 7 Back Street.

To amend the length of the current Parking for Disabled badge holders only on the following length of road in Biggleswade: -

1. Back Street, the reduced bay will be covering an area approximately 6.8 metres long and 3.6 metres wide approximately outside No. 5 Back Street.

To extend the existing No Waiting at Any Time Restriction on the following length of road in Biggleswade: -

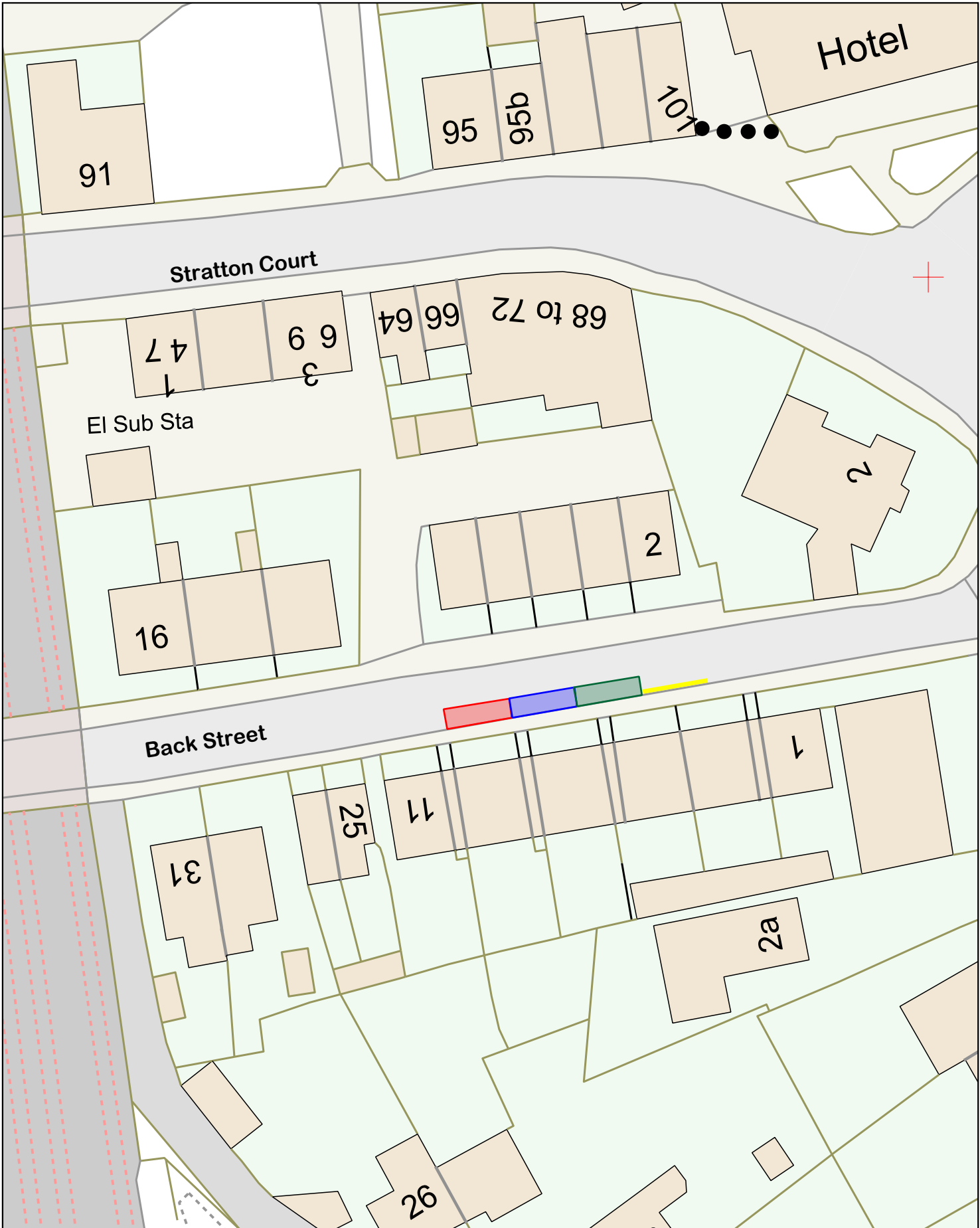
1. Back Street, from a point approximately in line with the property boundary between No. 3 and No. 5 Back Street where the existing No Waiting at Any Time Restrictions ends and extending in a westerly direction for a distance of 1.5 metres, up to a point where the proposed Disabled Bay begins.

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

Comments should be sent in writing to the Traffic Management team at the address below or e-mail traffic.consultation@centralbedfordshire.gov.uk by 21 December 2020. Any objections must state the grounds on which they are made and **must quote unique reference number A00076**.

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

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



Residents Parking Bays - Back Street Biggleswade

Date : November 2020

Scale 1 : 500 @ A4

Produced by Central Bedfordshire Council
 Based on Ordnance Survey Mapping
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 OS Licence Number 100049029

- to remain a residents parking bay but reduced in length (5.5m long and 3.6m wide)
- amended to a disabled parking bay but reduced in length (6.8m long and 3.6m wide)
- remain a disabled parking bay but reduced in length (6.8m long and 3.6m wide)
- proposed extension of double yellow line



OUTCOME OF CBC DETERMINED PLANNING

Address	Application No.	Committee date	BTC Decision	Description	Comments	Central Beds Outcome/Date	"Called In"
2018							
Wilsheres Road, 38	18/04253/FULL	27/11/2018	No Objection	Single & 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 accommodating landscaping, allotments, community orchard, public open space, children's playspace; new roads, car parking, cycleways and footways; associated infrastructure; including a sustainable drainage system; vehicular access to be secured from Furzenhall Road.		Awaiting Decision	
Lincoln Crescent, 48	19/03482/FULL	12/11/2019	No Objection	Proposed single storey rear extension.		Awaiting Decision	
2020							
Albone Way, Unit 1	19/03294/FULL	03/03/2020	No Objection.	Change of use to grass area to concrete/tarmac for use as external storage area.		Granted 06/03/2020	
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 13/10/2020	No Objection - provided the following points are considered: 1) Dunton Lane is upgraded. 2) The speed limit from Saxon Drive be reduced from the current 60 mile per hour to 40 miles per hour. 3) The necessary facilities be provided for pedestrian footpath and cyclist pathway. 4) Adequate access for Motorists to the A1.	Outline Application: seeking Planning Permission for up to 1,500 dwellings (use Class C3) and up to a 2ha of commercial development (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.	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 11/08/2020
Church Street, Asda Store	20/03923/VOC	10/11/2020	NO OBJECTION to this planning application provided that all lorry delivery hours not changed.	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.		Consultation Period	
Darwin Drive, 17	20/03909/FULL	10/11/2020	No Objection.	Single storey rear extension.		Consultation Period	
Drove Road, 168	20/03566/FULL	13/10/2020	Objection - 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	20/03030/OUT	08/09/2020	No Objection.	Erection of a detached dwelling and associated works.		Awaiting Decision	
Dunton Lane, Park Corner Farm	20/03908/VOC	10/11/2020	No Objection.	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).		Consultation Period	

2020 (Cont.)								
Address	Application No.	Committee date	BTC Decision	Description	Comments	Central Beds Outcome/Date	"Called In"	
High Street, 2-6	20/03279/LB	10/11/2020	No Objection.	Listed building: Alterations to courtyard involving demolition of existing single storey outbuildings and repairs to existing boundary wall.		Consultation Period		
High Street, 63	20/02432/LB	11/08/2020	No objection to application provided: 1) Central Bedfordshire Council conduct a noise assessment and take due consideration of impact of noise from business next door. 2) The residents are aware that in terms of Biggleswade Town Council Parking permit policy, there will be no eligibility for resident parking permits. 3) The physiotherapy clinic will be eligible for worker permits.	Listed Building: Conversion of existing bank to physiotherapy clinic at ground floor and 2 x residential flats above and construction of new residential block to rear of site.		Withdrawn 18/11/2020		
Holme Court Avenue, 161	20/03674/FULL	10/11/2020	No Objection.	Single storey front extension.		Granted 19/11/2020		
Langford Road, Harrison House, Sheep Walk	20/03591/FULL	10/11/2020	No Objection.	Dormer extension and changes at ground level to openings on the East Elevation.		Granted 12/11/2020		
London Road, Land East of	20/03340/ADV	13/10/2020	No Objection.	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).		Granted 10/11/2020		
Market Square, 2	20/03919/FULL	10/11/2020	No Objection - provided that the residents are made aware that in terms of Biggleswade Town Council Parking permit policy, there will be no eligibility for resident parking permits.	Conversion of and alterations to an existing outbuilding to form one Dwelling.		Consultation Period		
Mill Close, 1	20/03402/FULL	13/10/2020	No objection to amended planning application provided that all the neighbours are consulted and that they are aware of this 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.		Awaiting Decision		
Parry Rise, 8	20/03884/FULL	10/11/2020	Objection - due to loss of off-street parking and the restrictions on street parking	Single storey rear extension and part garage conversion.		Awaiting Decision		

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.	Awaiting decision previously recorded	Granted 12/11/2020		
Pegasus Drive, Land at Phase 6 Stratton Business Park, Land East of	20/03820/VOC	10/11/2020	No Objection.	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 sq.m (661,201 sq.ft.) Distribution Centre (B8 Use), including ancillary office space and VOSA approved vehicle maintenance unit. Following Outline Consent CB/15/3078/OUT).		Consultation Period		
Pegasus Way, Kramp Warehouse, Unit 3b Stratton Business Park	20/03565/FULL	10/11/2020	No Objection.	Change of use from Use Class B8 'Storage and Distribution' to Use Class B2' General Industrial'.		Consultation Period		
Pople Road, 12	20/03076/FULL	22/09/2020	Objection - due to over development and the lack of off-street parking.	Two storey side extension and garage conversion.	http://plantech.centralbedfordshire.gov.uk/PLANTECH/DCWebPages/applynetcgi.gov?ACTION=UNWRAP&RIPNAME=Root.PqeConditions&TheSystemkey=619749	Refused 16/11/2020. Please click on link for further information		
Shortmead Street, 33	20/03784/FULL	10/11/2020	Objection - 1) Insufficient parking. 2) Inconsiderate access to the residents of Shortmead Street.	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.		Consultation Period		
Shortmead Street, 33-57 Land to the rear of	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 plan. 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.		Granted 16/11/2020	Yes	
Shortmead Street, 33 - 57	20/01393/VOC	08/09/2020	Objection - 1) 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.		Granted 16/11/2020		

2020 (Cont.)

Address	Application No.	Committee date	BTC Decision	Description	Comments	Central Beds Outcome/Date	"Called In"
Shortmead Street, 33 - 57	20/03784/FULL	10/11/2020	Objection - 1) Overdevelopment of the site. 2) The access to Shortmead Street will be compromised. 3) The privacy of the neighbours will be compromised. 4) There is inadequate parking.	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.		Consultation Period	
Wiseman Road, 8	20/03871/FULL	10/11/2020	No Objection.	Re-submission of planning permission CB/19/04262/FULL - Ground floor rear extension.		Awaiting Decision	

BIGGLESWADE TOWN COUNCIL
Report to Council Tuesday 8th December 2020
Crime Statistics October 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 presented to Council on the 22nd September 2020 and the 10th November 2020. Members were pleased with the alternative format. The report below hopes to continue to provide a comprehensive overview of criminal activity trends within Biggleswade for the month of October 2020.

Introduction

The report displays the crime data for Biggleswade for October 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. Please note that the November 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.

Graph 1 analysis

There has been a greater number of incidents of business theft or attempted for the period January to October 2020 when compared with the same period for 2019. There has also been a considerable decrease in the number of recorded violent offences for the period January to October 2020 when compared with the same period for 2019.

Graph 2 analysis

There has been a significant decrease in the number of reported cases of theft or attempted theft for the month October 2020 when compared with the months August 2020 and September 2020.

Graph 3 analysis

There has been a considerable decrease in the level of thefts from a motor vehicle and theft of a motor vehicle for the period January to October 2020 when compared with the same period for 2019.

Graph 4 analysis

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

Graph 6 analysis

The number of recorded thefts from shops and stalls has continued to decrease from July 2020 to October 2020. The number of recorded thefts from shops and stalls was greatest in October 2019 and November 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. Simon Newton has since raised these concerns with the Safer Communities and Partnership Manager at Central Bedfordshire Council. Helen Calvert will provide a verbal update on the outcome of this discussion.

Recommendation

To note the Crime Statistics October 2020 report.

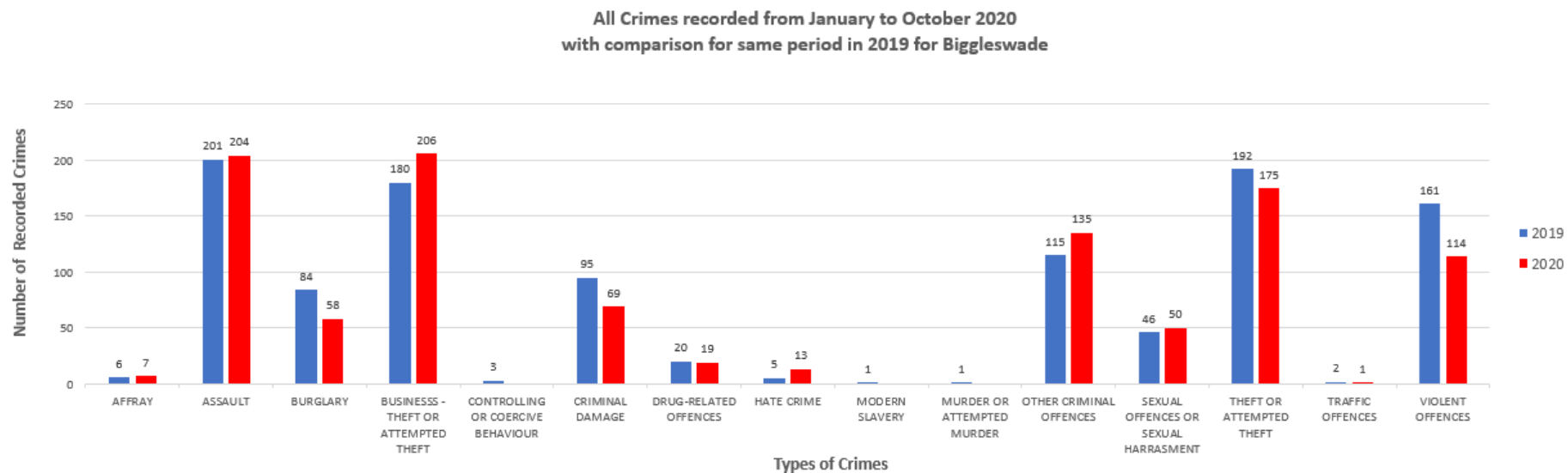
Requested Member Input

Members are asked to confirm whether the report meet the requests made at the 10th November 2020 Council Meeting. Members are asked if any additional/alternative graphs are required for the next Council Meeting.

Helen Calvert
Deputy Office Manager

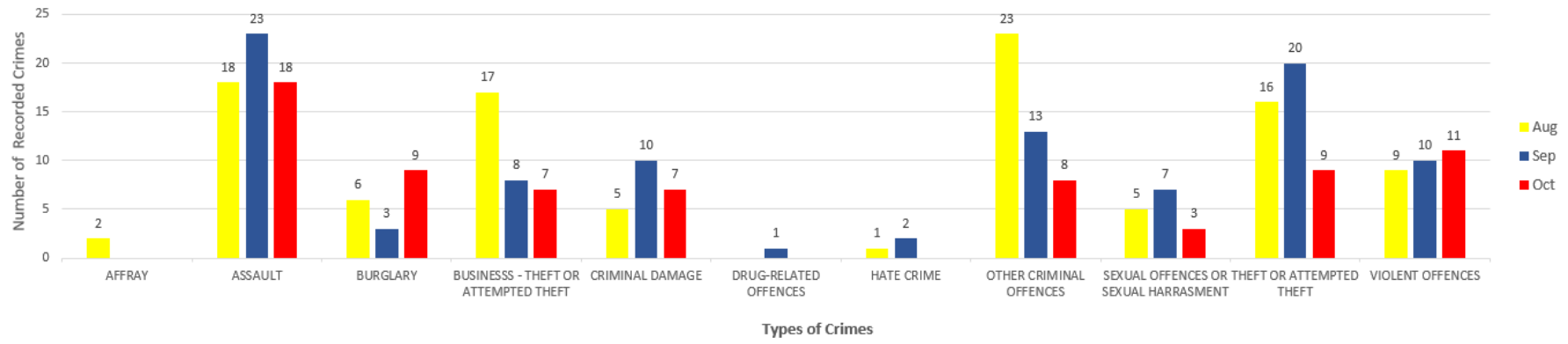
Overview of Graphs:

Graph 1



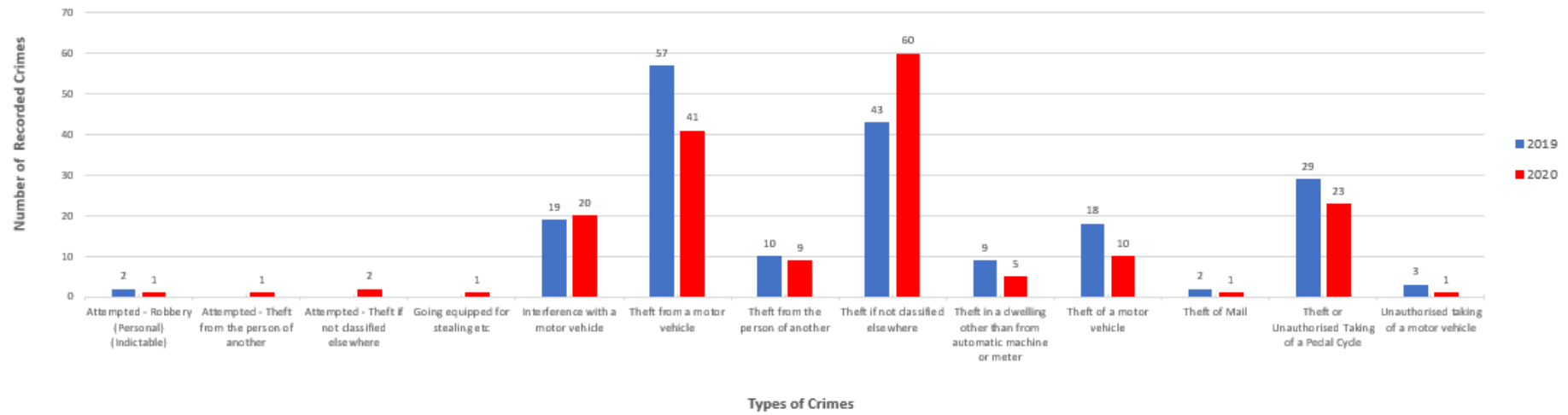
Graph 2

All Crimes recorded from August to October 2020 for Biggleswade



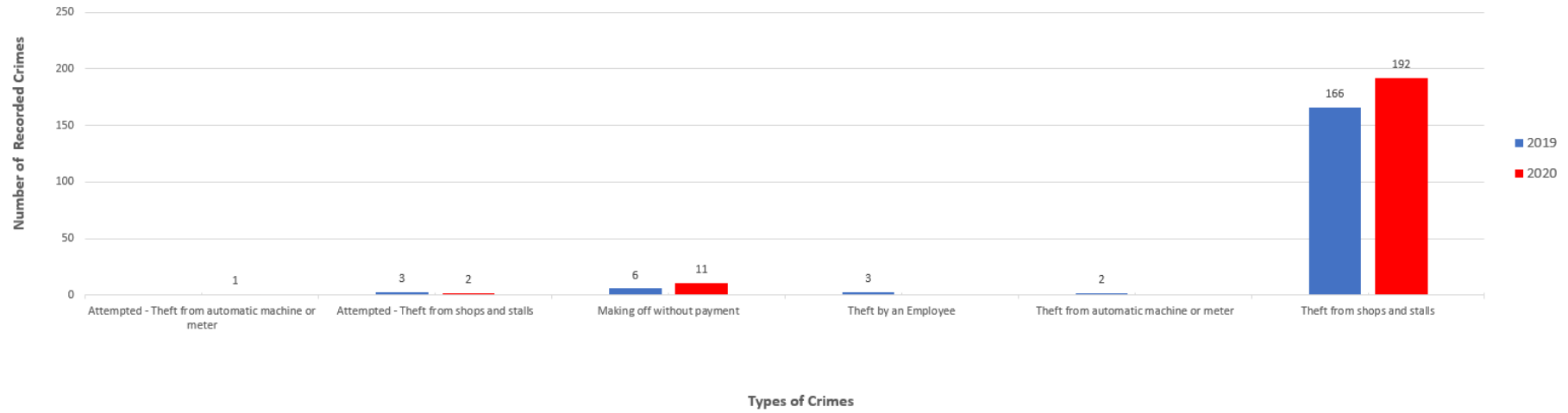
Graph 3

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

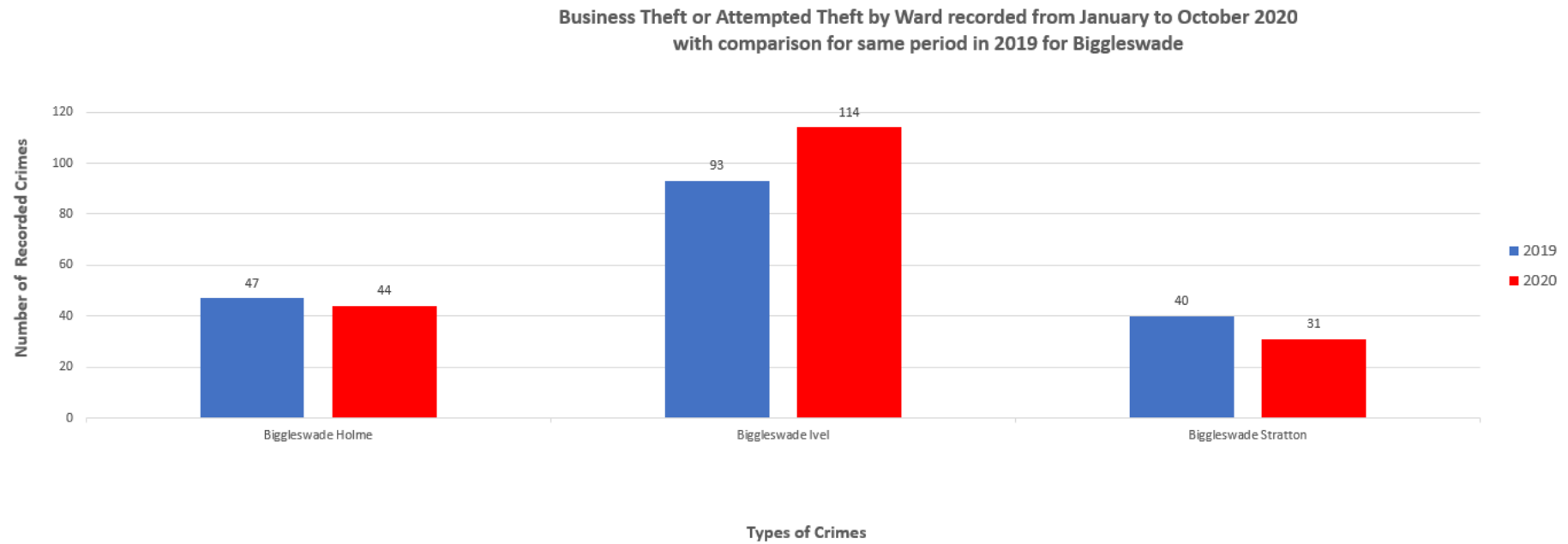


Graph 4

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

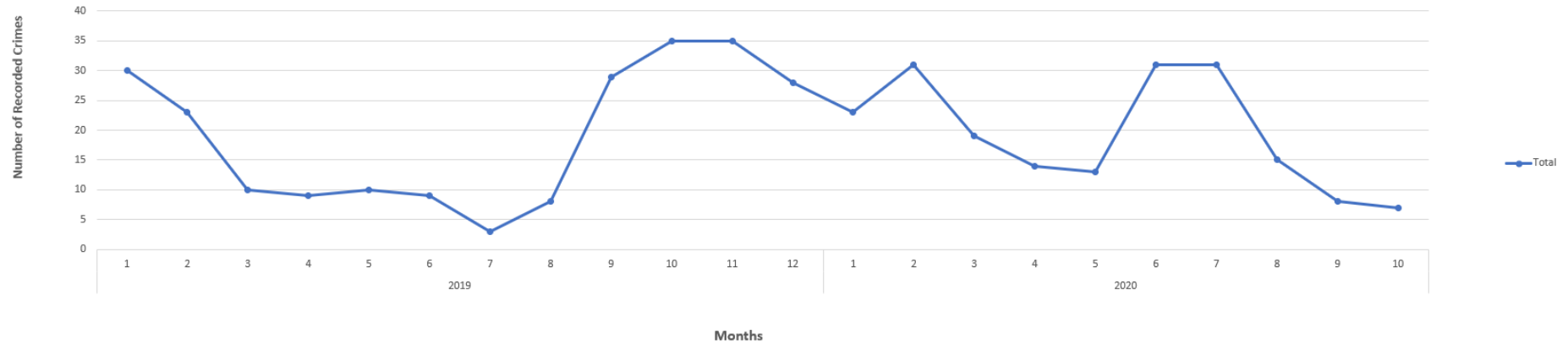


Graph 5



Graph 6

Recorded Theft from Shops and Stalls by month since January 2019 for Biggleswade



Appendix

Categorisation of crimes for Biggleswade Crime Statistics October 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)

Criminal damage to a building other than a dwelling

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

From: Sarah Phillips
Sent: 26 November 2020 09:31
To: DG-Enquiries <enquiries@biggleswadetowncouncil.gov.uk>
Subject: FW: Keech Hospice Care - 2020 Drive- by santa and his sleigh

Morning,

I am so sorry to message you again but I have just been told the area in Biggleswade that the drive by will focus on is the Saxon Gate area and St Andrews Park, more details are below is the email of the message I sent you yesterday.

Many thanks for all your help

Sarah

Sarah Phillips | Regional Fundraiser

Email: Sarah.Phillips@keech.org.uk | Tel: 01582 707949 | Mob: 07770 634042

Keech Hospice Care

Web: www.Keech.org.uk | Tel: 01582 492339 | Fax: 01582 564906

From: Sarah Phillips
Sent: 25 November 2020 17:08
To: enquiries@biggleswadetowncouncil.gov.uk
Subject: Keech Hospice Care - 2020 Drive- by santa and his sleigh

To whom it may concern.

I am a fundraiser at Keech Hospice Care and each year I help our Friends of Keech Bedford volunteer group with their biggest fundraiser of the year. We organise to take the Santa and his sleigh around various locations around Bedford and then Biggleswade for an evening. This year we are doing things a little differently and want to spread a little Christmas cheer which a drive by santa on his sleigh waving by with a musical festive jingle. We will not be doing any door to door knocking as we do not have a license this year, we will have a banner on the sleigh just to let everyone know that we are the children's hospice which will have a link to a digital fundraising page. I have already contacted central Bedfordshire council to let them know and they advised me to make the Highways agency aware and the local town council. The group are planning to Drive by the Kings Reach area of the town on Wednesday 16th December between the hours of 6pm and 830pm. I think this year more than any other year we really want to spread a little cheer, asking everyone to wave from their doors or front garden.

I wanted to email you just to ensure that we wouldn't encounter any unforeseen issues that I may not have considered.

Look forward to hearing from you.

With warmest regards

Sarah

Dear Sir

Following the consultation on planning application CBC/19/04301/OUT Land North of Biggleswade, Biggleswade Town Council made clear that it would provide further representations as this application progresses.

In advance of the consultation due in the coming months, the Town Council wishes to respond to further documents submitted by the applicant, specifically:

1. 1512-07 BN01
2. 1512-07 TN10 – Further Response (Full)
3. 1512-07 BN02 – TCC Summary Response

For the sake of this letter, these documents will be referred to as “Briefing Note”, “Applicant’s Further Response” and “TCC Summary Response” respectively.

Biggleswade Town Council is clear that these additional documents raise further concerns and leave serious questions unanswered.

Omitted Development

In the Town Council’s Technical Audit of the applicant’s Transport Assessment, concerns were raised over omitted development of three sites.

The Briefing Note shows that officers also raised concerns over omitting these sites.

It is explained in sections 3.5-3.7 of the Applicant’s Further Response why two of the developments were not possible to include in their modelling.

That said, in section 3.8-3.14 of the Applicant’s Further Response, they concede that 203 properties from the adjacent Land North site have been wrongfully omitted and can be modelled.

The applicant goes on to model these extra properties over the Drove Road / Potton Road junction, and over the Saxon Drive / London Road / Holme Court Avenue roundabout only.

The applicant asserts *“it is likely that the additional 203 dwellings would not have a material change on the impact of the operation of the junctions, nor the conclusions set out within the submitted Transport Assessment”*.

Biggleswade Town Council rejects this - if the applicant is confident that the impact of the omitted 203 dwellings would be immaterial, then they should have no concerns with including them in the Reference Case Scenario to prove that point.

The Town Council notes how the Applicant’s Further Response does not include the impact on the Drove Road / London Road junction – very alarming given that the applicant’s own Transport Assessment shows junction capacity at 93% in the Reference Case Scenario and at 112% in the Land North Scenario.

Similar concerns exist for the Sun St / Shortmead St junction and the Rose Lane crossroads.

The Town Council suspects that including the omitted 203 properties would have a material effect on already severely impacted junctions.

Site Access

Biggleswade Town Council has previously raised concerns over access to this site.

Page 13 of Central Bedfordshire Council's Highways Construction Standards states that carriageway widths for developments over 300 dwellings should be no narrower than 6.5m.

Appendix C of the Applicant's Further Response shows that although the carriageway within the site meets that standard, Furzenhall Road itself is only 5.97m in width.

This alone is a concerning breach of a policy on a road with a blind corner, but it is made worse by the applicant rejecting the request to consider off-street parking on Furzenhall Road (Briefing Note section 1.3).

The Town Council raises serious concern with this and believes that the proposed access along Furzenhall Road compromises residents' safety.

Traffic Surveys

In section 4 of the Town Council's Technical Audit of the applicant's Transport Assessment, issues were raised as to how queue lengths were manually measured using cameras, particularly given several junctions have arms which stretch around corners.

The applicant chose not to engage with this point in the TCC Summary Response.

Town Council is firmly of the view that neither the modelled queues, nor the manually observed queues, reflect the reality on Biggleswade's roads.

As a result, the Town Council will provide evidence of queue lengths at key junctions – this will demonstrate the inaccuracy of those presented in the applicant's Transport Assessment.

The Drove Road / London Road junction is a particular concern - modelled and observed queue lengths are in high single figures - Town Council intends to offer evidence of queue lengths far longer than those provided by the applicant.

These queue lengths will be included in the Town Council's formal response to the consultation in the coming months.

Town Council also hopes to receive the model outputs in time for the next consultation so that it can respond appropriately.

Land East Scenario

The Briefing Note rightly points out that a partial Land East scenario would make the applicant's Transport Assessment more complete.

Whilst the Town Council's Technical Audit argues that the Land East scenario should be included in full in the Reference Case Scenario, if officers' views are that a partial scenario is more appropriate then this is worth exploring.

Again, it is disappointing that this is rejected in the Applicant's Further Response.

Land East has outline planning permission already - pending the Secretary of State's response on the new access arrangements, it looks likely the developer will be on site in early 2021.

Given that the Land East developer had to account for Land North, so too should this applicant consider a more specific and realistic scenario, particularly given the applicant's dependency on the Housing Infrastructure Funding which will only come forward because of Land East.

Conclusion

Biggleswade Town Council is raising these concerns now to provide the applicant with time to respond prior to a second round of consultation if they so wish.

As always, the Town Council is open to discussions with officers and/or the applicant to address any open issues.

Town Council will provide further representations in due course.

Yours sincerely,