



Ref: Agenda/Council-26112019

21st November 2019

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 26th November 2019** at the **Offices of Biggleswade Town Council, Saffron Road, Biggleswade** commencing at **7.00 p.m.** in order to transact the under mentioned items of business.

Yours faithfully

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

Rob D McGregor
Town Clerk

Distribution: All Town Councillors
Notice Boards (2)
Central Bedfordshire Council
The Editor, Biggleswade Today

Bedfordshire Constabulary
County Library, Biggleswade

AGENDA

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

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

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

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

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

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

5. **INVITED SPEAKER**

None.

6. **MEMBERS QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the minutes of the Council Meeting held on **Tuesday 12th November 2019** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. For Members to receive the **Recommendations** and **Resolutions** of the Town Centre Management Committee held on 5 November 2019 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. **MATTERS ARISING**

- a. Minutes of the Town Council Meeting held on **Tuesday 12th November 2019**.

9. **PLANNING APPLICATIONS**

- a. **CB/19/03704/FULL – Holme Mills, Langford Road, Biggleswade, SG18 9JY**
Canopy roof with no walls adjacent to Mill Building.
- b. **CB/19/03772/FULL – 19 Torquay Close, Biggleswade, SG18 0FS**
2m rear garden ground floor extension to enlarge the existing kitchen/dining area.
- c. **CB/19/03608/FULL – 7 Holme Court Avenue, Biggleswade, SG18 8PF**
Proposed two storey and single storey rear extension and internal alterations.

This application was considered at the Town Council meeting of 12 November 2019 but was **DEFERRED** due to incomplete drawings provided for the meeting and online. CBC Planning have agreed to forward new papers and to extend the deadline for submissions beyond 26 November to allow time to receive the Town Council's views.

- d. **CB/19/03310/FULL – 50 High Street, Biggleswade, SG18 0LJ**
External alterations including air conditioning units, kitchen extraction flue system and acoustic enclosures.
- e. **CB/19/03814/ADV – Retail Unit 3, Purcell Place, Sullivan Court, Biggleswade, SG18 8SX**
1 x internally illuminated fascia signage 1 x internally illuminated projected sign 2 x Logo window vinyl's.

10. **ACCOUNTS**

a. **Financial Administration**

For Members to receive and adopt the following accounts:

- i. Detailed Balance Sheet to 31/10/2019.
- ii. Summary of Income & Expenditure to 31/10/2019.
- iii. Income and Expenditure by budget heading to 31/10/2019.
- iv. Current Bank Account, receipts and payment to 31/10/2019.

b. **ITEMS FOR CONSIDERATION**

a. **Meeting Dates and Draft Minutes**

Members are asked to consider a report (attached) and proposed schedule of meeting dates with the following recommendations:

1. To adopt the proposed schedule of Council and Committee meetings as attached to the report.
2. To withdraw the requirement to publish draft minutes within 28 days of a meeting.

b. **Boundary Commission Electoral review- consultation period extended**

Stage two of the Boundary Commission's electoral review of Central Bedfordshire Council commenced on Tuesday 22 October 2019. Since then, a General Election has been called that has implications on the timescales for the current electoral review. The Commission has advised that while consultations that have already commenced can run their course, they acknowledge that the General Election will place a significant burden both on council officers and elected members. Therefore, the Commission has decided to extend the current consultation by six weeks from the original closing date of 13 January 2020. The current consultation will now close on 24 February 2020 to accommodate the pre-election period and this may have a knock-on effect to the timetable for the review that was due to be completed on 4 August 2020. The Commission will be updating their website to reflect this change. Full details about the review are available on the [Boundary Commissions website](#), and interactive maps of the existing wards are available at consultation.lgbce.org.uk and www.lgbce.org.uk.

c. **Concerns from Biggleswade Shopkeepers**

From the public session at the last Council Meeting held 12th November 2019 Mr Keith Seddons, Siggy's Café reported the concerns of all the shopkeepers over the recent spate of burglaries, thefts and vandalism that have been taking place regularly – all at approximately 2am in the morning, in all the shops in Abbots Walk and others in the town centre, for the last three months. No action appears to have been taken, and despite shops leaving their empty tills on view, the premises are still being broken into and vandalised. Together with the obvious stress of the situation, this is also having an effect on insurance premiums for the shopkeepers.

Councillors were very concerned to hear this and Cllr Strachan undertook to take this information to Chief Superintendent Boyle as a matter of urgency.

12. **ITEMS FOR INFORMATION**

a. **Planning Application Outcomes**

Attached report of the Planning Application Outcomes as at 20/11/2019.

b. **Biggleswade Baptist Church Proposal for a Community Hub at Kings Reach**

Biggleswade Baptist Church would like to bring to the attention of the Town Council their proposal for a Community Hub at Kings Reach. Further information is attached to this agenda.

c. **Land north of Biggleswade**

Correspondence has been received from Hallam Land Management with an update following consultation on a draft Development Brief for the proposed development at land North of Potton Road. Hallam Land Management is currently preparing an outline planning application for the site.

A copy of the correspondence and the updated Development Brief are attached to this agenda for information.

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.

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**.

14. **EXEMPT ITEMS**

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

(none)

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 12 NOVEMBER 2019
AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL,
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE**

PRESENT:

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

- Mr M Thorn, Deputy Town Clerk
- Mr R McGregor – Town Clerk
- Mr P Truppin – Locum Clerk
- Mrs J Durn – Meeting Administrator, Biggleswade Town Council
- Members of Public 3, including Simon Newton, Town Centre Operations Manager, BTC.

A12/1101 1. APOLOGIES FOR ABSENCE

There were no apologies

ABSENT WITHOUT APOLOGIES

None

A12/1102 2. DECLARATIONS OF INTEREST

A12/1102.1 a. Disclosable Pecuniary Interests in any agenda item - None

A12/1102.2 b. Non-pecuniary interests in any agenda item:

- Cllr G Fage, item 11a
- Cllr H Ramsay, item 7

A12/1103 3. TOWN MAYOR'S ANNOUNCEMENTS

26 October: Biggleswade Indian Society Diwali Celebration

The Mayor was unaware of the Biggleswade Indian Society until receiving an invitation to their Diwali celebration at the Orchard Centre through former Councillor, Sarju Patel. The Society is a large group of Indian origin residents of the town who celebrate their Hindu festivals and ensure that their children are taught their culture. The children performed Indian dances and acted out the story of one of their Hindu gods. Some non-Hindu children also took part. A great bringing together of different cultures. We were also treated to some classical Indian music played on a sitar by one of our Biggleswade residents.

27 October: Ampthill Civic Service

The Mayor was pleased to support the Mayor of Ampthill, Cllr Ian Titman at his service at St Andrews Church, Ampthill.

5 November: Reception to mark the 75th Anniversary of the Richard Ormonde Shuttleworth Remembrance Trust

The Shuttleworth Trust was set up in 1944 by Dorothy Shuttleworth in memory of her son, Richard, who was killed in a flying accident. Richard had been interested in agriculture, cars and aeroplanes and had established the airfield at Old Warden and the nucleus of the car and plane collections that we know today.

The Mayor was interested to hear that Richard Shuttleworth knew the author of the Biggles books, Capt. W.E. Johns, who had visited Shuttleworth and it is possible that Biggles may have been named after Biggleswade.

10 November: Remembrance Parade

The Mayor wants to thank staff and colleagues for a successful Parade, Service and Reception afterwards at the Town Hall. We were pleased to have the support of Deputy Lieutenant Rob Lovesey and his wife Ann – who is also Chairman of the Bedfordshire Association of Town & Parish Councils – and also the support of our retiring MP, Alistair Burt. We should also note the support of the Police for the event.

A12/1104 4. PUBLIC OPEN SESSION

There were no comments from members of the public.

A12/1105 5. INVITED SPEAKER

Invited Speaker: Kathryn Holloway, Bedfordshire Police and Crime Commissioner, did not attend the meeting.

A12/1106 6. MEMBERS QUESTIONS

A12/1106.1 a. Cllr G Fage has received a request from a member of public to query the procedure of publishing draft minutes on the BTC website which he understood to be a Council resolution.

The Deputy Town Clerk confirmed that Minutes of Meetings are published within 28 days of the meeting, or sooner as in the case of the Council Meetings which take place twice monthly.

A12/1106.2 b. Cllr G Fage asked if there was an update on street signage issues. Cllrs I Bond and D Albone were due to meet with CBC Officers to discuss footpaths, (not including signage), however this meeting was cancelled. The signage is part of the town decluttering exercise and will be covered on the forthcoming Biggleswade Joint Committee (BJC) next week.

A12/1106.3 c. Cllr L Fage reminded Members that next year is the 75-year anniversary of VE Day and that the Bank Holiday has been moved to accommodate the occasion. BTC Staff have already been in communication with the British Legion regarding forthcoming plans for this special Commemoration and would be pleased to receive input from Councillors.

A12/1107 7. MINUTES AND RECOMMENDATIONS OF MEETINGS

A12/1107.1 a. Members received the Minutes of the Council Meeting held on Tuesday, 22 October 2019 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

Cllr G Fage asked that item B22/1011.3 d) on page 5 be removed from the Minutes and this was agreed.

Following this amendment, the Minutes will be re-presented for signature.

A12/1108 8. MATTERS ARISING

From the Minutes of the Town Council Meeting held on Tuesday 22 October 2019.

A12/1108.1 a. B22/1010.1 a) **Town Centre Management**
Sentence to be amended to read "Town Centre Management" as words have been transposed.

A12/1108.2 b. B22/1019.2 b) **Biggleswade Joint Committee Terms of Reference.**
It was reported that these have been finalised and will be presented for discussion on the Biggleswade Joint Committee Agenda next week.

A12/1109 9. PLANNING APPLICATIONS

A12/1109.1 a. **CB/19/03482/FULL – 48 Lincoln Crescent, Biggleswade SG18 8HW**
Proposed single-storey rear extension

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

A12/1109.2 b. **CB/19/03521 – 120 London Road, Biggleswade SG18 1EL**
First floor extension

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

- A12/1109.3 c. **CB/19/03588/FULL – 24 Anderson Road, Biggleswade SG18 8FX**
Loft Conversion with Front Cottage Dormer and Rear Roof Velux

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

- A12/1109.4 d. **CB/19/03309/FULL – 61 Lincoln Crescent, Biggleswade SG18 8HP**
Single-storey side extension and single-storey rear extension.

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

- A12/1109.5 e. **CB/19/03608/FULL – 7 Holme Court Avenue, Biggleswade SG18 8PF**
Proposed two-storey and single-storey rear extension and internal alterations.

It was **RESOLVED** that the Town council defer this application as the documents presented are incomplete and an informed decision cannot be made. In view of the time constraints for planning applications Members requested that the Clerk write to ask CBC for an extension to the deadline on this application.

- A12/1109.6 f. **CB/19/03446/FULL – 162 Hitchin Street, Biggleswade SG18 8BP**
Rear two-storey extension

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

- A12/1109.7 g. **CB/19/03605/FULL – Land east of Stratton Business Park, Biggleswade**
Creation of a bund.

It was **RESOLVED** that the Town council has **NO OBJECTION** to this Planning Application.

- A12/1109.8 h. **Biggleswade Town Council and Langford Parish Council**
Assistance is requested from Langford Parish Council in a significant planning matter. Documents relating to this Application, CB/18/04783/OUT for 55 dwellings, are available for viewing online.

Langford Parish Council have objected to this Application. This was rejected by CBC, and an Appeal is now underway, Reference: APP/P0240/W/19/3236423.

It was **RESOLVED** that Biggleswade Town Council will write to the Inspector with a letter of support of Langford Parish Council's objection to the Appeal, copied to CBC and Langford Parish Council.

The letter will express our concerns that this development is not in the Local Plan, or the Langford Neighbourhood Plan, and will encroach on the parish boundary and the valuable green space which prevents coalescence between Langford and Biggleswade.

A12/1110 10. ITEMS FOR CONSIDERATION

A12/1110.1 a. Request for street name – Rex Huckle

We have received a request from the family of Mr Huckle requesting that we consider Rex Huckle for a street name in view of his contribution to the town.

It was **RESOLVED** to hold this name for a small development where it can be the name of a “stand-alone” road, rather than part of a large themed development.

The Town Clerk will write to Mr Huckle’s son to let him know that the Council do certainly wish to recognise his father, and to let him know that we are keeping his name on a priority list for placement on an appropriate street.

A12/1110.2 b. Luton Airport

A Consultation is taking place 16 October – 16 December 2019 to look at proposals to expand Luton London Airport in terms of the future number of passengers and flights it can handle. The Consultation and feedback forms can be found on the website under: **futureluton.lial.org.uk**

It was **RESOLVED** that BTC welcome this proposal; with the caveat that there are concerns over possible flight path issues in the future.

A12/1110.3 c. Council Meetings

Councillors requested an increase in the number of meetings of each Committee during the year from four to six in order to avoid delay in decision-making for the benefit of the town.

It was **RESOLVED** that Committee Meetings will be increased from four to six from January 2020. The Town Clerk will draw up a new timetable to be put in place in the new year (using available Tuesday evenings).

A12/1110.4 d. CBC Polling places and Polling districts

A Consultation document is available online, under reference: **centralbedfordshire.gov.uk/consultations**, and we are invited to complete the questionnaire by 11 December 2019.

It was **RESOLVED** that Members will respond to this individually. If Members identify any specific issues, please notify the Town Clerk and an item can then be put on the next Council Agenda.

A12/1111 11. ITEMS FOR INFORMATION

A12/1111.1 a. CB/TCA/19/00483 – Works to trees in a conservation area: Claremont Court, Rose Lane, Biggleswade

This information was **NOTED**.

A12/1111.2 b. **Meeting with Bedfordshire Police**

Members were pleased to receive the Report from PCSO Ann Jeeves covering the work that the local Community Policing Team have completed, and the progress made on issues relating to Biggleswade taken forward by Chief Superintendent Boyle from his meeting with Biggleswade Council. Cllr Bond and Cllr Strachan have released a copy of the Report which is attached to the Agenda.

A12/1111.3 c. **Letter from Rt Hon Alistair Burt MP**

Members **NOTED** the letter from Rt Hon Alistair Burt who will not be contesting the next General Election. Members wish to thank him for his support and wish him well for the future.

B12/1012 12. PUBLIC OPEN SESSION

Mr Keith Seddons, Siggy's Café: Reported the concerns of all the shopkeepers over the recent spate of burglaries, thefts and vandalism that have been taking place regularly – all at approximately 2am in the morning, in all the shops in Abbots Walk and others in the town centre, for the last three months. No action appears to have been taken, and despite shops leaving their empty tills on view, the premises are still being broken into and vandalised.

Together with the obvious stress of the situation, this is also having an effect on insurance premiums for the shopkeepers

Councillors were very concerned to hear this and Cllr Strachan undertook to take this information to Chief Superintendent Boyle as a matter of urgency. This topic will also be placed on the next Council Agenda for follow up.

A12/1113 13. **EXEMPT ITEMS**

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

(14a Health Provision)

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.

Recommendation and Resolutions Town Centre Management 5th November 2019

7. ITEMS FOR CONSIDERATION

a. A Boards and Tables & Chairs

The second Draft Document was presented and received. Members put forward small changes and suggested minor grammatical amendments to ensure consistency throughout the document. It was also requested that the fee structure for licencing tables & chairs is currently set at zero.

It was **RESOLVED** to adopt the policy following the suggested amendments.

b. Car Park Working Group

It was felt that because we do not yet have the final Benchmarking report covering Saturday footfall survey results, Members are unable to make a final decision at this time.

It was **RECOMMENDED** that the once we are in receipt of the final information the Working Group will hold one more meeting to ensure that all for eventualities are covered and an informed decision can be made.

c. Biggleswade Town Centre Project ideas – The Way Forward?

The Document attached to the Agenda covers Project Ideas for Biggleswade Town Council to put forward in readiness for the future regeneration of the Town.

It was **RESOLVED** to circulate this information to all Councillors with a request for urgent input, and to set up a Working Group as soon as possible, in order to add any further project ideas, together with priorities to this list so that it can be presented in connection with the High Street Bid in the future. We are currently awaiting an announcement from CBC with the names of the towns involved.

18/11/2019

Biggleswade Town Council

Item 10ai Detailed Balance Sheet

15:08

Detailed Balance Sheet - Excluding Stock Movement

Month 7 Date 31/10/2019

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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	400,299	1,412,745
2	OP'L L/H LAND & BUILDINGS	9,095	0	9,095
21	VEHICLES & EQUIPMENT	780,300	390,395	389,905
41	INFRASTRUCTURE ASSETS	301,364	228,359	73,005
61	COMMUNITY ASSETS	15,380	0	15,380
	Total Fixed Assets	2,919,183	1,019,053	1,900,130
	<u>Current Assets</u>			
91	CAPITAL WORK IN PROGRESS	6,800		
100	DEBTORS - TOWN COUNCIL	4,832		
101	DEBTORS - ALLOTMENTS	1,373		
102	DEBTORS - PITCH HIRE	4,866		
103	DEBTORS - ORCHARD CENTRE	29,679		
104	OTHER DEBTORS	(75)		
105	VAT REFUNDS	5,791		
106	ORCHARD DEBTOR SUPSENSE	(395)		
108	DEPOSITS	(100)		
201	NATWEST CURRENT BANK A/C	50,714		
202	LLOYDS CURRENT BANK A/C	709,080		
204	LLOYDS SALARY A/C	86		
209	NATWEST CAPITAL RESERVE	256,522		
210	PETTY CASH	55		
212	CASH CHANGE FLOAT	24		
225	NATWEST 95 DAY ACCOUNT	452		
	Total Current Assets		1,069,704	
	<u>Current Liabilities</u>			
501	TRADE CREDITORS	25,606		
525	ALLOTMENT DEPOSITS	3,150		
530	INC IN ADVANCE - COMMUTED	29,800		
537	SUNDRY CREDITORS	145		
	Total Current Liabilities		58,701	
	Net Current Assets			1,011,003
	Total Assets less Current Liabilities			2,911,133
	<u>Long Term Liabilities</u>			
401	PWLB LOANS	125,275		
430	LEASE CREDITOR (GROSS)	11,622		
435	LEASE CREDITOR (DEF'D INT)	(870)		
	Total Long Term Liabilities		136,028	
	Total Assets less Total Liabilities			2,775,105
	<u>Represented by :-</u>			
301	CURRENT YEAR FUND	396,411		
310	GENERAL RESERVE	206,439		
349	ROLLING CAPITAL FUND	401,353		
350	CAPITAL FINANCING RESERVE	1,404,990		

Detailed Balance Sheet - Excluding Stock Movement**Month 7 Date 31/10/2019**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
451	DEF'D GRANTS APPLIED	608,674	
452	DEF'D GRANTS W/BACK	(242,762)	
	Total Equity		2,775,105

18/11/2019

Biggleswade Town Council

15:08

Summary Income & Expenditure by Budget Heading 31/10/2019

Month No: 7

October 2019

Page 1

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	B'SWADE MAGISTRATES COURT							
	Income	0	106	6,280	6,174			1.7%
	Expenditure	1,598	5,012	6,280	1,268		1,268	79.8%
	Movement to/(from) Gen Reserve	<u>(1,598)</u>	<u>(4,905)</u>					
102	ALLOTMENTS							
	Income	(270)	6,588	6,000	(588)			109.8%
	Expenditure	0	683	1,965	1,283		1,283	34.7%
	Movement to/(from) Gen Reserve	<u>(270)</u>	<u>5,905</u>					
103	STREET LIGHTS							
	Expenditure	1,023	4,499	500	(3,999)		(3,999)	899.7%
104	BURIAL GROUNDS							
	Income	551	8,426	19,000	10,574			44.3%
	Expenditure	7,936	56,010	95,485	39,475		39,475	58.7%
	Movement to/(from) Gen Reserve	<u>(7,385)</u>	<u>(47,584)</u>					
105	CAR PARKS							
	Income	5,174	35,412	50,000	14,588			70.8%
	Expenditure	4,805	52,660	78,648	25,988		25,988	67.0%
	Movement to/(from) Gen Reserve	<u>369</u>	<u>(17,248)</u>					
106	MARKET							
	Income	1,112	7,885	16,500	8,615			47.8%
	Expenditure	2,747	17,792	28,476	10,684		10,684	62.5%
	Movement to/(from) Gen Reserve	<u>(1,635)</u>	<u>(9,907)</u>					
107	TOWN CENTRE GENERAL							
	Income	524	233	0	(233)			0.0%
	Expenditure	15,857	47,862	101,047	53,185		53,185	47.4%
	Movement to/(from) Gen Reserve	<u>(15,333)</u>	<u>(47,629)</u>					
108	GRANTS (INCL S137)							
	Expenditure	0	34,642	32,017	(2,625)		(2,625)	108.2%
109	CAPITAL EXPENDITURE							
	Expenditure	0	110,199	117,351	7,152		7,152	93.9%
110	PUBLIC CONVENIENCES							
	Expenditure	2,007	13,495	26,650	13,155		13,155	50.6%
111	CORPORATE MANAGEMENT							
	Income	48	1,011,427	1,016,058	4,631			99.5%
	Expenditure	9,637	64,519	100,274	35,755		35,755	64.3%
	Movement to/(from) Gen Reserve	<u>(9,589)</u>	<u>946,908</u>					
112	DEMOCRATIC REP'N & MGM'T							
	Income	0	6,950	0	(6,950)			0.0%
	Expenditure	12,846	90,098	137,836	47,738		47,738	65.4%
	Movement to/(from) Gen Reserve	<u>(12,846)</u>	<u>(83,148)</u>					
113	CIVIC ACTIVITIES & EXPENSES							
	Income	105	58	0	(58)			0.0%
	Expenditure	0	399	4,600	4,201		4,201	8.7%
	Movement to/(from) Gen Reserve	<u>105</u>	<u>(342)</u>					
115	ORCHARD COMMUNITY CENTRE							
	Income	6,180	37,555	43,000	5,445			87.3%
	Expenditure	6,710	47,230	90,412	43,182		43,182	52.2%
	Movement to/(from) Gen Reserve	<u>(530)</u>	<u>(9,675)</u>					
212	RECREATION GROUNDS							
	Income	823	7,070	9,590	2,520			73.7%
	Expenditure	29,879	180,200	347,654	167,454		167,454	51.8%
	Movement to/(from) Gen Reserve	<u>(29,056)</u>	<u>(173,130)</u>					
901	CENTRAL SERVICES							
	Expenditure	0	0	0	0		0	0.0%
902	WORKS SERVICES							
	Expenditure	0	0	0	0		0	0.0%

Continued over page

Summary Income & Expenditure by Budget Heading 31/10/2019

Month No: 7

October 2019

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	14,246	1,121,710	1,166,428	44,718			96.2%
Expenditure	95,044	725,299	1,169,195	443,896	0	443,896	62.0%
Net Income over Expenditure	<u>(80,798)</u>	<u>396,411</u>	<u>(2,767)</u>	<u>(399,178)</u>			
Movement to/(from) Gen Reserve	<u>(80,798)</u>	<u>396,411</u>					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 B'SWADE MAGISTRATES COURT</u>								
1081 INC-RENT	0	106	6,280	6,174			1.7%	
B'SWADE MAGISTRATES COURT :- Income	0	106	6,280	6,174			1.7%	0
4007 HEALTH & SAFETY	0	0	300	300		300	0.0%	
4011 RATES	1,171	8,197	11,800	3,603		3,603	69.5%	
4012 WATER RATES	103	358	500	142		142	71.6%	
4013 RENT	(2,493)	(17,453)	(29,920)	(12,467)		(12,467)	58.3%	
4014 ELECTRICITY	236	1,317	3,000	1,683		1,683	43.9%	
4015 GAS	172	633	2,000	1,367		1,367	31.7%	
4016 CLEANING COSTS	1,080	5,195	9,000	3,805		3,805	57.7%	
4029 OFFICE REFURBISHMENT	0	354	0	(354)		(354)	0.0%	
4036 PROPERTY MAINTENANCE	950	4,268	4,000	(268)		(268)	106.7%	
4042 EQUIPT MAINT/REPAIR	0	165	1,000	835		835	16.5%	
4067 PEST CONTROL	0	0	100	100		100	0.0%	
4104 REFUSE COLLECTION	0	514	1,000	486		486	51.4%	
4110 FIRE PRECAUTIONS	111	477	1,500	1,023		1,023	31.8%	
4134 SECURITY/CCTV	268	986	2,000	1,014		1,014	49.3%	
B'SWADE MAGISTRATES COURT :- Indirect Expenditure	1,598	5,012	6,280	1,268	0	1,268	79.8%	0
Net Income over Expenditure	(1,598)	(4,905)	0	4,905				

Detailed Income & Expenditure by Budget Heading 31/10/2019

Month No: 7

October 2019

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 ALLOTMENTS</u>								
1087 INC-ALLOTMENTS	(270)	6,588	6,000	(588)			109.8%	
ALLOTMENTS :- Income	(270)	6,588	6,000	(588)			109.8%	0
4013 RENT	0	233	465	233		233	50.0%	
4037 GROUNDS MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
4067 PEST CONTROL	0	450	500	50		50	90.0%	
ALLOTMENTS :- Indirect Expenditure	0	683	1,965	1,283	0	1,283	34.7%	0
Net Income over Expenditure	(270)	5,905	4,035	(1,870)				

Detailed Income & Expenditure by Budget Heading 31/10/2019

Month No: 7

October 2019

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>103 STREET LIGHTS</u>								
4014 ELECTRICITY	1,023	4,499	0	(4,499)		(4,499)	0.0%	
4174 BUS SHELTER MAINTENANCE	0	0	500	500		500	0.0%	
STREET LIGHTS :- Indirect Expenditure	<u>1,023</u>	<u>4,499</u>	<u>500</u>	<u>(3,999)</u>	<u>0</u>	<u>(3,999)</u>	<u>899.7%</u>	<u>0</u>
Net Expenditure	<u>(1,023)</u>	<u>(4,499)</u>	<u>(500)</u>	<u>3,999</u>				

Detailed Income & Expenditure by Budget Heading 31/10/2019

Month No: 7

October 2019

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>104</u> BURIAL GROUNDS								
1084 INC-BURIAL FEES	551	8,120	17,000	8,880			47.8%	
1097 INC-MEMORIALS	0	306	2,000	1,694			15.3%	
BURIAL GROUNDS :- Income	551	8,426	19,000	10,574			44.3%	0
4011 RATES	470	3,292	4,350	1,058		1,058	75.7%	
4012 WATER RATES	38	42	200	158		158	20.9%	
4014 ELECTRICITY	10	2,617	150	(2,467)		(2,467)	1744.4%	
4036 PROPERTY MAINTENANCE	163	1,088	1,000	(88)		(88)	108.8%	
4110 FIRE PRECAUTIONS	0	368	200	(168)		(168)	184.1%	
4178 PATHS MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
4901 C.S. SALARY RECHARGE	987	6,784	9,413	2,629		2,629	72.1%	
4902 W.S. SALARY RECHARGE	4,109	29,284	56,310	27,026		27,026	52.0%	
4911 C.S. O'HEAD RECHARGE	940	6,039	9,898	3,859		3,859	61.0%	
4912 W.S. O'HEAD RECHARGE	1,219	6,497	12,964	6,467		6,467	50.1%	
BURIAL GROUNDS :- Indirect Expenditure	7,936	56,010	95,485	39,475	0	39,475	58.7%	0
Net Income over Expenditure	(7,385)	(47,584)	(76,485)	(28,901)				

Detailed Income & Expenditure by Budget Heading 31/10/2019

Month No: 7

October 2019

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>105 CAR PARKS</u>								
1088 INC-CAR PARKING FEES	3,428	21,245	30,000	8,755			70.8%	
1089 INC - PARKING PERMITS WORK	1,229	10,392	15,000	4,608			69.3%	
1189 INC-PARKING PERMITS RES	517	3,775	5,000	1,225			75.5%	
CAR PARKS :- Income	5,174	35,412	50,000	14,588			70.8%	0
4011 RATES	2,571	17,991	25,900	7,909		7,909	69.5%	
4021 TELEPHONE & FAX	0	0	600	600		600	0.0%	
4038 MAINTENANCE CONTRACT	263	6,259	0	(6,259)		(6,259)	0.0%	
4047 MATERIALS/TOOLS	61	1,231	2,000	769		769	61.5%	
4056 LEGAL EXPENSES	0	0	1,000	1,000		1,000	0.0%	
4092 Card Processing Fees	96	528	(2,000)	(2,528)		(2,528)	(26.4%)	
4108 SURFACE REPAIRS	0	0	3,000	3,000		3,000	0.0%	
4126 CAR PARK LEASE	0	14,500	26,001	11,501		11,501	55.8%	
4901 C.S. SALARY RECHARGE	247	1,696	2,353	657		657	72.1%	
4902 W.S. SALARY RECHARGE	1,027	7,321	14,078	6,757		6,757	52.0%	
4911 C.S. O'HEAD RECHARGE	235	1,510	2,475	965		965	61.0%	
4912 W.S. O'HEAD RECHARGE	305	1,624	3,241	1,617		1,617	50.1%	
CAR PARKS :- Indirect Expenditure	4,805	52,660	78,648	25,988	0	25,988	67.0%	0
Net Income over Expenditure	369	(17,248)	(28,648)	(11,400)				

Detailed Income & Expenditure by Budget Heading 31/10/2019

Month No: 7

October 2019

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>106 MARKET</u>								
1085 INC-TUESDAY MARKET RENTS	188	1,608	3,000	1,392			53.6%	
1086 INC-SATURDAY MARKET RENTS	851	6,156	13,500	7,344			45.6%	
1091 INC-MISCELLANEOUS	73	121	0	(121)			0.0%	
MARKET :- Income	1,112	7,885	16,500	8,615			47.8%	0
4004 MARKET STAFF	401	2,911	5,250	2,339		2,339	55.5%	
4011 RATES	510	3,567	5,150	1,583		1,583	69.3%	
4014 ELECTRICITY	229	165	300	135		135	55.0%	
4025 INSURANCE	0	0	550	550		550	0.0%	
4032 PUBLICITY	0	343	550	208		208	62.3%	
4047 MATERIALS/TOOLS	0	120	250	130		130	48.0%	
4081 Licences	0	0	333	333		333	0.0%	
4901 C.S. SALARY RECHARGE	823	5,653	7,844	2,191		2,191	72.1%	
4911 C.S. O'HEAD RECHARGE	783	5,033	8,249	3,216		3,216	61.0%	
MARKET :- Indirect Expenditure	2,747	17,792	28,476	10,684	0	10,684	62.5%	0
Net Income over Expenditure	(1,635)	(9,907)	(11,976)	(2,069)				

Detailed Income & Expenditure by Budget Heading 31/10/2019

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October 2019

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>107 TOWN CENTRE GENERAL</u>								
1145 INC-CHRISTMAS ACTIVITIES	524	233	0	(233)			0.0%	
TOWN CENTRE GENERAL :- Income	524	233	0	(233)				0
4001 STAFF SALARIES	2,067	14,466	24,800	10,334		10,334	58.3%	
4002 EMPLOYERS N.I	186	1,302	2,250	948		948	57.9%	
4003 EMPLOYERS SUPERANN.	492	3,443	6,000	2,557		2,557	57.4%	
4009 STAFF TRAVEL	40	168	0	(168)		(168)	0.0%	
4036 PROPERTY MAINTENANCE	0	732	0	(732)		(732)	0.0%	
4064 ANNUAL HANGING BASKETS	200	2,991	2,500	(491)		(491)	119.6%	
4116 WAR MEM & REM SERV	(120)	(70)	1,000	1,070		1,070	(7.0%)	
4117 CLOCK REPAIRS	0	0	350	350		350	0.0%	
4140 CHRISTMAS ACTIVITIES	300	300	5,500	5,200		5,200	5.5%	
4144 CCTV	0	1,500	18,000	16,500		16,500	8.3%	
4145 CHRISTMAS LIGHTS	10,879	10,879	18,500	7,622		7,622	58.8%	
4901 C.S. SALARY RECHARGE	247	1,696	2,353	657		657	72.1%	
4902 W.S. SALARY RECHARGE	1,027	7,321	14,078	6,757		6,757	52.0%	
4911 C.S. O'HEAD RECHARGE	235	1,510	2,475	965		965	61.0%	
4912 W.S. O'HEAD RECHARGE	305	1,624	3,241	1,617		1,617	50.1%	
TOWN CENTRE GENERAL :- Indirect Expenditure	15,857	47,862	101,047	53,185	0	53,185	47.4%	0
Net Income over Expenditure	(15,333)	(47,629)	(101,047)	(53,418)				

Detailed Income & Expenditure by Budget Heading 31/10/2019

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October 2019

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>108 GRANTS (INCL S137)</u>								
4261 GRANTS UNDER OTHER POWERS	0	23,392	20,767	(2,625)		(2,625)	112.6%	
4264 Community Agent Grant	0	11,250	11,250	0		0	100.0%	
GRANTS (INCL S137) :- Indirect Expenditure	<u>0</u>	<u>34,642</u>	<u>32,017</u>	<u>(2,625)</u>	<u>0</u>	<u>(2,625)</u>	<u>108.2%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(34,642)</u>	<u>(32,017)</u>	<u>2,625</u>				

Detailed Income & Expenditure by Budget Heading 31/10/2019

Month No: 7

October 2019

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>109 CAPITAL EXPENDITURE</u>								
4053 LOAN INTEREST	0	3,001	5,582	2,581		2,581	53.8%	
4253 LEASE INTEREST REPAID	0	201	242	41		41	82.9%	
4802 CP - New Computer Installation	0	11,351	0	(11,351)		(11,351)	0.0%	
4842 CP - The Orchard Furniture & E	0	493	0	(493)		(493)	0.0%	
4847 CP - Workshop	0	525	0	(525)		(525)	0.0%	
4900 ROLLING CAPITAL FUND ALLOC'N	0	100,000	100,000	0		0	100.0%	
4980 LOAN REPAYMENT	0	4,516	9,453	4,937		4,937	47.8%	
4982 LEASE CAPITAL REPAID	0	2,481	2,074	(407)		(407)	119.6%	
4990 ASSET FUNDING FROM RCP	0	(12,369)	0	12,369		12,369	0.0%	
CAPITAL EXPENDITURE :- Indirect Expenditure	<u>0</u>	<u>110,199</u>	<u>117,351</u>	<u>7,152</u>	<u>0</u>	<u>7,152</u>	<u>93.9%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(110,199)</u>	<u>(117,351)</u>	<u>(7,152)</u>				

Detailed Income & Expenditure by Budget Heading 31/10/2019

Month No: 7

October 2019

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110 PUBLIC CONVENIENCES</u>								
4011 RATES	309	2,166	3,150	984		984	68.8%	
4012 WATER RATES	408	1,132	1,600	468		468	70.8%	
4014 ELECTRICITY	0	(160)	900	1,060		1,060	(17.8%)	
4036 PROPERTY MAINTENANCE	0	119	2,500	2,381		2,381	4.8%	
4038 MAINTENANCE CONTRACT	1,290	10,237	18,500	8,263		8,263	55.3%	
PUBLIC CONVENIENCES :- Indirect Expenditure	<u>2,007</u>	<u>13,495</u>	<u>26,650</u>	<u>13,155</u>	<u>0</u>	<u>13,155</u>	<u>50.6%</u>	<u>0</u>
Net Expenditure	<u>(2,007)</u>	<u>(13,495)</u>	<u>(26,650)</u>	<u>(13,155)</u>				

Detailed Income & Expenditure by Budget Heading 31/10/2019

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October 2019

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>111 CORPORATE MANAGEMENT</u>								
1076 PRECEPT RECEIVED	0	1,011,058	1,011,058	0			100.0%	
1096 INTEREST RECEIVED	48	369	5,000	4,631			7.4%	
CORPORATE MANAGEMENT :- Income	48	1,011,427	1,016,058	4,631			99.5%	0
4057 AUDIT FEES	0	400	3,720	3,320		3,320	10.8%	
4901 C.S. SALARY RECHARGE	4,937	33,920	47,063	13,143		13,143	72.1%	
4911 C.S. O'HEAD RECHARGE	4,700	30,199	49,491	19,292		19,292	61.0%	
CORPORATE MANAGEMENT :- Indirect Expenditure	9,637	64,519	100,274	35,755	0	35,755	64.3%	0
Net Income over Expenditure	(9,589)	946,908	915,784	(31,124)				

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October 2019

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>112</u> DEMOCRATIC REP'N & MGM'T								
1078 INC-MISC GRANTS	0	6,950	0	(6,950)			0.0%	
DEMOCRATIC REP'N & MGM'T :- Income	0	6,950	0	(6,950)				0
4024 SUBSCRIPTIONS	(60)	2,749	3,600	851		851	76.4%	
4026 COMPUTER	0	0	1,500	1,500		1,500	0.0%	
4082 NEIGHBOURHOOD PLAN	57	1,330	0	(1,330)		(1,330)	0.0%	
4135 ELECTION PROVISION	0	528	4,000	3,472		3,472	13.2%	
4901 C.S. SALARY RECHARGE	6,582	45,227	62,749	17,522		17,522	72.1%	
4911 C.S. O'HEAD RECHARGE	6,267	40,265	65,987	25,722		25,722	61.0%	
DEMOCRATIC REP'N & MGM'T :- Indirect Expenditure	12,846	90,098	137,836	47,738	0	47,738	65.4%	0
Net Income over Expenditure	(12,846)	(83,148)	(137,836)	(54,688)				

Detailed Income & Expenditure by Budget Heading 31/10/2019

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	Actual Current Mth	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	105	105	0	(105)			0.0%	
1300 INC-MAYORS CHARITY	0	(47)	0	47			0.0%	
CIVIC ACTIVITIES & EXPENSES :- Income	105	58	0	(58)				0
4008 STAFF TRAINING	0	290	1,500	1,210		1,210	19.3%	
4009 STAFF TRAVEL	0	0	500	500		500	0.0%	
4058 PROFESSIONAL FEES	0	0	0	0		0	0.0%	
4112 TOWN MAYOR'S ALLOW.	0	50	1,000	951		951	5.0%	
4166 TWINNING	0	0	500	500		500	0.0%	
4179 CIVIC FUNCTIONS	0	60	1,000	940		940	6.0%	
4180 CIVIC REGALIA REPAIRS ETC	0	0	100	100		100	0.0%	
CIVIC ACTIVITIES & EXPENSES :- Indirect Expenditure	0	399	4,600	4,201	0	4,201	8.7%	0
Net Income over Expenditure	105	(342)	(4,600)	(4,258)				

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
115 ORCHARD COMMUNITY CENTRE								
1078 INC-MISC GRANTS	0	18,000	18,000	0			100.0%	
1082 INC-LETTINGS	6,180	19,331	25,000	5,669			77.3%	
1109 INC-COFFEE MACHINE	0	224	0	(224)			0.0%	
ORCHARD COMMUNITY CENTRE :- Income	6,180	37,555	43,000	5,445			87.3%	0
4001 STAFF SALARIES	4,400	30,328	42,465	12,137		12,137	71.4%	
4002 EMPLOYERS N.I	409	2,796	4,990	2,194		2,194	56.0%	
4003 EMPLOYERS SUPERANN.	1,047	7,218	10,107	2,889		2,889	71.4%	
4007 HEALTH & SAFETY	0	0	500	500		500	0.0%	
4009 STAFF TRAVEL	0	207	0	(207)		(207)	0.0%	
4011 RATES	0	0	5,500	5,500		5,500	0.0%	
4012 WATER RATES	104	207	600	393		393	34.5%	
4014 ELECTRICITY	189	944	10,000	9,056		9,056	9.4%	
4015 GAS	87	(280)	4,500	4,780		4,780	(6.2%)	
4016 CLEANING COSTS	400	3,355	4,000	645		645	83.9%	
4020 MISC. ESTABLISH.COST	0	0	500	500		500	0.0%	
4021 TELEPHONE & FAX	0	190	1,200	1,010		1,010	15.8%	
4026 COMPUTER	0	551	2,500	1,949		1,949	22.0%	
4032 PUBLICITY	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTENANCE	0	477	1,000	523		523	47.7%	
4038 MAINTENANCE CONTRACT	73	1,024	1,500	476		476	68.3%	
4042 EQUIPT MAINT/REPAIR	0	0	200	200		200	0.0%	
4081 Licences	0	155	150	(5)		(5)	103.0%	
4128 EQUIPMENT	0	60	200	140		140	30.0%	
ORCHARD COMMUNITY CENTRE :- Indirect Expenditure	6,710	47,230	90,412	43,182	0	43,182	52.2%	0
Net Income over Expenditure	(530)	(9,675)	(47,412)	(37,737)				

Detailed Income & Expenditure by Budget Heading 31/10/2019

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
212 RECREATION GROUNDS								
1081 INC-RENT	801	7,030	5,240	(1,790)			134.2%	
1082 INC-LETTINGS	22	22	0	(22)			0.0%	
1083 INC-PITCH HIRE	0	18	4,000	3,982			0.5%	
1091 INC-MISCELLANEOUS	0	0	350	350			0.0%	
RECREATION GROUNDS :- Income	823	7,070	9,590	2,520			73.7%	0
4011 RATES	447	3,127	4,550	1,423		1,423	68.7%	
4012 WATER RATES	701	1,156	11,000	9,844		9,844	10.5%	
4013 RENT	0	0	1	1		1	0.0%	
4014 ELECTRICITY	767	2,491	5,000	2,509		2,509	49.8%	
4016 CLEANING COSTS	0	98	400	302		302	24.4%	
4036 PROPERTY MAINTENANCE	0	0	5,000	5,000		5,000	0.0%	
4037 GROUNDS MAINTENANCE	575	575	2,500	1,925		1,925	23.0%	
4038 MAINTENANCE CONTRACT	939	4,808	6,500	1,692		1,692	74.0%	
4039 PLAY. EQUIP. MAINT.	535	1,187	3,000	1,813		1,813	39.6%	
4043 FENCING & GATES	0	0	1,000	1,000		1,000	0.0%	
4044 TREES & PLANTS	0	1,618	2,500	883		883	64.7%	
4067 PEST CONTROL	350	700	1,500	800		800	46.7%	
4100 FERT./SEEDS/WEEDKILL	20	118	2,000	1,882		1,882	5.9%	
4104 REFUSE COLLECTION	0	2,819	1,000	(1,819)		(1,819)	281.9%	
4110 FIRE PRECAUTIONS	320	638	750	112		112	85.1%	
4114 LITTER BINS	1,437	1,437	2,000	563		563	71.8%	
4139 GRASS CUTTING	0	0	5,000	5,000		5,000	0.0%	
4901 C.S. SALARY RECHARGE	2,633	18,091	25,100	7,009		7,009	72.1%	
4902 W.S. SALARY RECHARGE	14,380	102,492	197,084	94,592		94,592	52.0%	
4911 C.S. O'HEAD RECHARGE	2,507	16,106	26,395	10,289		10,289	61.0%	
4912 W.S. O'HEAD RECHARGE	4,266	22,739	45,374	22,635		22,635	50.1%	
RECREATION GROUNDS :- Indirect Expenditure	29,879	180,200	347,654	167,454	0	167,454	51.8%	0
Net Income over Expenditure	(29,056)	(173,130)	(338,064)	(164,934)				

Detailed Income & Expenditure by Budget Heading 31/10/2019

Month No: 7

October 2019

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>901 CENTRAL SERVICES</u>								
4001 STAFF SALARIES	12,510	86,110	144,125	58,016		58,016	59.7%	
4002 EMPLOYERS N.I	1,153	7,760	12,750	4,990		4,990	60.9%	
4003 EMPLOYERS SUPERANN.	2,792	19,198	34,300	15,102		15,102	56.0%	
4005 AGENCY STAFF	4,365	15,169	0	(15,169)		(15,169)	0.0%	
4007 HEALTH & SAFETY	0	0	2,500	2,500		2,500	0.0%	
4008 STAFF TRAINING	0	1,117	3,000	1,883		1,883	37.2%	
4009 STAFF TRAVEL	232	1,548	3,500	1,952		1,952	44.2%	
4010 MISC. STAFF COSTS	0	124	500	376		376	24.8%	
4013 RENT	2,493	17,453	29,920	12,467		12,467	58.3%	
4020 MISC. ESTABLISH.COST	0	0	250	250		250	0.0%	
4021 TELEPHONE & FAX	1,290	3,771	7,600	3,829		3,829	49.6%	
4022 POSTAGE	336	546	1,000	454		454	54.6%	
4023 STATIONERY	378	3,890	5,000	1,110		1,110	77.8%	
4025 INSURANCE	0	19,957	21,000	1,043		1,043	95.0%	
4026 COMPUTER	3,090	20,220	24,000	3,780		3,780	84.3%	
4027 PHOTOCOPIER	710	1,604	3,500	1,896		1,896	45.8%	
4031 ADVERTISING	0	0	400	400		400	0.0%	
4032 PUBLICITY	215	1,560	3,500	1,940		1,940	44.6%	
4051 BANK CHARGES	311	1,218	1,500	282		282	81.2%	
4056 LEGAL EXPENSES	0	1,220	1,000	(220)		(220)	122.0%	
4058 PROFESSIONAL FEES	1,040	1,630	5,000	3,370		3,370	32.6%	
4060 OFFICE EQUIPMENT	0	1,479	500	(979)		(979)	295.8%	
4073 PAYROLL BUREAU FEES	312	482	2,000	1,518		1,518	24.1%	
4074 ACCOUNTANCY FEES	895	7,649	15,000	7,351		7,351	51.0%	
4125 Misc Costs	0	26	0	(26)		(26)	0.0%	
4901 C.S. SALARY RECHARGE	(16,455)	(113,067)	(156,875)	(43,808)		(43,808)	72.1%	
4911 C.S. O'HEAD RECHARGE	(15,668)	(100,662)	(164,970)	(64,308)		(64,308)	61.0%	
CENTRAL SERVICES :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>				

Detailed Income & Expenditure by Budget Heading 31/10/2019

Month No: 7

October 2019

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
902 WORKS SERVICES								
4001 STAFF SALARIES	16,100	114,714	212,350	97,636		97,636	54.0%	
4002 EMPLOYERS N.I	1,428	10,175	18,650	8,475		8,475	54.6%	
4003 EMPLOYERS SUPERANN.	3,015	21,529	50,550	29,021		29,021	42.6%	
4007 HEALTH & SAFETY	32	381	500	119		119	76.3%	
4008 STAFF TRAINING	0	1,269	2,500	1,231		1,231	50.8%	
4009 STAFF TRAVEL	40	126	500	374		374	25.2%	
4010 MISC. STAFF COSTS	0	0	300	300		300	0.0%	
4014 ELECTRICITY	0	80	50	(30)		(30)	159.4%	
4021 TELEPHONE & FAX	0	0	1,000	1,000		1,000	0.0%	
4025 INSURANCE	636	636	0	(636)		(636)	0.0%	
4036 PROPERTY MAINTENANCE	0	114	0	(114)		(114)	0.0%	
4041 EQUIPMENT HIRE	0	216	400	184		184	54.0%	
4042 EQUIPT MAINT/REPAIR	138	3,168	4,000	832		832	79.2%	
4046 VEHICLE LEASING	871	4,203	12,000	7,797		7,797	35.0%	
4047 MATERIALS/TOOLS	1,429	8,858	5,000	(3,858)		(3,858)	177.2%	
4048 VEHICLE MAINT/REPAIR	0	4,776	15,000	10,224		10,224	31.8%	
4049 VEHICLE FUEL	1,517	4,656	8,000	3,344		3,344	58.2%	
4050 VEHICLE TAX	0	455	270	(185)		(185)	168.5%	
4103 PROTECTIVE CLOTHING	579	2,050	2,500	450		450	82.0%	
4119 SKIP HIRE	852	1,480	6,000	4,520		4,520	24.7%	
4125 Misc Costs	0	16	0	(16)		(16)	0.0%	
4128 EQUIPMENT	0	0	500	500		500	0.0%	
4134 SECURITY/CCTV	0	0	3,300	3,300		3,300	0.0%	
4136 RENEWALS/REPLACEMENT	0	0	3,000	3,000		3,000	0.0%	
4902 W.S. SALARY RECHARGE	(20,543)	(146,418)	(281,550)	(135,132)		(135,132)	52.0%	
4912 W.S. O'HEAD RECHARGE	(6,094)	(32,484)	(64,820)	(32,336)		(32,336)	50.1%	
WORKS SERVICES :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>				
Grand Totals:- Income	14,246	1,121,710	1,166,428	44,718			96.2%	
Expenditure	95,044	725,299	1,169,195	443,896	0	443,896	62.0%	
Net Income over Expenditure	<u>(80,798)</u>	<u>396,411</u>	<u>(2,767)</u>	<u>(399,178)</u>				
Movement to/(from) Gen Reserve	<u>(80,798)</u>	<u>396,411</u>						

Date: 18/11/2019

Biggleswade Town Council

Item 10aiv Payments current a/c

Time: 15:09

Cashbook 2

Lloyds Current A/C

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Payments made between 01/10/2019 and 31/10/2019

User: DCW

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/10/2019	Ampower - 73506 - Old Court Ho	DD01	350.00	350.00		501			Purchase Ledger
01/10/2019	Ampower G81907-Kings Reach	DD02	600.00	600.00		501			Purchase Ledger
02/10/2019	Petty cash	000225	216.23			210		216.23	Petty cash
02/10/2019	Maple Tree Catering	000226	187.90			4116	107	187.90	Catering for Remembrance
02/10/2019	OPUS Energy (Corporate) Limite	DD03	626.66	626.66		501			Purchase Ledger
10/10/2019	ADT Fire & Security plc	201014	2,028.81	2,028.81		501			2700-Fire alarm maint19-20
10/10/2019	CoolerAid Ltd	201015	37.20	37.20		501			2712-19L still bottle
10/10/2019	AMF Services (Bedford) Ltd	201016	256.48	256.48		501			2705-Work on Kubota RTV
10/10/2019	Anglian Water Business Ltd. (N	201017	13.34	13.34		501			2749-Water 03.07.19-01.10.19
10/10/2019	Anglian Water Business Ltd. (N	201018	24.68	24.68		501			2748-Water 03.07.19-01.10.19
10/10/2019	Anglian Water Business Ltd. (N	201019	42.01	42.01		501			2750-Water 03.07.19-01.10.19
10/10/2019	George Browns Ltd	201020	387.00	387.00		501			2719-Oil leak inspection
10/10/2019	Bedfordshire Growers Ltd	201021	69.99	69.99		501			2706-Round pro active 5 L
10/10/2019	Rosetta Publishing Ltd	201022	258.00	258.00		501			2761-Bulleting oct publishing
10/10/2019	Colin Ross Workwear & Safety	201023	76.67	76.67		501			2711-Waterproof jackets
10/10/2019	Central Bedfordshire Council	201024	116.25	116.25		501			2760-Allot Rent 09.19-12.19
10/10/2019	Deeping Direct Limited	201025	57.60	57.60		501			2714-Hire of container Sept
10/10/2019	Flowbird Smart City UK Ltd	201026	304.42	304.42		501			2716-Parking equip maint Oct
10/10/2019	GlassPlus	201027	705.41	705.41		501			2720-Repair shattered glazing
10/10/2019	Harrier Office Supplies Ltd	201028	360.40	360.40		501			2721-Misc stationery items
10/10/2019	Henlow Building Supplies	201029	511.81	511.81		501			2723-Misc maint materials
10/10/2019	HM Revenue & Customs	201030	9,540.89	9,540.89		501			2768-MRC PAYE/NI Sept
10/10/2019	Mick George Recycling Ltd	201031	85.54	85.54		501			2677-Trade refuse
10/10/2019	Biggleswade MOT Centre Ltd	201032	252.00	252.00		501			2708-Replace N/S/R tyre
10/10/2019	National Association of Local	201033	310.76	310.76		501			2753-NALC member rate
10/10/2019	F D O'Dell & Sons Ltd	201034	377.00	377.00		501			2717-Bowls club-mixed waste
10/10/2019	Olive Press Limited	201035	199.20	199.20		501			2737-A4 letter
Subtotal Carried Forward:			17,996.25	17,592.12	0.00			404.13	

Lloyds Current A/C

Payments made between 01/10/2019 and 31/10/2019

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									heading
10/10/2019	Peninsula Business Services Li	201036	701.46	701.46		501			2757-Employment consultancy
10/10/2019	Bedfordshire Pension Fund	201037	9,432.50	9,432.50		501			2769-Pension Due Sep
10/10/2019	DCK Accounting Solutions Ltd	201038	1,360.60	1,360.60		501			2713-Contract visit Sept
10/10/2019	R & C Hyett	201039	2,770.00	2,770.00		501			2738-Clean-Old court house-Sep
10/10/2019	Hire or Buy Group Ltd	201040	291.83	291.83		501			2763-Chain loops maint
10/10/2019	Spaldings UK Limited	201041	132.72	132.72		501			2743-Dustbin liners
10/10/2019	Turfcare Leisure Services Ltd	201042	690.47	690.47		501			2746-Bowling green maint
10/10/2019	TRAVIS PERKINS TRADING CO	201043	136.45	136.45		501			2745-Janitorial items
10/10/2019	TV Licensing	201044	154.50	154.50		501			2771-TV License Renew 19/20
10/10/2019	Unison	201045	11.50	11.50		501			2770-Unison Sep 19
10/10/2019	Urban Vision Enterprise CIC	201046	1,482.70	1,482.70		501			2762-N'hood plan+travel expens
10/10/2019	Zep UK Ltd	201047	292.82	292.82		501			2751-Cherry bomb hand cleaner
10/10/2019	LGRC Associates Ltd	201048	5,238.36	5,238.36		501			2791-Locum Clerk Sept
10/10/2019	Lloyds Salary A/C	Salary	27,403.27			202		27,403.27	
10/10/2019	Lloyds Salary A/C	TFR	41.06			202		41.06	
11/10/2019	Node IT Solutions Ltd	DD04	211.20	211.20		501			2758-Mntly network managing
11/10/2019	Node IT Solutions Ltd	DD05	2,703.06	2,703.06		501			2759-Monthly IT services
14/10/2019	Lowe-Go's	000227	215.25			4103	902	215.25	Lowe-Go's-7x Soft shell Jacket
14/10/2019	Mick George Recycling Ltd	DD06	42.77	42.77		501			Purchase Ledger
14/10/2019	The right Fuelcard Company Lim	DD07	52.81	52.81		501			2752-Motor fuel
15/10/2019	Land Registry	DD	24.00			4082	112	24.00	Land Registry
18/10/2019	Bank charge payable	CHRG	124.07			4051	901	124.07	Bank charge payable
18/10/2019	AIB Merchant Services	DD08	79.70	79.70		501			2735-Card processing chrg-Sept
21/10/2019	Node IT Solutions Ltd	DD09	793.92	793.92		501			2767-Acrobat pro DC Licence
22/10/2019	Land Registry	DD	33.00			4082	112	33.00	Land Registry
22/10/2019	Ampower - 41260 Unmetered	DD10	1,839.33	1,839.33		501			2696-S/Lights Electricity
23/10/2019	EE - DDR	DD11	334.74	334.74		501			2832-Telephone

Subtotal Carried Forward:

74,590.34 46,345.56

0.00

28,244.78

Lloyds Current A/C

Payments made between 01/10/2019 and 31/10/2019

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
24/10/2019	A DENNIS	201049	210.00	210.00		501			2803-FOOTBALL PITCH KEYS
24/10/2019	AMF Services (Bedford) Ltd	201050	136.56	136.56		501			2800-TORO LK66HFY REPAIRS
24/10/2019	Anglian Water Business Ltd. (N	201051	42.01	42.01		501			2819-TOILETS WATER CHARGES
24/10/2019	Anglian Water Business Ltd. (N	201052	112.21	112.21		501			2822-OCC WATER CHARGES
24/10/2019	Anglian Water Business Ltd. (N	201053	103.37	103.37		501			2818-OCH WATER CHARGES
24/10/2019	Anglian Water Business Ltd. (N	201054	659.31	659.31		501			2821-REC WATER CHARGES
24/10/2019	Anglian Water Business Ltd. (N	201055	366.28	366.28		501			2820-TOILETS WATER CHARGES
24/10/2019	L. Bennett & Son Ltd	201056	29.32	29.32		501			2801-MATERIALS
24/10/2019	Chubb Fire Ltd	201057	132.71	132.71		501			2810-FIRE ALARM MAINT
24/10/2019	CPM Playgrounds Limited	201058	642.00	642.00		501			2809-ZIP WIRE REPAIRS
24/10/2019	Flowbird Smart City UK Ltd	201059	73.20	73.20		501			2812-COIN SHUTTER
24/10/2019	J R GOLDTHORPE & SON	201060	369.90	369.90		501			2794-MATERIALS
24/10/2019	Lamps & Tubes Illuminations Lt	201061	13,054.20	13,054.20		501			2813-CHRISTMAS LIGHTS
24/10/2019	Mazars LLP	201062	2,400.00	2,400.00		501			2798-EXTERNAL AUDIT 18/19
24/10/2019	F D O'Dell & Sons Ltd	201063	377.00	377.00		501			2815-SKIP HIRE
24/10/2019	Allan Peacock (Street Lighting	201064	240.00	240.00		501			2799-REMOVE HANGING BASKETS
24/10/2019	Peninsula Business Services Li	201065	701.46	701.46		501			2828-HR Contract
24/10/2019	Mr Williamson	201066	350.00	350.00		501			2816-MOLE CONTROL JUL-OCT 19
24/10/2019	RIGBY TAYLOR LTD	201067	907.20	907.20		501			2827-Impact Drum
24/10/2019	Ricoh UK Ltd	201068	851.96	851.96		501			2817-COPIER CHARGES
24/10/2019	Hire or Buy Group Ltd	201069	28.80	28.80		501			2826-Chain loop
24/10/2019	Ampower - 73506 - Old Court Ho	DD12	350.00	350.00		501			Purchase Ledger
28/10/2019	The right Fuelcard Company Lim	DD13	88.21	88.21		501			Purchase Ledger
28/10/2019	BNP Paribas	DD14	536.40	536.40		501			Purchase Ledger
28/10/2019	Ampower G81907-Kings Reach	DD15	600.00	600.00		501			Purchase Ledger
29/10/2019	Post Office Ltd	000228	336.24			4022	901	336.24	Postage Stamps
29/10/2019	Bank charge payable	CHRG	160.72			4051	901	160.72	Bank charge payable
31/10/2019	D Chesterton	000229	50.00			525		50.00	D Chesterton Allot dep Plot 13

Subtotal Carried Forward:

98,499.40 69,707.66

0.00

28,791.74

Lloyds Current A/C

Payments made between 01/10/2019 and 31/10/2019

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
31/10/2019	Lex Autolease Ltd	DD16	389.02	389.02		501			2733-Vehicle leasing
31/10/2019	OPUS Energy (Corporate) Limite	DD17	733.28	733.28		501			Purchase Ledger
Total Payments:			99,621.70	70,829.96	0.00			28,791.74	

BIGGLESWADE TOWN COUNCIL

Report to Council on Tuesday 26th November 2019

Meeting Dates and Draft Minutes

Implications of Recommendations

Corporate Strategy: Meets corporate strategy for governance

Finance: Aim to minimise costs of staff time

Equality: No equality concerns

Environment: Proposed meetings schedule does not add to excessive paper use

Community Safety: No community safety concerns

Introduction

At the Town Council meeting of 12th November 2019 it was Resolved that Committee Meetings should be held 6 times per year instead of the current 4 times per year.

Council meetings are currently held twice monthly.

With the delegation of powers to Committees, more resolutions are being made at Committee level. Recommendations and Resolutions of Committees are reported to the next Council meeting.

The current aim is to publish draft minutes of Council and Committee Meetings within 28 days of a meeting.

Council and Committee Meetings Schedule

A schedule of meeting dates is attached which shows the meeting dates for the current term 2019-20 and proposed schedule of dates for the coming term 2020-21.

It is proposed to change to Council meetings to be held every three weeks to make available sufficient Tuesday evenings to accommodate the additional Committee Meetings.

The schedule results in a similar number of meetings to the current system, which would minimise any impact on staff time to prepare agendas, reports, minutes and to Clerk the meetings.

Informal Working Groups are held when required which enable free flowing discussions and idea generation by Members, Officers and other appropriate individuals with knowledge of the subject matter, which can then feed into Committee or Council Meetings for consideration before resolution. The proposed schedule provides a number of clear Tuesday evenings to continue to accommodate working groups if these cannot be held during normal office hours.

Publishing Draft Minutes

Standing Order 36c) states: "Approved written minutes are the definitive record of the Town Council and the Town Councils Committees."

Draft minutes of full Town Council Meetings are distributed with the next Council agenda. They therefore reach the public domain quickly and approved minutes are published via the Town Council website in a relatively short time following the meeting that they refer to.

Draft minutes of Committee Meetings cannot be approved as quickly due to the cycle of meetings. Publishing draft minutes of a Committee increases the risk to the Town Council of

misleading statements being made and published online for several weeks before that Committee is able to review, approve and adopt the minutes.

In the meantime, the mechanism for circulating and presenting Recommendations and Resolutions to the next Council meeting continue.

It is proposed to withdraw the requirement to publish draft minutes within 28 days of a meeting. Draft minutes will continue to be circulated with the agenda for the next relevant Committee meeting. This will reduce administration time as well as the risk of potentially misleading statements reaching the public domain without the chance for review and approval by the relevant Committee.

Recommendations

1. To adopt the proposed schedule of Council and Committee meetings as attached to this report.
2. To withdraw the requirement to publish draft minutes within 28 days of a meeting.

Mike Thorn
Deputy Town Clerk
18th November 2019

Biggleswade Town Council - Council and Committee Dates

Reminder: Agenda Items to be received before midday Wednesday for inclusion on agenda of following Tuesday meeting

DATES	TIME	Tuesday Evening Meetings	DATES	TIME	Additional Meetings	NP Group 09:00
Tue 12/02/19	19:00	Council				
Tue 19/02/19	19:00	Town Centre Management	Thu 21/02/19	10:00	Personnel	Wed 20/02/19
Tue 26/02/19	19:00	Council				
Tue 05/03/19						Wed 06/03/19
Tue 12/03/19	19:00	Council				
Tue 19/03/19	19:00	Public Land & Open Spaces				Wed 20/03/19
Tue 26/03/19	19:00	Council				
Tue 02/04/19						Wed 03/04/19
Tue 09/04/19	19:00	Council				
Tue 16/04/19						Wed 17/04/19
Tue 23/04/19	19:30	Town Annual Assembly				
Tue 30/04/19						Wed 08/05/19

2019-2020 Term - Scheduled Meeting Dates

Tue 14/05/19	19:00	Annual Statutory Meeting	Wed 22/05/19	14:30	Biggleswade JC - Biggleswade	Wed 15/05/19
Tue 28/05/19	19:00	Council				Wed 29/05/19
Tue 04/06/19	19:00	Town Centre Management				
Tue 11/06/19	19:00	Council				Wed 12/06/19
Tue 18/06/19	19:00	Public Land & Open Spaces	Thu 20/06/19	10:00	Personnel	
Tue 25/06/19	19:00	Council				Wed 26/06/19
Tue 02/07/19						
Tue 09/07/19	19:00	Council	Thu 11/07/19	14:30	Biggleswade JC - Biggleswade	Wed 10/07/19
Tue 16/07/19	19:00	Finance & General Purposes				
Tue 23/07/19	19:00	Council				Wed 24/07/19
Tue 30/07/19			Thu 01/08/19	19:00	Extraordinary Meeting	
Tue 06/08/19						Wed 07/08/19
Tue 13/08/19	19:00	Council	Thu 15/08/19	10:00	Personnel	
Tue 20/08/19	19:00	Town Centre Management				Wed 21/08/19
Tue 27/08/19	19:00	Council				
Tue 03/09/19						Wed 04/09/19
Tue 10/09/19	19:00	Council				
Tue 17/09/19	19:00	Public Land & Open Spaces	Thu 19/09/19	14:30	Biggleswade JC - Biggleswade	Wed 18/09/19
Tue 24/09/19	19:00	Council				
Tue 01/10/19						Wed 02/10/19
Tue 08/10/19	19:00	Council				
Tue 15/10/19						Wed 16/10/19
Tue 22/10/19	19:00	Council				
Tue 29/10/19			Thu 31/10/19	10:00	Personnel	Wed 30/10/19
Tue 05/11/19	19:00	Town Centre Management	Thu 07/11/19	10:00	Personnel	
Tue 12/11/19	19:00	Council				Wed 13/11/19
Tue 19/11/19	19:00	Finance & General Purposes				
Tue 26/11/19	19:00	Council	Thu 28/11/19	10:00	Personnel	Wed 27/11/19
Tue 03/12/19	19:00					
Tue 10/12/19	19:00	Council				Wed 11/12/19
Tue 17/12/19	19:00	Public Land & Open Spaces				
Tue 24/12/19	19:00					
Tue 31/12/19	19:00					
Tue 07/01/20	19:00					Wed 08/01/20
Tue 14/01/20	19:00	Council				
Tue 21/01/20	19:00	Finance & General Purposes				Wed 22/01/20
Tue 28/01/20	19:00	Council				
Tue 04/02/20	19:00					Wed 05/02/20
Tue 11/02/20	19:00	Council				

Biggleswade Town Council - Council and Committee Dates

Reminder: Agenda Items to be received before midday Wednesday for inclusion on agenda of following Tuesday meeting

DATES	TIME	Tuesday Evening Meetings	DATES	TIME	Additional Meetings	NP Group 09:00
Tue 18/02/20	19:00	Town Centre Management				Wed 19/02/20
Tue 25/02/20	19:00	Council				
Tue 03/03/20	19:00					Wed 04/03/20
Tue 10/03/20	19:00	Council				
Tue 17/03/20	19:00	Public Land & Open Spaces				Wed 18/03/20
Tue 24/03/20	19:00	Council				

2019-2020 Term - Proposed Additional Dates

Tue 31/03/20	19:00	Finance & General Purposes				Wed 01/04/20
Tue 07/04/20	19:00					
Tue 14/04/20	19:00	Council				Wed 15/04/20
Tue 21/04/20	19:30	Town Annual Assembly				
Tue 28/04/20	19:00					Wed 29/04/20

Biggleswade Town Council - Council and Committee Dates

Reminder: Agenda Items to be received before midday Wednesday for inclusion on agenda of following Tuesday meeting

DATES	TIME	Tuesday Evening Meetings	DATES	TIME	Additional Meetings	NP Group 09:00
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2020-2021 Term - Proposed Dates

Tue 05/05/20	19:00	Annual Statutory Meeting				
Tue 12/05/20	19:00	Town Centre Management				Wed 13/05/20
Tue 19/05/20	19:00	Council				
Tue 26/05/20	19:00					Wed 27/05/20
Tue 02/06/20	19:00	Public Land & Open Spaces				
Tue 09/06/20	19:00	Council				Wed 10/06/20
Tue 16/06/20	19:00	Finance & General Purposes	Thu 18/06/20	10:00	Personnel	
Tue 23/06/20	19:00					Wed 24/06/20
Tue 30/06/20	19:00	Council				
Tue 07/07/20	19:00	Town Centre Management				Wed 08/07/20
Tue 14/07/20	19:00					
Tue 21/07/20	19:00	Council				Wed 22/07/20
Tue 28/07/20	19:00	Public Land & Open Spaces	Thu 30/07/20	10:00	Personnel	
Tue 04/08/20	19:00					Wed 05/08/20
Tue 11/08/20	19:00	Council				
Tue 18/08/20	19:00					
Tue 25/08/20	19:00					
Tue 01/09/20	19:00	Council				Wed 02/09/20
Tue 08/09/20	19:00	Finance & General Purposes	10/09/2020	10:00	Personnel	
Tue 15/09/20	19:00					Wed 16/09/20
Tue 22/09/20	19:00	Council				
Tue 29/09/20	19:00	Town Centre Management				Wed 30/09/20
Tue 06/10/20	19:00					
Tue 13/10/20	19:00	Council				Wed 14/10/20
Tue 20/10/20	19:00	Public Land & Open Spaces				
Tue 27/10/20	19:00					Wed 28/10/20
Tue 03/11/20	19:00	Council				
Tue 10/11/20	19:00	Town Centre Management	Thu 12/11/20	10:00	Personnel	Wed 11/11/20
Tue 17/11/20	19:00	Finance & General Purposes				
Tue 24/11/20	19:00	Council				Wed 25/11/20
Tue 01/12/20	19:00					
Tue 08/12/20	19:00	Public Land & Open Spaces				Wed 09/12/20
Tue 15/12/20	19:00	Council				
Tue 22/12/20	19:00					
Tue 29/12/20	19:00					
Tue 05/01/21	19:00					Wed 06/01/21
Tue 12/01/21	19:00	Council	14/01/2021	10:00	Personnel	
Tue 19/01/21	19:00	Finance & General Purposes				Wed 20/01/21
Tue 26/01/21	19:00	Council (Precept)				
Tue 02/02/21	19:00	Town Centre Management				Wed 03/02/21
Tue 09/02/21	19:00					
Tue 16/02/21	19:00	Council				Wed 17/02/21
Tue 23/02/21	19:00	Public Land & Open Spaces				
Tue 02/03/21	19:00					Wed 03/03/21
Tue 09/03/21	19:00	Council				
Tue 16/03/21	19:00	Finance & General Purposes				Wed 17/03/21
Tue 23/03/21	19:00	Town Centre Management	25/03/2021	10:00	Personnel	
Tue 30/03/21	19:00	Council				Wed 31/03/21
Tue 06/04/21	19:00					
Tue 13/04/21	19:00	Public Land & Open Spaces				Wed 14/04/21
Tue 20/04/21	19:00	Council				

Biggleswade Town Council - Council and Committee Dates

Reminder: Agenda Items to be received before midday Wednesday for inclusion on agenda of following Tuesday meeting

DATES	TIME	Tuesday Evening Meetings	DATES	TIME	Additional Meetings	NP Group 09:00
Tue 27/04/21	19:30	Town Annual Assembly				Wed 28/04/21
Tue 04/05/21	19:00					
Tue 11/05/21	19:00	Annual Statutory Meeting				Wed 12/05/21
Tue 18/05/21	19:00	Finance & General Purposes				
Tue 25/05/21	19:00	Council				

OUTCOME OF CBC DETERMINED PLANNING

Item 12a - Council 26/11/2019
Items for Information
Planning Application Outcomes

2018						
ADDRESS	APPLICATION NO.	COMMITTEE DATE	BTC DECISION	DESCRIPTION	CBC OUTCOME/ DATE	"CALLED IN"
Bonds Lane & Foundry Lane, Land at	18/02353/FULL	10/07/2018	Objection - BTC would like to see the derelict site developed, however proposal does not take account of parking issues ie Biggleswade does not have adequate parking to accommodate any further similar developments. There are factual errors in the application; Rose Lane car park will not be unrestricted and no parking available in public car parks for residents of this development. No sufficient public transport, the development is too dense and design not in keeping. Also serious concerns over access and egress, in particular for emergency services. Development is Key 4 in Biggleswade Town Centre Strategy and Master Plan	Demolition of existing vacant and derelict buildings and erection of 50 residential apartments with associated vehicular access, car and cycle parking	Awaiting Decision	
Bonds Lane and Foundry Lane, Lands at	18/02353/FULL	23/07/2019	Objection - on the grounds of access	Demolition of existing vacant and derelict buildings and erection of 50 residential apartments with associated vehicular access, car and cycle parking, refuse storage and landscape	Awaiting Decision	
Pegasus Drive, Stratton Business Park, Biggleswade	18/02305/VOC	10/07/2018	No Objection	Variation of Condition 22 of planning permission CV/17/02166/OUT. Erection of up to 52,000 sqm of B2 and or B8 floor space with ancillary offices, together with associated car parking and landscaping	Awaiting Decision	
Ullswater Close, 2	18/04253/FULL	27/11/2018	No Objection	Single & two storey rear extension	Awaiting Decision	

2019						
ADDRESS	APPLICATION NO.	COMMITTEE DATE	BTC DECISION	DESCRIPTION	CBC OUTCOME/ DATE	"CALLED IN"
Anderson Road, 24	19/03588/FULL	12/11/2019	No Objection	Loft Conversion with Front Cottage Dormer and Rear Roof	Awaiting Decision	
Buttercup Mead, 31	19/02982/FULL	08/10/2019	No Objection	Loft conversion with side hip to gable extensions, rear dormer extension and rooflights to front roofslope	Refused 15/11/2019	
Dells Lane, 8	19/02583/FULL	24/09/2019	No Objection	Proposed 2 storey side and rear extension, Front Porch & Garage	Awaiting Decision	
Drove Road, 36	19/03328/FULL	22/10/2019	Objection - due to Highway safety due to increased traffic and difficulty of access to Drove Road from the properties. Poor access for emergency vehicles and noise pollution from Weatherley Centre	Erection of 3no. Dwellings	Awaiting Decision	
Drove Road, 99	19/02286/FULL	10/09/2019	No objections - although concerns raised about parking. However, it was suggested that BTC offer help on parking as property being purchased for a charitable cause	The use of the outbuilding associated with the dwelling house to accommodate and provide care for 4 children between the ages of 7 and 12	Consultation Period	
Eldon Way, Sunderland Units 9 to 12	19/01301/FULL	09/07/2019	No Objection	Proposed first floor rear extension, front porch, 2nd floor front dormer windows, 1st floor front and rear dormer windows and alterations to existing dwelling	Consultation Period	
Fairfield Road, 42	19/02709/REG3	24/09/2019	No Objection	Garage conversion and single storey side extension.	Granted 21/10/2019	
Fennel Drive, 7	19/02729/FULL	24/09/2019	No Objection	Existing conservatory extended by 2.5m2 and rebuilt with traditional masonry and tiled roof to match existing	Granted 16/10/2019	
Hitchin Street, 26	19/02410/FULL	08/10/2019	No Objection	Change of use from A1 to Sui Generis for use as a taxi office	Withdrawn 14/11/2019	
Hitchin Street, 162	19/03446/FULL	12/11/2019	No Objection	Rear two storey extension	Consultation Period	
Holme Court Avenue, 7	19/03608/FULL	12/11/2019 & 26/11/2019	This application was considered at the Town Council meeting of 12 November 2019 but was DEFERRED due to incomplete drawings provided for the meeting and online. CBC Planning have agreed to forward new papers and to extend the deadline for submissions beyond 26 November to allow time to receive the Town Council's views	Proposed two storey and single storey rear extension and internal alterations.	Consultation Period	
Ivel Gardens, 5	19/03129/FULL	22/10/2019	No Objection	Demolition of garage and rebuild with a first floor level	Withdrawn 14/11/2019	

ADDRESS	APPLICATION NO.	COMMITTEE DATE	BTC DECISION	DESCRIPTION	CBC OUTCOME/ DATE	"CALLED IN"
Lawrence Road, 18	19/02531/FULL	24/09/2019	No Objection	Dual pitched roof, timber garden room	Granted 19/10/2019	
Lincoln Crescent, 4	19/03160/FULL	22/10/2019	No Objection	Alterations to existing conservatory roof structure replacing glazing with composite roof tiles.	Granted 13/11/2019	
Lincoln Crescent, 6	19/02849/FULL	08/10/2019	No Objection	Single storey side extension and alterations to rear elevation	Granted 18/10/2019	
Lincoln Crescent, 48	19/03482/FULL	12/11/2019	No Objection	Proposed single storey rear extension	Consultation Period	
Lincoln Crescent, 61	19/03309/FULL	12/11/2019	No Objection	Single-storey side extension and single-storey rear extension	Consultation Period	
London Road, New Spring Farm	19/01865/FULL	23/07/2019	No Objection	Replacement of 22.5m High Mast and 2No. Equipment Cabinets with upgraded 27.5m High Mast supporting Radio Apparatus and 8No. Upgraded Equipment Cabinets within Modified Site Compound, Plus Ancillary Works	Granted 29/09/2019	
London Road, 120	19/03521/FULL	12/11/2019	No Objection	First floor extension	Consultation Period	
London Road, Unit 2 Omega Centre, Stratton Business Park	19/01286/FULL	11/06/2019	No Objection	Creation of 2nd storey floor space and rear fire escape	Granted 19/11/2019	
Montgomery Way, Site of Unit N	19/02718/FULL	08/10/2019	No Objection	Erection of workshop	Granted 11/11/2019	
Ouse Way, 4	19/02624/FULL	24/09/2019	No Objection	Single storey rear extension	Granted 07/10/2019	
Ouse Way, 4	19/03178/FULL	08/10/2019	No Objection	Single storey rear extension	Consultation Period	
Presland Drive, 5	19/02885/FULL	24/09/2019	No Objection	Two storey rear extension	Granted 22/10/2019	
Retail Unit 3, Purcell Place, Sullivan Court	19/02482/FULL	24/09/2019	No Objection	Change of use: of commercial unit from A3 to A5	Awaiting Decision	
Saffron Road, 1B	19/02783/FULL	24/09/2019	No Objection	Single storey rear extension	Granted 21/10/2019	
Saxon Drive, Land off Biggleswade	19/02032/RM	09/07/2019	Objection - On the grounds of insufficient space, concerns over flooding, and pressure on the road network	Reserved Matters following outline application CB/17/01277/OUT Erection of 200 residential dwellings with associated access, landscaping, open space and ancillary works	Granted 06/11/2019	
Sorrell Way, Land at Biggleswade	19/02029/RM	09/07/2019	No Objection	Reserved Matters following outline application CB/17/01236/OUT Erection of building(s) to provide extra care accommodation comprising up to 93 units with associated access, landscaping and ancillary works	Granted 06/11/2019	
Shortmead Street, 33, Land to the rear	19/02639/FULL	24/09/2019	No Objection	Conservation Area: Existing workshop to be replaced with 1 dwelling	Refused 04/11/2019	
St Andrews Street, Conservative Club	19/02629/FULL	24/09/2019	No Objection	Conservation area: Relocation of play equipment (retrospective) and construction of new masonry wall (following demolition of existing)	Granted 21/10/2019	
Stratton Business Park, Land East of Stratton Park Cottages, Dunton Lane	19/03605/FULL	12/11/2019	No Objection	Creation of a bund	Consultation Period	
Stratton Park Cottages, Dunton Lane	19/02871/FULL	22/10/2019	No Objection	First floor side extension and single storey rear extension to connect main house with annex	Granted 18/11/2019	
Stratton Park Drive, Dunton Lane	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	Consultation Period	
Stratton Way, 84	19/03150/FULL	08/10/2019	No Objection	Construction of a two-storey, semi detached 3-bedroom dwelling	Awaiting Decision	

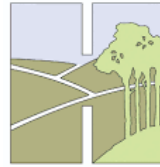
ADDRESS	APPLICATION NO.	COMMITTEE DATE	BTC DECISION	DESCRIPTION	CBC OUTCOME/ DATE	"CALLED IN"
Sunderland Hall Farm Cottage, 1	19/01301/FULL	28/05/2019	To defer to the next meeting due to Insufficient information/full plans etc.	Proposed first floor rear extension, front porch, 2nd floor front dormer windows, 1st floor front and rear dormer windows and alterations to existing dwelling	See below	
Sunderland Hall Farm Cottage, 1	19/01301/FULL	11/06/2019	No Objection	Proposed first floor rear extension, front porch, 2nd floor front dormer windows, 1st floor front and rear dormer windows and alterations to existing dwelling	Consultation Period	
Wharf Mews, Land to the North of	19/02640/FULL	24/09/2019	No Objection	Existing workshop to be replaced by 2 Dwellings.	Awaiting Decision	
Windermere Drive, 7	19/00086/FULL	12/02/2019	No Objection	Single storey rear extension and first floor side/rear extension	Awaiting Decision	
Windermere Drive, 7	19/00086/FULL	12/02/2019	No Objection	Single storey rear extension and first floor side/rear extension	Awaiting Decision	



As a church we are concerned at levels of isolation and loneliness on the King's Reach Estate, and are becoming increasingly involved with single parent families and people struggling to build relationships with others, things that can lead to depression, anxiety and other mental health issues.

Our hope and desire is to provide a "community hub" on the estate where people are welcome to drop in for a coffee and a chat, to engage with community partner agencies, and to develop real relationships with others who live in the area. As a Christian Church we recognise the value of prayer, which will be available on request alongside other resources and facilities to help people develop a greater sense of wellbeing and build a stronger sense of community in what can be a very lonely place to live. We have close links with the Town Council sponsored 'Biggleswade Community Agent' and the hub would provide a base for this support service on Kings Reach.

Our hub will be open to anyone who needs it, regardless of race, religion, age or gender, as we value and honour each and every individual. Our hope is that by working in this way we can make King's Reach, and wider Biggleswade, a more attractive and enjoyable place to live, reducing levels of isolation, depression and even crime by putting something positive into the community.



**Hallam Land
Management**

Sent via email

Mr R McGregor
Town Clerk
Biggleswade Town Council

20 November 2019

Land north of Biggleswade

Dear Mr McGregor,

As you will recall, Hallam Land Management consulted earlier this year about proposals for up to 416 new homes on land located north of Biggleswade. As part of the consultation, we sought people's views on a draft Development Brief for the development.

Following the public consultation, we submitted the draft Development Brief to Central Bedfordshire Council for review on 16 August 2019. This has now been updated to take account of comments from the Council and, while it has not yet been formally adopted by the Council, is available to download on our website - www.hallamland-biggleswade.co.uk.

Hallam Land is currently preparing an outline planning application for the site, based on the principles set out in the Development Brief. Once the application has been submitted, there will be a further opportunity to comment on the planning application as part of the Council's statutory consultation.

We would like to thank everybody who took part in the consultation.

Yours sincerely,

A handwritten signature in black ink that reads "Linda Elliott". The signature is written in a cursive, slightly slanted style.

Linda Elliott– Athene Communications
On behalf of Hallam Land Management Limited

DEVELOPMENT BRIEF

LAND NORTH OF BIGGLESWADE
CENTRAL BEDFORDSHIRE

HALLAM LAND MANAGEMENT

NOVEMBER 2019



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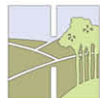
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Prepared by:



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Dixie's Barns, High Street, Ashwell, Hertfordshire, SG7 5NT
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01462 743 647

On behalf of:



Hallam Land Management

Disclaimer

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	Date:	Prepared by:	Authorised by:	File reference:
First Issue	25/02/2019	BRY/RR	RR	2874/08
Second Issue	08/03/2019	BRY/RR	RR	2874/08/A
Third Issue	14/05/2019	BRY/RR	RR	2874/08/B
Fourth Issue	22/05/2019	BRY/RR	RR	2874/08/C
Fifth Issue	28/06/2019	BRY/RR	RR	2874/08/D
Sixth Issue	16/07/2019	BRY/RR	RR	2874/08/E
Seventh Issue	31/07/2019	BRY/RR	RR	2874/08/F
Eighth Issue	13/08/2019	BRY/RR	RR	2874/08/G
Ninth Issue	07/10/2019	BRY/RR	RR	2874/08/H
Tenth Issue	18/11/2019	SB	RR	2874/08/I



Existing dwellings on Northfields

View looking west across the Site from Furzenhall Road

East Coast Mainline



This Development Brief has been prepared by Hallam Land Management ('HLM') for the Land North of Biggleswade ('the Site') that has been allocated (site reference HAS06) in the Central Bedfordshire Council Local Plan 2035 (Pre-submission January 2018).

The Brief draws together the national, regional and local policy context and then sets out the key aspects of the vision for the Site and the guiding principles for its development. The following sections explain in more detail how the development of the Site will meet the policy objectives and deliver the vision through the implementation of the principles for its development.

An outline application will be brought forward by HLM in general accordance with this Development Brief. Subsequent Reserved Matters applications will be prepared to accord with the planning and design framework set out in this Development Brief and in compliance with conditions of planning permission to achieve a high quality and sustainable new neighbourhood.





THE SITE

A PROUD TRACK RECORD

HLM have a proud track record of delivering a range of exciting strategic projects comprising residential, commercial, retail, mixed use and renewable energy development. Having been acquiring, promoting and developing land since 1990, Hallam fully supports good design and sustainable development, striving to achieve this within all its developments.

HLM have had the privilege of creating sustainable new communities, such as Cranbrook, near Exeter (5,500 dwellings) and strategic urban extensions, such as Lubbesthorpe, west of Leicester (4,250 dwellings and 50 acres of commercial land), in addition to many sustainable urban extensions to existing settlements across the country. Within Central Bedfordshire, HLM's previous track record includes sites at Moreteyne Park and Marston Fields in Marston Moretaine delivering 490 new homes, which are currently under-construction by Bovis and Barratt David Wilson, and 210 homes at Ampthill, now developed out by Bloor Homes.

OUR PROPOSED DEVELOPMENT AT NORTH BIGGLESWADE WILL:

- **Draw upon HLM's extensive experience in creating exciting, sustainable and high-quality new communities.**
- **Create a vision for the proposed development based upon a collaborative approach with key stakeholders, including the local community and Central Bedfordshire Council and Biggleswade Town Council.**
- **Be based upon a landscape-led approach to design, where matters of landscape impact, ecology and green infrastructure creation dictate the layout of the development.**
- **Respect that the Site is crossed by and lies close to a number of Public Rights of Way, which provide connections to the nearby Biggleswade Green Wheel and Town Centre.**
- **Provide substantial areas of green infrastructure which support a range of recreational activities and deliver a number of ecological benefits.**





THE IMPORTANCE OF LANDSCAPE-LED MASTERPLANNING

- **When we create a new place, we're not creating it for buildings; we're creating it for people. Creating a sense of community is the priority.**
- **Masterplanning all too often is driven by dwelling numbers, rather than the need to create a high quality place.**
- **Leading with the landscape means starting with people and how they will live, work and play within a site, looking at how wildlife value can be protected and enhanced, and understanding how existing and new landscaping can be utilised to ensure a site sits comfortably within its landscape setting.**
- **This approach creates development which is more acceptable to existing communities and delivers real value in respect of increasing tree cover, enhancing wildlife value and improving opportunities for recreation and children's play.**
- **Leading with the landscape is about collaboration and having more meaningful conversations to create truly sustainable and successful new places.**



A COMMITMENT TO QUALITY

Promoting sustainable developments contributing to the social and economic growth of communities is a fundamental objective for HLM.

The priority of creating sustainable communities is an important element of the Government's drive for housing growth. This proposal will integrate the principles of sustainable development within the scheme. A proactive approach to its planning and development that involves the wider community as well as the local authority, the landowner and the developer will be pursued.

Central Bedfordshire are planning for up to 20,000 new homes over the next 20 years in their draft Local Plan. The Site North of Biggleswade offers an important development opportunity in a location that is well located to existing facilities.

HLM firmly believes that whilst delivering growth, it is essential that an area's natural and historic environment is protected and that good design principles are employed throughout. We are committed to these objectives in bringing forward the site at Biggleswade to create a new neighbourhood that will create a positive and lasting legacy for future occupiers and existing residents.

3.1 PLANNING POLICIES

There are three documents that provide the planning policy context for the Site at North Biggleswade as set out below. In addition, any proposals will need to have regard to a number of more detailed policies and guidance, including the Central Bedfordshire Design Guide. Detailed conformity with policy will be set out in the outline planning application.

A. The National Planning Policy Framework (February 2019)

The National Planning Policy Framework (NPPF) will be relevant and the most significant policy points are:

- Paragraph 68: Small and medium sized sites can make an important contribution to meeting the housing requirement of an area, and are often built-out relatively quickly.
- Paragraph 124: The creation of high quality buildings and places is fundamental to what the planning and development process should achieve. Good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities. Being clear about design expectations, and how these will be tested, is essential for achieving this. So too is effective engagement between applicants, communities, local planning authorities and other interests throughout the process.

B. National Design Guidance

In October 2019, the Ministry of Housing, Communities and Local Government (MHCLG) published the National Design Guide (NDG), which has been put in place to advise local authorities and their officers when assessing planning applications, councillors when making planning decisions, applicants and their design teams when preparing a planning application and local communities and their representatives.

Whilst it seeks to inform development proposals and guide the assessment of them, it also supports paragraph 130 of the NPPF which states “planning permission should be refused for development of poor design that fails to take the opportunities available for improving the character and quality of an area and the way it functions.”

Part 2 of the NDG sets out the ten characteristics which help to nurture and sustain a sense of community. They work to positively address environmental issues affecting climate. They all contribute towards the cross-cutting themes for good design set out in the NPPF.

C. Core Strategy and Development Management Policies (2009)

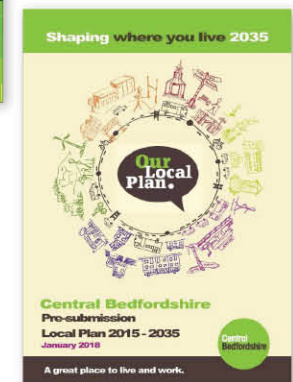
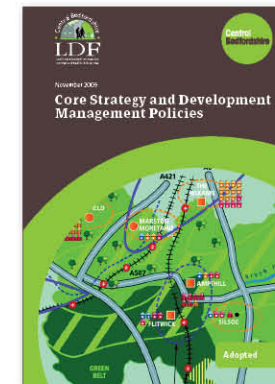
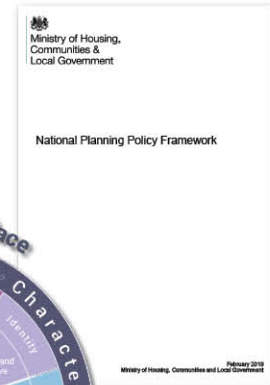
The existing development plan will be relevant until the approval of the emerging draft local plan. The most significant policies are:

- Policy CS1 (Development Strategy): Biggleswade is identified as one of a number of locations where growth will be concentrated.
- Policy CS7 (Affordable Housing): New development should provide an element of affordable housing.
- Policy CS14 (High Quality Development): The Council require new development to be of the highest quality.
- Policy CS17 (Green Infrastructure): A net gain in green infrastructure should be achieved.
- Policy CS18 (Biodiversity Conservation): Existing habitats should be maintained and enhanced.
- Policy DM10 (Housing Mix): New development should provide a mix of housing types.

D. Central Bedfordshire Pre-submission Local Plan 2015 – 2035 (January 2018)

The Central Bedfordshire Local Plan was submitted to Government on 30 April 2018. Modified Policy HA1 (Small and Medium Allocations) proposes the allocation of the Site for approximately 416 dwellings under allocation reference HAS06.

The Local Plan states that a Development Brief for the Site must be agreed with Central Bedfordshire Council prior to submission of an outline planning application. It also sets out that the Masterplanning of the Site will need to implement new landscaping and green infrastructure enhancements within the northern part of the Site in order to create a soft edge to the development and to protect the landscape and setting of Biggleswade Common.



4.1 STRATEGIC CONTEXT

The Central Bedfordshire Pre-submission Local Plan places Biggleswade within the 'A1 Corridor Area', which is identified as an area of the district which has 'great future potential for large scale growth'. In addition to the HA1 allocations, the Local Plan proposes two strategic scale housing-led allocations within the A1 Corridor Area in the form of East of Biggleswade (around 1,500 homes) and East of Arlesey (around 2,000 homes). In addition, the proposed allocation of the HAS06 Site forms an integral part of the growth strategy for the corridor.

The importance of the A1 Corridor Area is underpinned by Biggleswade's strategic location. The town is served by a railway station, which is located 1.4km (0.86 miles) to the south of the Site, providing fast commuter services (average journey time approximately 45 minutes) to London King's Cross and St. Pancras.

4.2 LOCAL CONTEXT

The Site lies on the northern edge of Biggleswade with the existing settlement edge located immediately to the south and an area of housing currently under construction immediately to the east. Biggleswade Common, which is designated a County Wildlife Site ('CWS'), is located to the north and west of the Site. To the north, the CWS lies some 0.93km (0.58 miles) from the Site, separated by existing arable fields. To the west, the CWS lies approximately 0.2km (0.12 miles) to the west, separated from the Site by the East Coast Mainline. The East Coast Mainline abuts the Site immediately to the west.

A number of public rights of way either pass through or abut the Site, providing a number of connections to the countryside to the north and west, and the existing settlement edge to the south and east. The existing bridleway which runs adjacent to the Site's northern boundary forms part of the Biggleswade Green Wheel Route whilst the bridleway (Furzenhall Road), which passes through the Site, forms part of the National Cycle Network (Route 2).

4.3 SITE DESCRIPTION

The majority of the Site comprises a large arable field with few notable landscape features. The Site also comprises the small triangular shaped parcel of land located immediately to the west of Furzenhall Road. Furzenhall Road crosses the south eastern part of the Site, doglegging to demarcate the eastern Site boundary. The northern boundary is defined by a public bridleway linking between the railway line and Furzenhall Road. To the west, the boundary with the East Coast Railway Line is defined by a palisade fence. To the south are the rear gardens of dwellings at Northfields, Urban Way, Stonelands Avenue and Mountbatten Drive.

In common with the wider landscape, the Site is broadly flat, falling gently from the northern and eastern boundaries to a low point in its south western corner.



Figure 4.1: Site Context Plan

4.4 INFLUENCES

The main influences that will shape the development of the Site include:

- **Noise Constraints:** Noise from the adjacent railway is such that an area of open space up to 60 metres in width from the western Site boundary should be maintained. Such a distance would negate the need for a trackside noise barrier. Shortmead House host events in the summer, however the house lies approximately 150m from the potential development edge thus potential noise disturbance is not expected.
- **Existing Public Rights of Way:** Where they pass through and adjacent to the Site, the existing rights of way should be maintained within corridors of open space. With vehicular access to be taken from Furzenhall Road, careful attention will be paid to maintain the integrity of the existing cycle route and bridleway as it passes through the Site.
- **SuDS:** A Sustainable Drainage System (SuD) strategy is required to manage excess surface water run-off during periods of heavy or persistent rainfall.
- **Adjacent residential properties:** The majority of the existing dwellings that bound the Site to the south back onto the Site with rear gardens. The development of the Site must pay careful attention to ensure their amenity is protected.
- **Foul Sewers:** A number of rising main foul sewers run alongside the southern and western boundaries.



Figure 4.2: Influences Plan.

- **Archaeology:** The Site is located within an area of known prehistoric activity. A Geophysical Survey of the Site has been undertaken and identified cropmarks suggest the possibility of Neolithic to Bronze Age occupation and funerary activity within the Site. Also, the western part of the Site contains two projected sections of Roman Road. The Site is currently being evaluated in accordance with a WSI that has been submitted to and approved by Central Bedfordshire Council. The results of this work was not available at the time of writing. The report on the trenching will be made available following completion of the works.

We will create an identity through an innovative masterplan based on setting the development in a high quality green infrastructure setting. The new landscaping will define the character of a range of public open spaces, ranging from the more formal central green to the less formal countryside edges, where new tree, thicket and hedgerow planting will create a soft edge to the development.

The new landscaping will play a key role in creating an attractive and enjoyable place to live.

5.1 OVERALL LAND USE – A LANDSCAPE-LED APPROACH

The key influences on the Site (noise from the railway line, the need to respect the existing public rights of way) and our desire for the development to be underpinned by a landscape-led approach, will guide the location of the new homes and the green infrastructure they will sit within.

THE DEVELOPMENT OF THE SITE WILL DELIVER:

- **Approximately 5.92 hectares of green infrastructure.**
- **11.21 hectares of residential development land, in a single phase, framed by a range of open space uses.**
- **Strong connections with both the countryside and the existing settlement edge.**
- **A strong sense of place fostered by a strong relationship between the new homes and the open spaces they will overlook.**
- **The site offers a gateway opportunity between Biggleswade and the wider rural area.**

5.2 PARKING

The car parking within the development will be designed to accord with the residential parking standards and key car parking principles contained within Section 1 (Placemaking in Central Bedfordshire) of Central Bedfordshire Council's Design Guide. Key principles will include minimising the use and size of rear courtyard parking, providing sufficient visitor parking and providing garages of a sufficient size.





Figure 5.1: Concept Masterplan.

5.3 VARIATION – CREATING DISTINCTIVE CHARACTER AREAS

It is envisaged that the Site can accommodate up to 416 dwellings at an average net density of 37 dwellings per hectare ('dph'). This equates to a gross density 24 dph.

Within this overall density framework, there will be variation in the density and form of the new homes. When combined with landscape and building form, this will assist in providing different areas of recognisable character, as follows:

- **Higher densities along the principal streets and spaces, such as the central green, will create stronger and more continuous frontages to assist in enclosing and framing the key movement routes and focal spaces.**
- **Lower density development comprising predominantly of detached houses overlooking the northern boundary. This will combine with new landscaping in this part of the Site to create an appropriate and sensitively considered transition between the built environment and the countryside beyond.**
- **Lower density development of mostly detached and semi-detached dwellings fronting the green corridor running through the heart of the Site.**

This approach to the design of the development will allow the creation of a distinctive new neighbourhood, rather than a monotonous area of housing which lacks any character. The variation in character will add to the legibility of the new neighbourhood and help to create a strong sense of place.

This approach will be supported by a carefully considered approach to locating key buildings and groupings at important locations within the development, such as:

- **To create a strong gateway to the development from Furzenhall Road, clearly defining the principal access and creating a sense of arrival.**
- **To mark the importance of the central green to reflect its status as the development core and primary community focal point.**
- **To terminate key views along the development streets, particularly along its principal streets.**
- **To mark key corner locations within the development, particularly at pivotal location such as where the principal streets have a pronounced change in direction.**

At the detailed design stage, the key buildings and groupings will be designed to mark their importance in the streetscape by a range of methods, including:

- **More elaborate detailing.**
- **An increase in eaves or storey heights.**
- **Enclosure to front gardens – walls, railing and/or hedging.**
- **Use of more contemporary materials and building styles.**

THE DEVELOPMENT WILL:

- **Create a distinctive new neighbourhood underpinned by a variation in character that responds to different aspects of the Site.**
- **Possess a strong sense of place and legibility.**
- **Be welcoming for residents and visitors alike.**



6.1 A THRIVING PUBLIC REALM

Despite the Site's relatively small size, it will still be designed to be a thriving and sustainable community. The existing public rights of way will create the basis for a vibrant and busy public realm as they are already well-used. The development will complement this vibrancy by:

- Locating the new homes on a central area of open space containing a new children's play area to create a community focal point.
- New pedestrian and cycle connections will maximise integration with the existing public rights of way to encourage pedestrian and cyclist movement through the Site. This will inherently create a vibrant development where there will be good opportunities for social interaction and a greater feeling of safety with 'eyes on streets'.
- The green spaces will be attractively landscaped and cater for a number of informal activities such as children and young person's play within the play areas, informal play within the areas of public space, exercise along a new trim trail and the growing of fruit and vegetables within the allotments.
- An attractive public realm will encourage movement within the development and to wider area.

6.2 PUBLIC ART

In accordance with the Central Bedfordshire Design Guide, a development of this size will require public art as an integral part of the public realm. It is considered that this presents an

exciting opportunity for a local community group or a local school to be involved in the design of the public art. A Public Art Plan will be submitted as part of the outline planning application, which will detail the nature and purpose of the public art, the process for community liaison and engagement and responsibility for future care and maintenance.

THE DEVELOPMENT WILL:

- Create a thriving and vibrant new neighbourhood through a high-quality public realm.
- Provide public art designed by the local community.

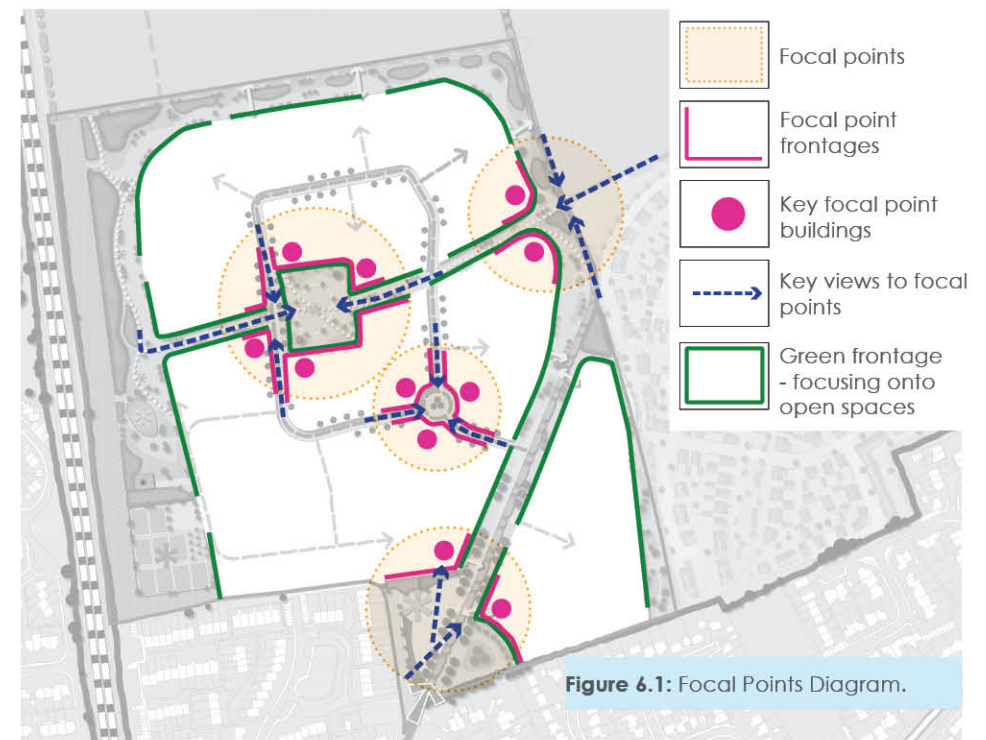


Figure 6.1: Focal Points Diagram.

7.1 A DIVERSE MIX OF NEW HOMES

The new homes will be designed to create a balanced, mixed and diverse new neighbourhood, as follows:

- **Family homes of varying sizes, typically 3-5 bedroom types.**
- **Starter and smaller homes suitable for first time buyers, typically 1-2 bedroom types.**
- **Affordable homes, including affordable rent and shared ownership types.**
- **1 and 2 bedroom bungalows.**

7.2 AFFORDABLE HOMES

In accordance with Central Bedfordshire Council's requirements, the development will provide a proportion of the new homes as affordable housing, including both affordable rent and other intermediate tenures, including shared ownership.

At the detailed design stage, the affordable housing will be distributed throughout the development.

THE DEVELOPMENT WILL:

- **Provide up to 416 dwellings.**
- **Include affordable housing.**
- **Comprise a range of dwelling sizes.**

7.3 CUSTOM AND SELF BUILD HOUSING

The development may include some serviced plots to help meet the need for Custom and Self Build Housing. At the outline application stage, the section 106 agreement will cover issues including timescales and phasing of the serviced plot's delivery, appropriate marketing of the plots to custom and self builders and length of time after which unsold plots will be returned to the developer. The serviced plots will have access to a public highway and have connections for electricity, water and waste water, and gas if applicable.

7.4 SUSTAINABLE HOMES

The new homes will be designed to meet national and local targets in respect of reducing energy demand, carbon emissions and energy efficiency. At the detailed design stage, there will be a focus on fabric performance and the provision of efficient heating systems, together with installing energy efficient appliances. Equally, the demand for water will be reduced through installing water efficient products, such as spray taps and dual flush toilets, together with providing a water butt in each garden for watering plants.

7.5 DESIGNING FOR QUALITY

The new homes will display a diversity of architecture and commitment to high quality design that reflects the local vernacular and local building traditions. The diverse mix of new homes will include garden apartments, mews houses, coach houses, terraced cottages, townhouses, semi-detached homes and detached family houses.

Such a wide range of building types will create the basis for rich and varied streetscenes, which will include for example, traditional terraced streets, apartments contained within buildings resembling a fine country house or a complex of buildings arranged to reflect the character and appearance of converted barns.

At the detailed design stage, the homes will be designed to cater for a range of living arrangements, including houses with large open plan family rooms and those with subdivided living spaces. Other variations will include different approaches to garden sizes and more adaptable designs to allow for adaptation over time to respond to changes in occupants needs and lifestyles.

Central Bedfordshire Council place great emphasis on new development to be of the highest possible quality, ensuring that the places created now provide a lasting legacy and are locally distinctive. In accordance with the design principles that underpin the Central Bedfordshire Design Guide, it is recognised that design encompasses far more than the aesthetics of a building. It also involves the space around buildings, the features required to make the buildings

function successfully (parking, garden space, access for people with disabilities) and the way in which buildings and spaces can mitigate and adapt to the effects of climate change. Key design principles shall include:

- **Buildings which are appropriate in scale and design to their setting – taller buildings up to 3 storeys in height will line the principal streets to mark their importance whilst building heights will reduce to towards the countryside edges.**
- **Contributing positively to creating a sense of place and respecting local distinctiveness through design, layout, use of material and landscaping – key buildings will terminate vistas, street tree planting will provide emphasis to the development's principal streets and lower density development will be located towards the countryside edges.**
- **Materials will reflect the local vernacular and include red brick, buff brick, white and cream render, red plain tiles and slate tiles. The opportunity may also exist to use more contemporary materials, such as on key buildings to reflect their landmark status.**
- **Respect the amenity of adjacent properties and their occupiers through sufficient back-to-back distances and appropriate new landscaping.**
- **Provide adequate parking provision in accordance with Central Bedfordshire's parking standards.**
- **Enhance community safety – the new dwellings will create high levels of natural surveillance, whilst outdoor activity will be encouraged to create 'eyes on streets'.**

- Maximise connectivity between the adjacent countryside, the Site and the existing settlement edge to create a truly integrated development. This will include new connections to the existing rights of way and new pedestrian and cycle routes which align with the adjacent public rights of way.
- Promote the use of shared space and passive speed management measures to encourage safe vehicular movement through the Site.
- Provide soft and hard landscaping, greenspace and green corridors appropriate in scale and design to the development and its setting with appropriate linkages for wildlife and pedestrian access to existing landscape features, corridors and green infrastructure.



Ampthill



Marston Fields

8.1 AN INTEGRATED LANDSCAPE FRAMEWORK

The structure of the green infrastructure will respond to the assessed influences and opportunities of the Site, as follows:

- Create a landscaped edge to the northern boundary to assist in assimilating the new homes into their wider landscape setting.
- Maintain Furzenhall Road within a green corridor.
- Maximise integration between the adjacent countryside, the Site and the existing settlement edge.
- Provide a significant area of open space alongside the railway line.
- Focus the new homes upon a central area of open space, with other open space connections linking it to the development's wider green infrastructure provision.
- Maintain wildlife connectivity through the Site and maximise opportunities for ecological enhancements.

8.2 LANDSCAPE DESIGN PRINCIPLES

- Creation of multi-functional open spaces which will incorporate new recreational opportunities, habitat creation, new native tree and hedgerow planting; and the creation of new areas of meadow grassland.
- The central green will have a more formal character in comparison to the other areas of open space. A children's play area located within the central green presents the opportunity to incorporate elements of natural play and to be designed to enable children with disabilities the same play opportunities as other children.

- New allotments and community orchard located within the western part of the Site. The opportunity exists for some of the allotments to allow disabled access.
- It is envisaged that a new wildlife pond will be located within the south western corner of the Site and will incorporate new landscaping to maximise its ecological and landscape value.
- Incorporate new tree planting within the residential areas to compliment the landscape-led approach to the development.

8.3 ECOLOGICAL MITIGATION AND ENHANCEMENT

The scheme will be designed to seek net gain of biodiversity. A number of ecological surveys have been carried out to identify which species the Site supports and inform the masterplanning and any required mitigation. An area of open space including a tree belt will be located along the railway line on the west of the site which will provide a wildlife corridor and area for mitigation – including the requirement for an artificial badger sett. Ecological enhancement will be provided within public open space at the site, to include native hedgerow planting, a community orchard, allotments, wildflower grassland and a new wildlife pond, seeking habitat connectivity across the Site.

THE DEVELOPMENT WILL:

- Provide a variety of open spaces reflecting on-site conditions and the Site's wider context.
- Deliver a net increase in tree and hedgerow cover.
- Maintain wildlife connectivity through the Site.
- Offer ecological enhancements including new wildlife pond.



Figure 8.1: Landscape Strategy.

- Site Boundary
- Existing trees/vegetation
- Softworks**
- Woodland with understorey
- Woodland without understorey
- Thicket mix
- Focal tree
- Avenue/street tree
- Ornamental tree
- Native tree
- Orchard tree
- Ornamental hedge planting
- Native hedge planting
- Ornamental shrub
- Bulb planting
- Amenity grass
- Wildflower meadow/long grassland
- Wet wildflower meadow
- Mown grass footpath
- Recreational footpath/cycleway/access route
- Wildlife area/pond
- Aquatic planting
- Thicker mix (wet)
- Play areas
- Potential location for play
- Furzenhall Road for public bridleway
- Existing public footpath
- Street Furniture**
- Timber seat
- Trim trail station

8.4 GREEN INFRASTRUCTURE AND LANDSCAPE BUFFERS

The illustrative sections demonstrate how the proposed landscape treatment of the key landscape edges and green infrastructure can be delivered. For location of sections please refer to Figure 8.1 Landscape Strategy.

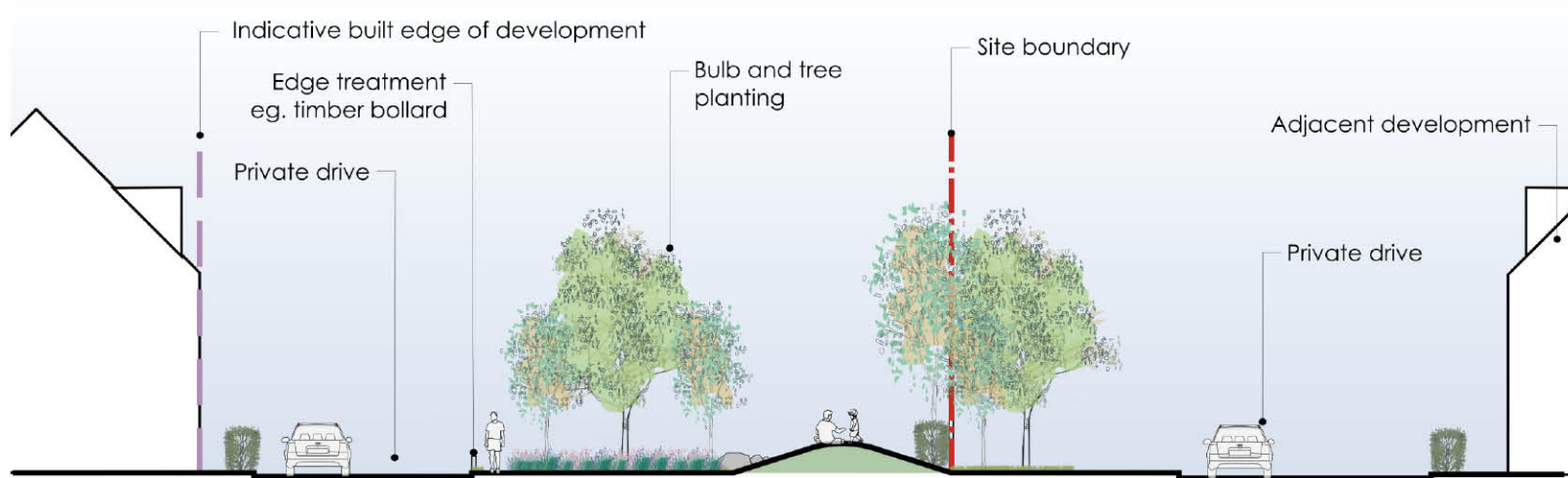


Figure 8.2: Illustrative Landscape Section A-AA: Section Through South Eastern Boundary

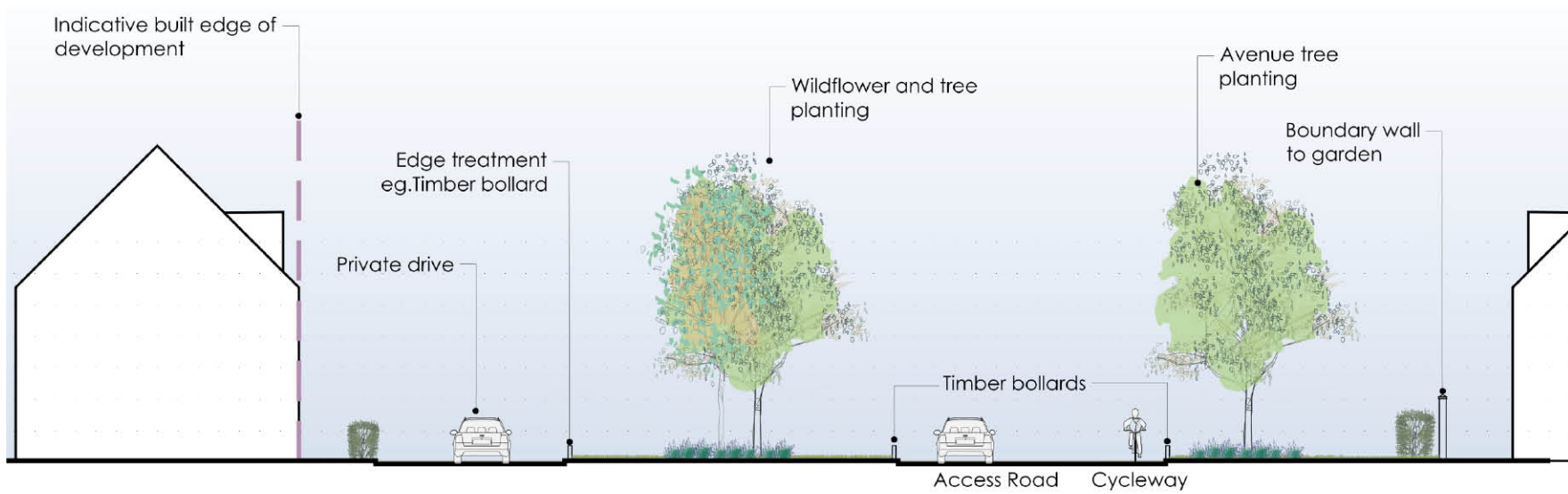


Figure 8.3: Illustrative Landscape Section B-BB: Section Through Access Road and Green Corridor

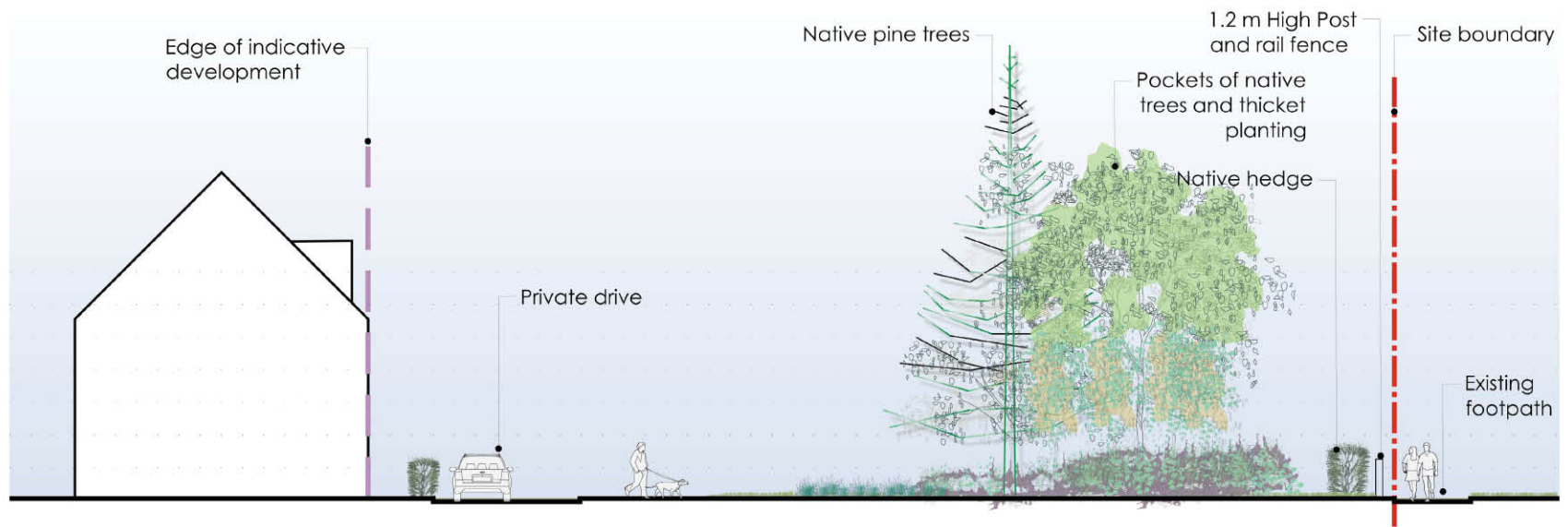


Figure 8.4: Illustrative Landscape Section C-CC Section Through Northern Boundary

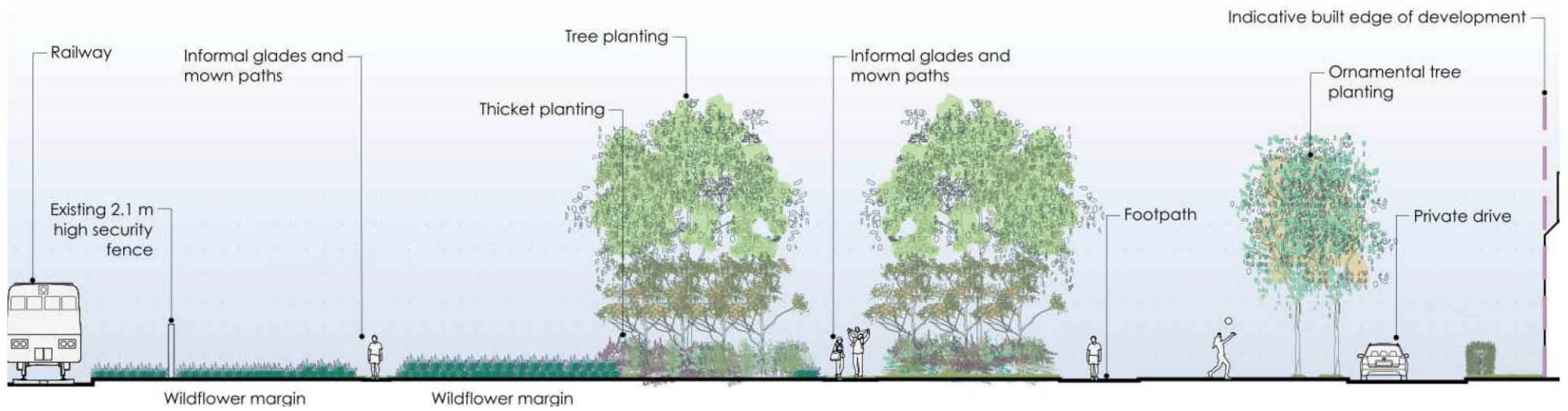


Figure 8.5: Illustrative Landscape Section D-DD Section Through Open Space at Western Boundary

8.5 LANDSCAPE, ECOLOGY AND PLAY STRATEGY

The following table set out the planting and play strategy for the key landscape spaces.

LANDSCAPE/ECOLOGY STRATEGY	
LOCATION	LANDSCAPE / ECOLOGICAL OBJECTIVES
Countryside Edge:	Provide a soft transition from the new homes to the countryside edge. Proposals will include new native hedgerow planting, and pockets of tree and thicket planting. Landscape proposals will include new native hedgerow planting, areas of thicket and tree planting, and species rich grassland creation. Occasional Native pine species will be included within the planting palette in order to reflect the wider landscape character evident on the Greensand Ridge to the north. Lighting design should be low key and sympathetic to the rural edge character.
Western Boundary:	New woodland planting (to accord with Network Rail Guidance) will provide a buffer to the railway, and a new area of wildlife habitat including a new wildlife pond. Proposals will include woodland edge habitat and woodland glades. Areas of amenity grassland will provide areas for passive and active recreation.
Furzenhall Road Gateway :	Formal landscaping incorporating avenue and specimen tree planting, clipped hedgerows and ornamental shrubs and bulbs to provide attractive entrance to the development.
Green Corridors:	Informal tree and shrub and hedge planting to provide attractive recreational routes through the development.
Eastern Boundary:	Informal area of open space to provide a transitional area between new houses and the development to the east.
Central Open Space:	Ornamental tree and shrub planting with areas of short mown grassland to facilitate recreation.
Allotments and Community Orchard:	Perimeter of allotments to be defined by native treed hedgerows. The opportunity may also exist to incorporate fencing around the perimeter of the allotments, which can be designed to incorporate elements of public art. Orchard to be planted with fruit trees of local provenance. Meadow grassland to be sown beneath orchard trees to provide areas of additional habitat. Potential to provide wildlife pond and area of aquatic planting.
Street Trees:	Ornamental trees of regular habitat and suitable stature for the space available.

PLAY STRATEGY	
LOCATION/TYPE	OBJECTIVES
Central Play Area:	Formal equipped Super LEAP/LAP play area for children aged 3-10 years. To be located within the central green in close proximity to surrounding residential areas. To include formal play and natural elements and setting to encourage adventurous and imaginative play.
Teenage Provision:	<p>Formal equipped provision for young people providing age appropriate facilities, to be located in order of preference as follows:</p> <ol style="list-style-type: none"> 1. The triangular shaped parcel of land owned by Central Bedfordshire Council located within the southern part of the Site, to the west of Furzenhall Road. 2. Within the eastern part of the Site within the proposed green corridor between the proposed new development on the Site and the existing development immediately to the east. 3. To be located on a nearby recreation ground to be secured by way of a financial contribution. <p>Provision could include a seating/meeting area and / or outdoor gym equipment. Opportunities to be explored to provide a ball court to be located off the Site by way of a financial contribution. An on-site trim trail will also assist in providing appropriate provision for young people.</p>
Trim Trail:	A number of trim trail stations can be installed alongside recreational routes at the perimeter of the site for the benefit of health and exercise.

9.1 STRATEGIC AND SUSTAINABLE TRANSPORT

A Transport Assessment (TA) will accompany the future application, Taking into account other planned development the TA will demonstrate how the development will:

- **Mitigate the development's impact on the local road network.**
- **Encourage sustainable modes of transport**
- **Relate to Biggleswade's existing public transport network, particularly in links to the town centre and the town's railway station.**
- **Implement a comprehensive travel plan promoting sustainable transport solutions and modal shift.**

9.2 SITE ACCESS

Access to the Site will be by way of an extension to the existing alignment of Furzenhall Road. A carriageway with a minimum width of 5.5m will be provided with a footway adjacent. Within the allocation land, Furzenhall Road where it fulfils a function as Bridleway 10, would be widened to 5.5m in width with footways on either side.

A priority (give-way) t-junction is proposed to be provided from Furzenhall Road, with movement priority afforded to the users of the bridleway. To the junction of the proposed access junction, the carriageway width would taper to the existing width of the bridleway.

9.3 SERVICES PROVISION:

The development will contribute, as necessary, to health, education and community infrastructure, and be provided with high-speed broadband.

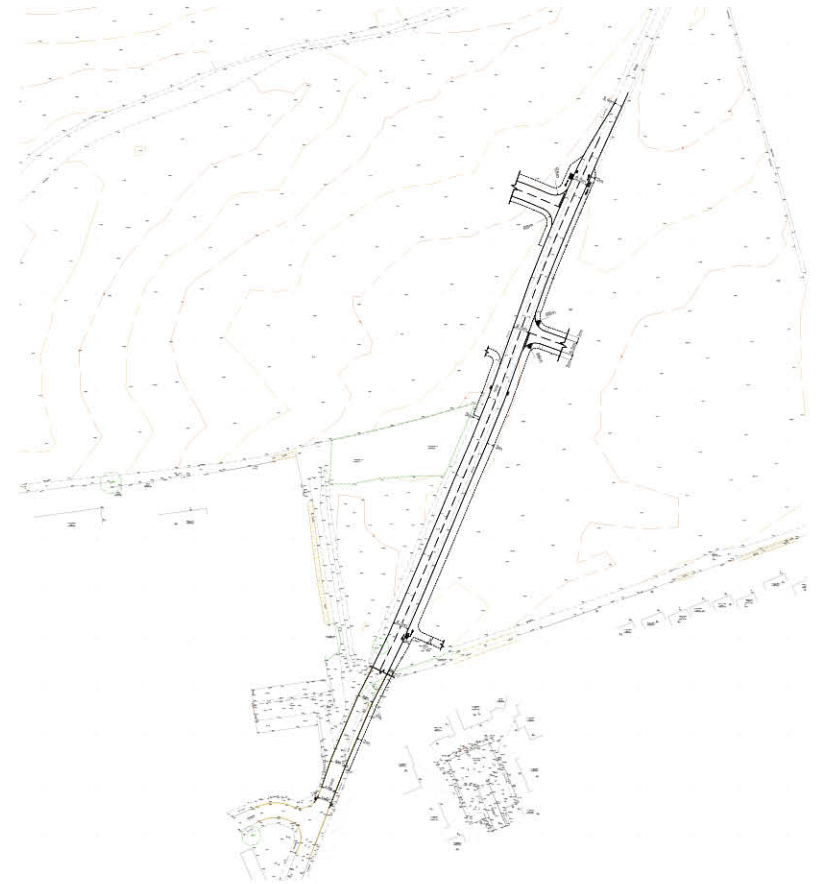


Figure 9.1: Site Access Proposals

9.4 FURZENHALL ROAD ACCESS

As part of the proposed vehicular access point from Furzenhall Road, investigation will be undertaken to identify and enhance the public realm and street scenes along Furzenhall Road to mitigate the impact of the development.

To enhance the street scenes along Furzenhall Road, the potential measures may be investigated and identified such as:

- Chicanes with wide tree planting and car parking;
- Raised table junctions with / without marked priorities;
- Single lane narrowing with no priority; and
- Gateway features.

These potential measures have been illustrated on a set of four visuals contained on the following four pages. These have been designed to be complementary to the existing road context where appropriate to ensure that any signage or road markings and with occasionally restricted carriageway widths all to contribute to slower speeds and a people friendly environment.

THE DEVELOPMENT WILL:

- Use a variety of street types with differing levels of scale and formality that reinforce the hierarchy of movement, ranging from a wider tree-lined main street to 'traditional' streets flanked by footways to more informal shared surface lanes and mews streets.
- Appropriately mitigate the traffic impact of the development.
- Take practical methods to provide more sustainable methods of transport.



Figure 9.2: Location of Visuals.

VISUALISATION 1 - VIEW SOUTH WEST ALONG POTTON ROAD AT THE JUNCTION WITH FURZENHALL ROAD



COLOURED SURFACE AND/OR
RAISED TABLE

POTTON ROAD

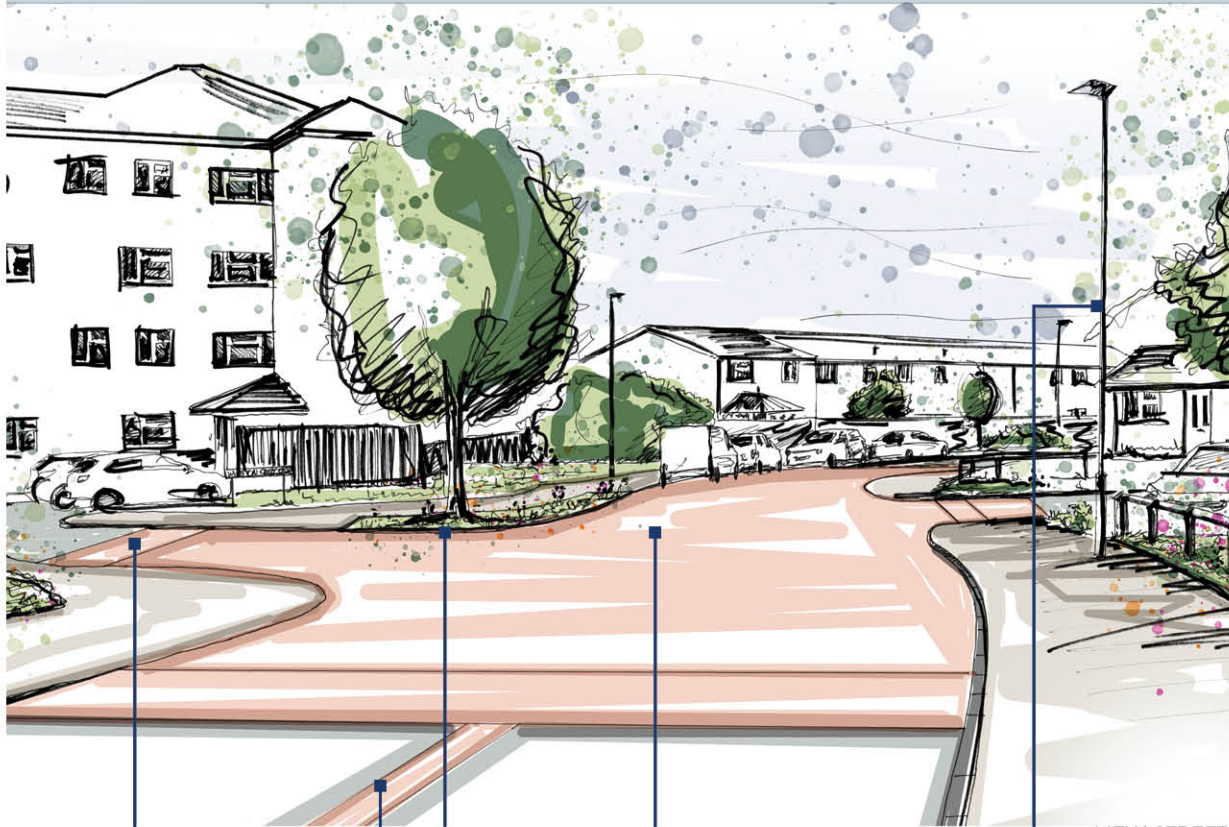
FURZENHALL ROAD JUNCTION

PROPOSED NEW TREE PLANTING

1.8M TEXTURED SURFACE TO
DELINEATE CHANGE IN SURFACE

LIME TREE WALK

VISUALISATION 2 - VIEW NORTH WEST AT THE JUNCTION WITH WINSTON CRESCENT



NEW STREET LIGHTING

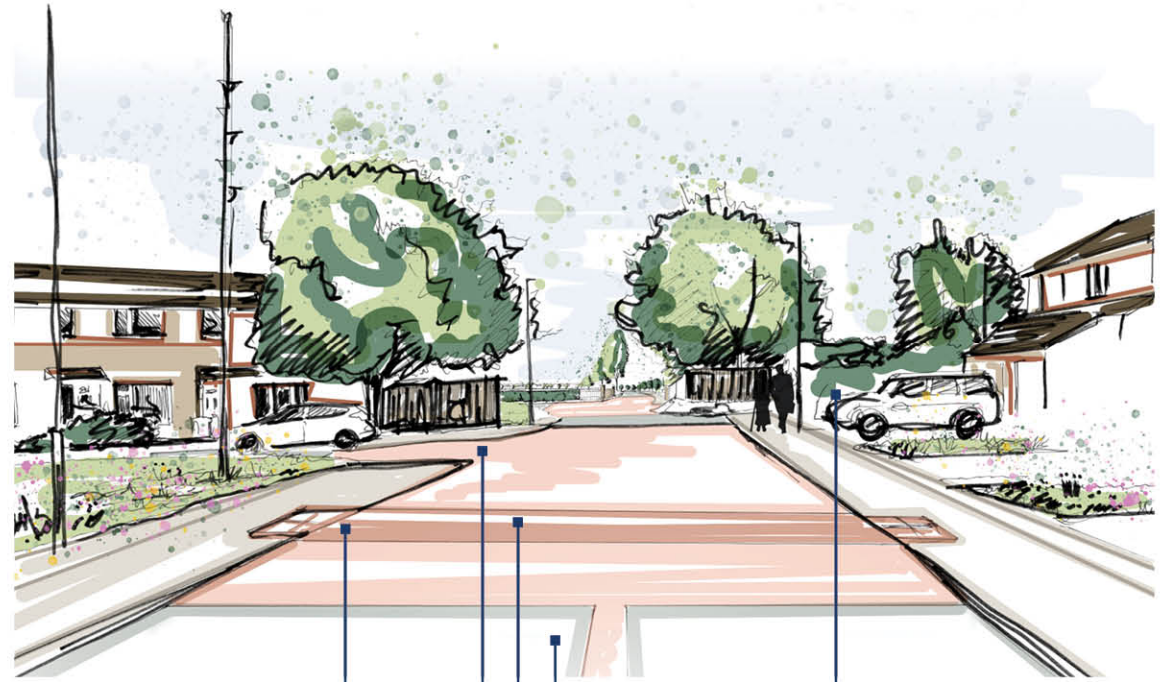
COLOURED SURFACE AND/OR RAISED TABLE

KERB RADII TO BE REDUCED AND A NEW TREE PLANTED WITHIN A NEW GRASSED VERGE

TEXTURED CENTRAL SURFACE OVER RUNNABLE BY BUSES AND OTHER LARGE VEHICLES

1.8M TEXTURED SURFACE TO DELINEATE CHANGE IN SURFACE

VISUALISATION 3 - VIEW NORTH EAST TOWARDS THE SITE AT THE JUNCTION WITH WINSTON CRESCENT



TACTILE PAVING TO
DELINEATE CHANGE IN
SURFACE

COLOURED SURFACE AND/OR
RAISED TABLE

1.8M TEXTURED SURFACE TO
DELINEATE CHANGE IN SURFACE

2.6M WIDE LANES TO REDUCE
VEHICLE SPEEDS

NEW STREET LIGHTING

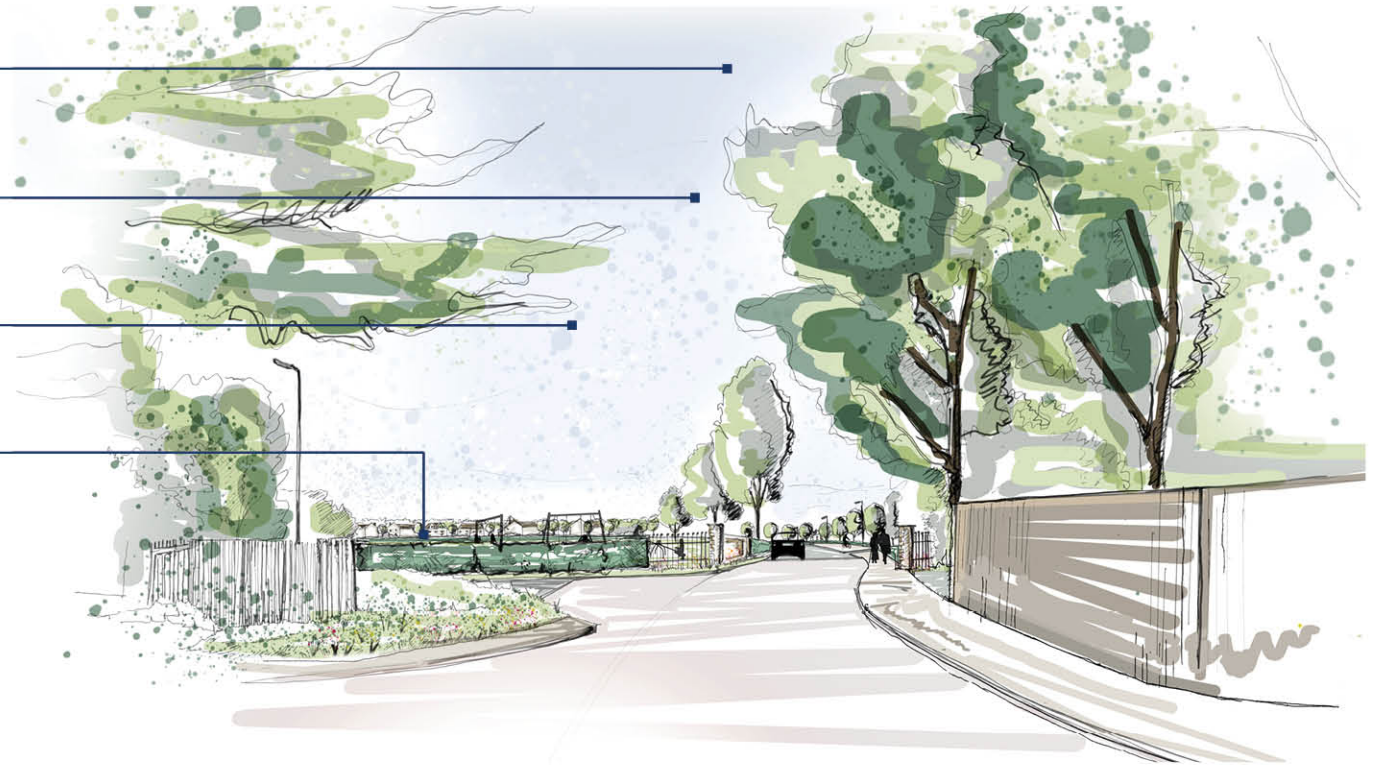
VISUALISATION 4 - VIEW NORTH EAST TOWARDS THE SITE ALONG FURZENHALL ROAD

POTENTIAL BRICK PILLARS TO
CREATE AN ENTRANCE FEATURE
INTO THE SITE

PROPOSED NEW AVENUE
STREET TREE PLANTING ALONG
FURZENHALL ROAD EXTENDING
THROUGH THE SITE

POTENTIAL CHILDREN'S PLAY AREA

PROPOSED NEW HOMES WITHIN
THE SITE



Throughout this brief the key proposed outcomes for the development of the site at Land North of Biggleswade have been set out. These are summarised below:

✓ RESPOND TO THE SITE CONTEXT

- Assist in the sustainable growth of Biggleswade.
- Connect and add to the green infrastructure and retain existing routes.
- Introduce new landscape features, including new landscaping to the northern boundary.
- Be based upon a carefully considered Masterplan that integrates the developable area with the areas of green infrastructure.
- Maximise integration of the Site within the local area.

✓ LANDSCAPE-LED APPROACH TO DESIGN

- Approximately 5.92 hectares of the Site to be green infrastructure.
- Strong open space connections with the adjacent countryside.
- A strong sense of place fostered by a strong relationship between the new homes and the open space they will overlook.
- New landscaping to create soft development edge to northern boundary.
- Mix of open spaces, including a central green, children's play areas and allotments.

✓ A SUSTAINABLE MIX OF NEW HOMES

- Up to 416 new homes, including family homes and smaller homes suitable for first time buyers.
- Affordable homes.

✓ DESIGN FOR QUALITY

- High quality design to create a positive and lasting legacy.
- Buildings which are appropriate in scale and design to their setting.
- Respect amenity of adjacent residential properties.
- Enhance community safety, provide adequate parking and passive speed management measures.
- Distinctive character areas to create a strong sense of place and aid legibility.



PRINCIPLE	NATIONAL AND REGIONAL	LOCAL PLANS
05: Distinct Identity (Page 11)	NPPF (2019) Paras 124-131	Draft Plan (2018) HA1: Small and Medium Allocations HQ1: High Quality Development; HQ7: Public Art; SA4: 7, 8, 12 Use of site area and mitigation CC3: Flood Risk Management; CC4: Development close to watercourses; CC5: Sustainable Drainage Core Strategy (2009) CS1: Development Strategy; CS14: High Quality Development; CS13: Climate Change:
06: Rich Mix (Page 13)	NPPF (2019) Para 72b & 72C	Draft Plan (2019) H1: Agreed Mix; H2: Standards H4: Affordable; H6: Starter Homes; H7: Self Build Core Strategy (2009) CS5: Providing Homes: CS7: Affordable Housing:

07: Green Infrastructure (Page 19)	NPPF (2019) Para 72a & 170d	Draft Plan (2019) HE1: Archaeology and Scheduled Monuments; HE3: Built Heritage; EE1: Green Infrastructure; EE2: Enhancing Biodiversity; EE3: Nature Conservation; EE4: Trees, Woodlands and Hedgerows; EE5: Landscape Character and Value; EE6: Tranquillity; HQ10: Small Open Spaces
08: Infrastructure Services Provision (Page 17)	NPPF (2019) Paras 72a & 72b	Draft Plan (2018) HQ3: Provision for Social and Community Infrastructure ; EE13: Outdoor sport, leisure and open space; HQ4: Indoor Sport and Leisure Facilities Core Strategy (2009) Policy CS3;

Appendix A: Policy Reference

DOCUMENT
Planning Statement
Design & Access Statement
Transport Assessment
Framework Travel Plan
Flood Risk Assessment
Utilities Report
Ground Conditions Report
Noise Assessment
Air Quality Assessment
ALC & Soils Assessment
Sustainability & Energy Statement
Heritage Assessment
Ecological Assessment
Landscape & Visual Impact Appraisal
Statement of Community Involvement



Dixies Barns, High Street, Ashwell, Hertfordshire, SG7 5NT
email: ashwell@csaenvironmental.co.uk