



Ref: Agenda/Council-25062019

20th June 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 25th June 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

Mike Thorn
Deputy Town Clerk

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

AGENDA

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

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

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

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

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

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

5. **INVITED SPEAKER**

None.

6. **MEMBERS QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the minutes of the Council Meeting held on **Tuesday, 11th June 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 Public Lands and Open Spaces Committee held on Tuesday, 18th June 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, 11th June 2019**.

9. **PLANNING APPLICATIONS**

- a. **CB/19/01510/RM – Stratton Business Park, Pegasus Drive, Biggleswade**
Reserved Matters to outline planning permission CB/17/01266/OUT (52000B2 & B8 use) for access, appearance, landscaping, layout and scale for Building 5 (Phase4) consisting of warehouse building and associated car, cycle and lorry parking; dock levellers; security fencing and barriers; and landscaping.
- b. **CB/19/01497/RM – Stratton Business Park, Pegasus Drive, Biggleswade**
Reserved Matters: Following outline approval of CB/17/02166/OUT dated 18/10/2017 – Submission of details relating to on-site access road to serve Buildings 4 and 5 including: landscaping; road; drainage; levels; and lighting.
- c. **CB/19/01503/ADV – 11 High Street, Biggleswade, SG18 0JE**
Advertisement: Installation of 1 fascia sign and 1 projecting or hanging sign externally illuminated.
- d. **CB/19/01643/FULL – 6 Eagle Farm Road, Biggleswade, SG18 8JD**
Two storey side & rear extension.
- e. **CB/19/01682/FULL – Land Behind 33 Shortmead Street, Biggleswade, SG18 0AW**
Existing workshop to be replaced by 3 dwellings. Dwellings include 2 x 2.5 storey with 1 x 2 storey buildings.

10. **ACCOUNTS**

a. **Financial Administration**

For Members to receive and adopt the following accounts as at 31st May

2019:

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

11. **ITEMS FOR CONSIDERATION**

a. **Oversight – BTC Website and Social Media Output**

Members are asked to consider a proposal from Councillor F Foster.

1. Bearing in mind the increasing importance of the Council's Website and Social Media output it is proposed that the Terms of Reference of The Finance & General Purposes Committee be updated to include the specific areas to be overseen by the Committee.
2. It is further proposed that a Working Group be set up to discuss what action is required now, and a strategy for the future. The Working Group can include Cllrs who are not members of the F&GP Committee and when necessary the council staff involved.
3. Volunteers for the Working Group.

b. **Passenger Benefit Fund**

Members are asked to consider submitting a response to the Govia Thameslink consultation on priorities for the railway passenger benefit fund. A fund of £80,000 has been allocated for Biggleswade and information is attached to this agenda including example project costs.

c. **Serious Youth Crime Fund**

At the Council meeting of 28 May 2019, members considered a letter from the Police and Crime Commissioner regarding Serious Youth Crime.

The response was that whilst the Town Council does not have direct responsibility for youth services, it is felt that interacting with and educating young people through the funding and provision of good youth activities, youth clubs and action groups are vital for crime reduction and prevention. It was also suggested that provision of Police support in schools is an important factor and the Town Council would like to see more of this type of support from an early age.

Further communication has been received, attached to this agenda. Members are asked to consider a request for bids for community initiatives up to the value of £5,000.

12. **ITEMS FOR INFORMATION**

a. **Planning Application Outcomes**

Attached report of the Planning Application Outcomes as at 19th June 2019.

b. **Community Agent Report**

The Biggleswade Community Agent, Gill Reeves has provided a report and case studies for recent activities. The Community Agent role is managed by Bedfordshire Rural Communities Charity and funded largely by a grant awarded by the Town Council.

c. **CBC Conference for Town and Parish Councils**

Members are asked to note the date of the CBC Conference for Town and Parish Councils which will take place from 6pm on Tuesday 16 July at Beadlow Manor, Ampthill Road, Shefford, SG17 5PH, with refreshments from 5:30pm. CBC will send booking details and a draft agenda in due course.

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.

(Item 15a Staff Matters)

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.

Beating the Retreat is an annual event in the Bedfordshire calendar, held as a fundraiser for ABF The Soldier's Charity – The Army Benevolent Fund – and taking place at different locations each year. Wind and canapes are served, there is a raffle and sometimes an auction.

The evening culminates in the Beating the Retreat, this year performed by the Band of the Royal Logistic Corps. Sunset is played and the Union flag lowered before the Band marches off.

The Mayor confirmed that she is registered to speak on behalf of the Town Council at the Examination in Public for the Local Plan, both on Friday this week and next Tuesday.

A11/0604 4. PUBLIC OPEN SESSION

A11/0604.1 a. Dr Simon Sheridan: read out a statement about the school farm closure and the reasons behind the public opposition. Following a public meeting a petition has already reached over 1600 signatures. It is hoped that BTC will support them in their efforts to protect this valuable asset.

A11/0604.2 b. Julian Vaughan – GTR Biggleswade Rail Users Group: Meets with GTR every week and is happy to assist the Council by updating them on the latest actions being discussed. The user group priorities include GTR installing additional ticket machines, updating toilets and providing additional security for cyclists. This information was welcomed, and any future updates will be well received.

A11/0605 5. INVITED SPEAKER

No Speaker

A11/0606 6. MEMBERS QUESTIONS

None

The Chairman requested that Item 10 was taken at this point: Members agreed.

A11/0610 10. ACCOUNTS

A11/0610.1 a. Financial Administration

It was **RESOLVED** to receive and adopt the following accounts:

- i. Detailed Balance Sheet to 30/04/2019
- ii. Summary of income & Expenditure
- iii. Income & Expenditure in budget heading
- iv. Current Bank Account, receipts and payments to 30/04/2019

A11/0610.2 b. Internal Audit – Final Report 2018-2019:

Staff are to be commended for the excellent financial procedures that are in place resulting in a clean bill of health from the Internal Auditor.

It was **RESOLVED** that Town Council approve and adopt the Internal Audit Final Report 2018-2019.

A11/0610.3 c. **Accounts for the year ended 31 March 2019**

It was **RESOLVED** that Town Council approve and adopt the Annual Governance statement of the Annual Return for the year ending 2018/19.

It was **RESOLVED** that Town Council approve and adopt Accounts and statement of accounts contained in the Annual Return for 2018/19.

Chairman thanked Mr Kemp for his valued contribution in producing the Reports, Accounts and Annual Return. Mr Kemp then left the meeting.

The Meeting then returned to the Agenda Item 7:

A11/0607 7. MINUTES AND RECOMMENDATIONS OF MEETINGS

A11/0607.1 a. Members received the Minutes of the Biggleswade Town Council Meeting held on 28 May 2019.

An amendment was requested to Item 6b to include the wording “*compensation of £80,000 for the station*”

Following this amendment, the Minutes of 28 May 2019 were approved.

A11/0608 8. MATTERS ARISING

A11/0608.1 a. From the Minutes of the Biggleswade Town Council Meeting held on 28 May 2019.

Regarding item 12, Public Open Session, it was clarified that the amount due for Biggleswade station is £80,000.

A11/0609 9. PLANNING APPLICATIONS

A11/0609.1 a. **CB/19/01426/ADV - 2 Shortmead Street, Biggleswade SG18 0AP**
New vinyl applied signage. ‘Biggleswade Podiatry’ vinyl applied to existing glazing.

It was **RESOLVED** that Town Council raise **NO OBJECTION**

A11/0609.2 b. **CB/19/01425/FULL - 2 Shortmead Street, Biggleswade SG18 0AP**
Change of use to Podiatry Clinic (D1). Add internal wall to create lobby area and treatment room.

It was **RESOLVED** that Town Council raise **NO OBJECTION** to this Planning Application.

A11/0609.3 c. **CB/19/00629/VOC - Land at the Saxon Centre, Kingsfield Road, Biggleswade SG18 8AT**

Variation of Condition No 10 on Application CB/17/00573/FULL dated 05/09/2017. Approve the minor amendment plans showing the revised balconies.

It was **RESOLVED** that Town Council raise **NO OBJECTION** to this Planning Application.

- A11/0609.4 d. **CB/19/01481/FULL - Railway Station, Station Road, Biggleswade SG18 8AL.**
Change of use to Taxi Booking Office (Retrospective)

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

- A11/0609.5 e. **CB/19/01522/FULL – 58 Laburnham Road, Biggleswade SG18 0NY**
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 proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

- A11/0609.6 f. **CB/19/01421/FULL - 53 The Baulk, Biggleswade SG18 0AQ**
Retention of roof light (Retrospective)

It was **RESOLVED** that the Town Council raise **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 proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents

- A11/0609.7 g. **CB/19/01301/FULL - 1 Sunderland Hall Farm Cottage, Biggleswade SG18 8SD.**

Proposed first floor rear extension, front porch, 2nd floor front dormer windows. 1st floor rear extension, front porch, 2nd floor front dormer window, 1st floor front and rear dormer windows and alterations to existing dwelling.

It was **RESOLVED** that the Town Council raise **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 proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

- A11/0609.8 h. **CB/19/01519/FULL - 4 Lilac Grove, Biggleswade SG18 8TP**
Single-storey front extension and garage conversion

It was **RESOLVED** that Town Council **OBJECT** to this Planning Application on the grounds of: Loss of parking, due to business being run from there.

- A11/0609.9 i. **CB/19/01554/FULL - 234 London Road, Biggleswade SG18 8PJ**
Demolition of an existing dwelling and construction of two semi-detached 3-bedroom dwellings with tiled pitched roof.

It was **RESOLVED** that Town Council **OBJECT** to this Planning Application on the grounds of: Lack of parking and poor access.

- A11/0609.10 **j.** **CB/19/01286/FULL - Unit 2, Omega Centre, Stratton Business Park, London Road, Biggleswade SG18 8QB**
 Creation of 2nd Storey floor space and rear fire escape.
- It was **RESOLVED** that the Town Council raise **NO OBJECTION** to this Planning Application.
- A11/0609.11 **k.** **CB/19/001502/FULL - 11 High Street, Biggleswade SG18 0JE**
 Construction of three-storey building to create 3 No flats and change of use to A2 use of ground floor of existing building to A3 Restaurant and residential use into 1 No flat following partial demolition of single-storey rear extension with ancillary parking and access.
- It was **RESOLVED** that Town Council **OBJECT** to this Planning Application on the grounds of:
- Insufficient parking
 In a conservation area - Rooflines not consistent
 Access/deliveries to restaurant which should be at the back, not taking up the High Street.
- A11/0609.12 **l.** **CB/19/01564/FULL - 29 High Street, Biggleswade SG18 0JE**
 New internally halo illuminated nationwide lozenge on a new fascia panel finished in RAL7031. New non-illuminated heritage projection sign. New edge illuminated nationwide ATM surround. Replace letterbox flap with new RAL7026. Existing shopfront frame and door to be respray RAL7026.
- It was **RESOLVED** that Town Council **OBJECT** to this Planning Application on the grounds of:
 No internal illumination to be in the Conservation area.
 Suggest looking at Lloyds Bank for example.
- A11/0609.13 **m.** **CB/19/01565/ADV - 29 High Street, Biggleswade SG18 0JE**
 Advertisement: New internally halo illuminated nationwide lozenge on a new fascia panel finished in RAL7031. New non-illuminated heritage projection sign. New edge illuminated nationwide ATM surround.
- It was **RESOLVED** that the Town Council **OBJECT** to this Planning Application on the grounds that it is a Conservation area and therefore no internal illumination allowed.
- A11/0609.14 **n.** **CB/19/01495/RM - Stratton Business Park, Pegasus Drive, Biggleswade**
 Reserved Matters following Outline Application CB/17/02166/OUT (52'000sqm of B2 and B8 use) details relating to access, appearance, landscaping, layout and scale for Building 4 (Phase4) consisting of warehouse building and associated car, cycle and lorry parking, dock levellers, security fencing and barriers, and landscaping of phase 4.
- It was **RESOLVED** that Town Council raise **NO OBJECTION** to this Planning Application.

A11/0611 11. **ITEMS FOR CONSIDERATION**

A11/0611.1 a. **CB/TCA/19/00201 - Works to Trees in a Conservation Area – Ivel House, Mill Lane.**

It was **RESOLVED** that Town Council raise **NO OBJECTION** to the crowning of a Yew tree due to excessive growth provided that the work is carried out sympathetically and safely, and is mindful of the location, which is a school area.

A11/0611.2 b. **Rights of Way Anomalies**

It was **RESOLVED** that Cllr I Bond and Cllr D Albone will represent BTC at a meeting with Cliff Andrews (BRCC) and Chris Dorrow (CBC) to discuss and identify any anomalies with Rights of Way within Biggleswade, together with requests for changes to CBC's Definitive Map. The preferred meeting date being Monday 24th June.

A11/0611.3 c. **Save Stratton Farm – Action Group**

Due to a declared non-pecuniary interest, Cllr Russell left the Chair and handed over to Cllr F Foster to proceed with this item.

Members considered 3 questions raised by the Group, which were put forward on the Agenda.

It was **RESOLVED** that the future of Stratton School Farm is not a matter for Biggleswade Town Council. Therefore, it is not appropriate for the Council to provide any answers to the questions posed by the Save Stratton Farm Action Group.

Following the conclusion of this item Cllr F Foster left the Chair and handed over to Cllr M Russell to continue with the next item on the agenda.

A11/0612 12. **ITEMS FOR INFORMATION**

A11/0612.1 a. **Stakeholder Brief NHS Bedfordshire CCG**

A Stakeholder Brief regarding the merger of Shannon Court Surgery, Sandy and Saffron Health Partnership, Biggleswade is attached to the Agenda.

This information was **NOTED**.

A11/0612.2 b. **Passenger Benefit Fund – Biggleswade Station**

This information was **NOTED** and a request made for further information to be included on the next Town Council agenda for consideration.

A11/0612.3 c. **Neighbourhood Plan – Update Report**

Cllr Russell updated Members on the next steps and the timescales for the Consultation which will follow the Working Group feedback and analysis.

A11/0613 **13. PUBLIC OPEN SESSION**

- A11/0613.1 a. Member of public: Mr Peter Teuma
Objected strongly about Farm closure, and wish to take issue with the statement made that it is not in the Town Council's remit.

Cllr Russell has not been singled out, but matters have been directed to her as the Chair of the Stratton School Governors.

A11/0614 **14. 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.

(Previous Minutes)

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.

- A11/0614.1 a. **Minutes of the Previous Meeting – 28 May 2019**

Item B28/0514.2 b: The first paragraph to be amended to read "*An update was requested on the outstanding legal matter and reimbursement of legal fees.*"

Recommendations and Resolutions of the PLOS Meeting held on 18 June 2019

6. ITEMS FOR CONSIDERATION

a. Town Entrance Signs

Members were asked to consider designs for improvements to the town entrance signs, preliminary examples of which were attached to the Agenda for discussion.

Members made various suggestions for alterations. It was **RESOLVED** that the Deputy Town Clerk will take the suggestions forward and incorporate into alternative options to bring back to a future meeting.

b. Brunel Drive Play Equipment

Members are asked to consider correspondence received from a resident of Brunel Drive requesting additional playground equipment suitable for younger children, age two.

It was **RESOLVED** that the Deputy Town Clerk respond to the resident that this area will be considered when priorities for play equipment are reviewed and to seek suggestions as to the type of play equipment required.

c. PLOS Walkabouts

The site visits to Brunel Drive, Kayser Court, Franklin Recreation Ground, Drove Road Recreation Ground and Chambers Way Recreation Ground took place on Saturday 8th June.

The Deputy Town Clerk will send round dates for future site visits. Members preferred time would be a Saturday morning.

d. Tree Charter

The Charter for Trees, Woods and People sets out the principles for a society in which people and trees can stand stronger together. The Tree Charter was launched in Lincoln Castle on 6 November 2017; the 800th anniversary of the 1217 Charter of the Forest. The Tree Charter is rooted in more than 60,000 'tree stories' gathered from people of all backgrounds across the UK.

BTC operates good practice on our tree management. The Tree Charter is about the recognition of our commitment to that management.

It was **RECOMMENDED** that the Town Council sign the Charter for Trees.

Date :- 18/06/2019

BIGGLESWADE TOWN COUNCIL

Time :- 15:30

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 2 31st May 2019

Page No: 1

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>		
	<u>Fixed Assets</u>	Asset Value	Depreciation	Net Value
1	OP'L F/H LAND & BUILDINGS	1,813,044	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	4,465		
101	DEBTORS - ALLOTMENTS	373		
102	DEBTORS - PITCH HIRE	5,024		
103	DEBTORS - ORCHARD CENTRE	25,392		
105	VAT REFUNDS	7,392		
201	NATWEST CURRENT BANK A/C	85,967		
202	LLOYDS CURRENT BANK A/C	526,019		
204	LLOYDS SALARY A/C	89		
209	NATWEST CAPITAL RESERVE	256,307		
210	PETTY CASH	240		
212	CASH CHANGE FLOAT	24		
225	NATWEST 95 DAY ACCOUNT	450		
	Total Current Assets		918,542	
	<u>Current Liabilities</u>			
501	TRADE CREDITORS	25,813		
510	ACCRUALS	2,030		
525	ALLOTMENT DEPOSITS	3,150		
530	INC IN ADVANCE - COMMUTED	29,800		
537	SUNDRY CREDITORS	145		
	Total Current Liabilities		60,938	
	Net Current Assets			857,603
	Total Assets less Current Liabilities			2,757,733
	<u>Long Term Liabilities</u>			
401	PWLB LOANS	129,792		
430	LEASE CREDITOR (GROSS)	13,410		
435	LEASE CREDITOR (DEF'D INT)	-1,003		
	Total Long Term Liabilities		142,199	
	Total Assets less Total Liabilities			2,615,535
	<u>Represented By :-</u>			
301	CURRENT YEAR FUND	340,193		
310	GENERAL RESERVE	206,439		
349	ROLLING CAPITAL FUND	304,171		
350	CAPITAL FINANCING RESERVE	1,398,820		
451	DEF'D GRANTS APPLIED	608,674		
452	DEF'D GRANTS W/BACK	-242,762		

Date :- 18/06/2019

BIGGLESWADE TOWN COUNCIL

Page No: 2

Time :- 15:30

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 2 31st May 2019

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>
	Total Equity	<u>2,615,535</u>

18/06/2019

BIGGLESWADE TOWN COUNCIL

Item 10a ii Summary Inc & Exp

15:29

Summary Income & Expenditure by Budget Heading 31/05/2019

Page No 1

Month No : 2

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
101 B'SWADE MAGISTRATES COURT	Expenditure	3,237	4,262	6,280	2,018		2,018	67.9 %
	Income	0	106	6,280	-6,174			1.7 %
108 GRANTS (INCL S137)	Expenditure	-500	34,142	32,017	-2,125		-2,125	106.6 %
109 CAPITAL EXPENDITURE	Expenditure	1,023	3,712	117,351	113,639		113,639	3.2 %
111 CORPORATE MANAGEMENT	Expenditure	6,563	19,089	100,778	81,689		81,689	18.9 %
	Income	56	505,642	1,016,058	-510,416			49.8 %
112 DEMOCRATIC REP'N & MGM'T	Expenditure	8,751	27,966	138,512	110,546		110,546	20.2 %
113 CIVIC ACTIVITIES & EXPENSES	Expenditure	140	199	4,600	4,401		4,401	4.3 %
	Income	-197	-197	0	-197			0.0 %
115 ORCHARD COMMUNITY CENTRE	Expenditure	7,259	12,491	90,412	77,921		77,921	13.8 %
	Income	21,587	23,237	43,000	-19,763			54.0 %
901 CENTRAL SERVICES	Expenditure	0	0	-1,685	-1,685		-1,685	0.0 %
102 ALLOTMENTS	Expenditure	416	416	1,965	1,549		1,549	21.2 %
	Income	-50	34	6,000	-5,966			0.6 %
104 BURIAL GROUNDS	Expenditure	7,552	16,888	83,872	66,984		66,984	20.1 %
	Income	3,003	4,669	19,000	-14,331			24.6 %
212 RECREATION GROUNDS	Expenditure	21,268	48,410	306,926	258,516		258,516	15.8 %
	Income	1,668	1,682	9,590	-7,908			17.5 %
902 WORKS SERVICES	Expenditure	0	0	58,570	58,570		58,570	0.0 %
103 STREET LIGHTS	Expenditure	618	664	500	-164		-164	132.8 %
105 CAR PARKS	Expenditure	11,625	16,283	75,744	59,461		59,461	21.5 %
	Income	3,559	6,354	50,000	-43,646			12.7 %
106 MARKET	Expenditure	2,571	4,796	28,560	23,764		23,764	16.8 %
	Income	1,348	2,308	16,500	-14,192			14.0 %
107 TOWN CENTRE GENERAL	Expenditure	4,352	10,513	98,143	87,630		87,630	10.7 %
	Income	-291	-291	0	-291			0.0 %
110 PUBLIC CONVENIENCES	Expenditure	1,669	3,518	26,650	23,132		23,132	13.2 %
INCOME - EXPENDITURE TOTALS	Expenditure	76,545	203,350	1,169,195	965,845	0	965,845	17.4 %
	Income	30,683	543,544	1,166,428	-622,884			46.6 %
	Net Expenditure over Income	45,862	-340,193	2,767	342,960			

18/06/2019

BIGGLESWADE TOWN COUNCIL

Accounts

15:29

Detailed Income & Expenditure by Budget Heading 31/05/2019

Item 10a iii Detailed Inc & Exp

Month No : 2

Cost Centre Report

Page No 1

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
101	B'SWADE MAGISTRATES COURT							
4007	HEALTH & SAFETY	0	0	300	300		300	0.0 %
4011	RATES	1,171	2,342	11,800	9,458		9,458	19.9 %
4012	WATER RATES	0	146	500	354		354	29.2 %
4013	RENT	0	0	-29,920	-29,920		-29,920	0.0 %
4014	ELECTRICITY	245	149	3,000	2,851		2,851	5.0 %
4015	GAS	0	-605	2,000	2,605		2,605	-30.3 %
4016	CLEANING COSTS	600	670	9,000	8,330		8,330	7.4 %
4021	TELEPHONE & FAX	47	47	0	-47		-47	0.0 %
4029	OFFICE REFURBISHMENT	96	96	0	-96		-96	0.0 %
4036	PROPERTY MAINTENANCE	555	555	4,000	3,445		3,445	13.9 %
4042	EQUIPT MAINT/REPAIR	0	0	1,000	1,000		1,000	0.0 %
4067	PEST CONTROL	0	0	100	100		100	0.0 %
4104	REFUSE COLLECTION	157	228	1,000	772		772	22.8 %
4110	FIRE PRECAUTIONS	366	366	1,500	1,134		1,134	24.4 %
4134	SECURITY/CCTV	0	268	2,000	1,732		1,732	13.4 %
	B'SWADE MAGISTRATES COURT :- Expenditure	3,237	4,262	6,280	2,018	0	2,018	67.9 %
1081	INC-RENT	0	106	6,280	-6,174			1.7 %
	B'SWADE MAGISTRATES COURT :- Income	0	106	6,280	-6,174			1.7 %
	Net Expenditure over Income	3,237	4,155	0	-4,155			
102	ALLOTMENTS							
4013	RENT	116	116	465	349		349	25.0 %
4037	GROUNDS MAINTENANCE	0	0	1,000	1,000		1,000	0.0 %
4067	PEST CONTROL	300	300	500	200		200	60.0 %
	ALLOTMENTS :- Expenditure	416	416	1,965	1,549	0	1,549	21.2 %
1087	INC-ALLOTMENTS	-50	34	6,000	-5,966			0.6 %
	ALLOTMENTS :- Income	-50	34	6,000	-5,966			0.6 %
	Net Expenditure over Income	466	382	-4,035	-4,417			
103	STREET LIGHTS							
4014	ELECTRICITY	618	664	0	-664		-664	0.0 %
4174	BUS SHELTER MAINTENANCE	0	0	500	500		500	0.0 %
	STREET LIGHTS :- Expenditure	618	664	500	-164	0	-164	132.8 %
	Net Expenditure over Income	618	664	500	-164			

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Month No : 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
104 BURIAL GROUNDS							
4011 RATES	470	942	4,350	3,408		3,408	21.6 %
4012 WATER RATES	0	-28	200	228		228	-14.1 %
4014 ELECTRICITY	658	981	150	-831		-831	654.2 %
4036 PROPERTY MAINTENANCE	0	925	1,000	75		75	92.5 %
4110 FIRE PRECAUTIONS	138	138	200	62		62	69.1 %
4178 PATHS MAINTENANCE	0	0	1,000	1,000		1,000	0.0 %
4901 C.S. SALARY RECHARGE	937	1,873	12,750	10,877		10,877	14.7 %
4902 W.S. SALARY RECHARGE	4,049	8,485	46,940	38,455		38,455	18.1 %
4911 C.S. O'HEAD RECHARGE	376	1,945	6,662	4,717		4,717	29.2 %
4912 W.S. O'HEAD RECHARGE	924	1,627	10,620	8,993		8,993	15.3 %
BURIAL GROUNDS :- Expenditure	7,552	16,888	83,872	66,984	0	66,984	20.1 %
1084 INC-BURIAL FEES	2,908	4,503	17,000	-12,497			26.5 %
1097 INC-MEMORIALS	95	166	2,000	-1,834			8.3 %
BURIAL GROUNDS :- Income	3,003	4,669	19,000	-14,331			24.6 %
Net Expenditure over Income	4,549	12,219	64,872	52,653			
105 CAR PARKS							
4011 RATES	2,571	5,136	25,900	20,764		20,764	19.8 %
4021 TELEPHONE & FAX	0	0	600	600		600	0.0 %
4038 MAINTENANCE CONTRACT	0	-20	0	20		20	0.0 %
4047 MATERIALS/TOOLS	0	0	2,000	2,000		2,000	0.0 %
4056 LEGAL EXPENSES	0	0	1,000	1,000		1,000	0.0 %
4092 Card Processing Fees	232	435	-2,000	-2,435		-2,435	-21.7 %
4108 SURFACE REPAIRS	0	0	3,000	3,000		3,000	0.0 %
4126 CAR PARK LEASE	7,250	7,250	26,001	18,751		18,751	27.9 %
4901 C.S. SALARY RECHARGE	234	468	3,188	2,720		2,720	14.7 %
4902 W.S. SALARY RECHARGE	1,012	2,121	11,735	9,614		9,614	18.1 %
4911 C.S. O'HEAD RECHARGE	94	486	1,665	1,179		1,179	29.2 %
4912 W.S. O'HEAD RECHARGE	231	407	2,655	2,248		2,248	15.3 %
CAR PARKS :- Expenditure	11,625	16,283	75,744	59,461	0	59,461	21.5 %
1088 INC-CAR PARKING FEES	3,182	5,656	30,000	-24,344			18.9 %
1089 INC - PARKING PERMITS WORK	94	410	15,000	-14,590			2.7 %
1189 INC-PARKING PERMITS RES	283	288	5,000	-4,713			5.8 %
CAR PARKS :- Income	3,559	6,354	50,000	-43,646			12.7 %
Net Expenditure over Income	8,065	9,930	25,744	15,814			

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Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
106	MARKET							
4001	STAFF SALARIES	419	419	0	-419		-419	0.0 %
4004	MARKET STAFF	0	409	5,250	4,841		4,841	7.8 %
4011	RATES	510	1,017	5,150	4,133		4,133	19.7 %
4014	ELECTRICITY	205	-572	300	872		872	-190.8
4025	INSURANCE	0	0	550	550		550	0.0 %
4032	PUBLICITY	343	343	550	208		208	62.3 %
4047	MATERIALS/TOOLS	0	0	250	250		250	0.0 %
4081	Licences	0	0	333	333		333	0.0 %
4901	C.S. SALARY RECHARGE	781	1,560	10,625	9,065		9,065	14.7 %
4911	C.S. O'HEAD RECHARGE	313	1,621	5,552	3,931		3,931	29.2 %
	MARKET :- Expenditure	2,571	4,796	28,560	23,764	0	23,764	16.8 %
1085	INC-TUESDAY MARKET RENTS	523	679	3,000	-2,321			22.6 %
1086	INC-SATURDAY MARKET RENTS	793	1,598	13,500	-11,902			11.8 %
1091	INC-MISCELLANEOUS	32	32	0	32			0.0 %
	MARKET :- Income	1,348	2,308	16,500	-14,192			14.0 %
	Net Expenditure over Income	1,223	2,488	12,060	9,572			
107	TOWN CENTRE GENERAL							
4001	STAFF SALARIES	2,067	4,133	24,800	20,667		20,667	16.7 %
4002	EMPLOYERS N.I	186	372	2,250	1,878		1,878	16.5 %
4003	EMPLOYERS SUPERANN.	492	984	6,000	5,016		5,016	16.4 %
4009	STAFF TRAVEL	36	41	0	-41		-41	0.0 %
4064	ANNUAL HANGING BASKETS	0	0	2,500	2,500		2,500	0.0 %
4116	WAR MEM & REM SERV	0	0	1,000	1,000		1,000	0.0 %
4117	CLOCK REPAIRS	0	0	350	350		350	0.0 %
4140	CHRISTMAS ACTIVITIES	0	0	5,500	5,500		5,500	0.0 %
4144	CCTV	0	1,500	18,000	16,500		16,500	8.3 %
4145	CHRISTMAS LIGHTS	0	0	18,500	18,500		18,500	0.0 %
4901	C.S. SALARY RECHARGE	234	468	3,188	2,720		2,720	14.7 %
4902	W.S. SALARY RECHARGE	1,012	2,121	11,735	9,614		9,614	18.1 %
4911	C.S. O'HEAD RECHARGE	94	486	1,665	1,179		1,179	29.2 %
4912	W.S. O'HEAD RECHARGE	231	407	2,655	2,248		2,248	15.3 %
	TOWN CENTRE GENERAL :- Expenditure	4,352	10,513	98,143	87,630	0	87,630	10.7 %
1145	INC-CHRISTMAS ACTIVITIES	-291	-291	0	-291			0.0 %
	TOWN CENTRE GENERAL :- Income	-291	-291	0	-291			
	Net Expenditure over Income	4,643	10,803	98,143	87,340			

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
108 GRANTS (INCL S137)							
4261 GRANTS UNDER OTHER	-500	34,142	20,767	-13,375		-13,375	164.4 %
4264 Community Agent Grant	0	0	11,250	11,250		11,250	0.0 %
GRANTS (INCL S137) :- Expenditure	-500	34,142	32,017	-2,125	0	-2,125	106.6 %
Net Expenditure over Income	-500	34,142	32,017	-2,125			
109 CAPITAL EXPENDITURE							
4053 LOAN INTEREST	0	0	5,582	5,582		5,582	0.0 %
4253 LEASE INTEREST REPAID	33	67	242	175		175	27.6 %
4802 CP - New Computer Installation	0	10,301	0	-10,301		-10,301	0.0 %
4806 CP - Office Furn/Equipment	0	1,050	0	-1,050		-1,050	0.0 %
4842 CP - The Orchard Furniture & E	51	493	0	-493		-493	0.0 %
4847 CP - Workshop	525	525	0	-525		-525	0.0 %
4900 ROLLING CAPITAL FUND	0	0	100,000	100,000		100,000	0.0 %
4980 LOAN REPAYMENT	0	0	9,453	9,453		9,453	0.0 %
4982 LEASE CAPITAL REPAID	414	827	2,074	1,247		1,247	39.9 %
4990 ASSET FUNDING FROM RCP	0	-9,551	0	9,551		9,551	0.0 %
CAPITAL EXPENDITURE :- Expenditure	1,023	3,712	117,351	113,639	0	113,639	3.2 %
Net Expenditure over Income	1,023	3,712	117,351	113,639			
110 PUBLIC CONVENIENCES							
4011 RATES	309	621	3,150	2,529		2,529	19.7 %
4012 WATER RATES	0	357	1,600	1,243		1,243	22.3 %
4014 ELECTRICITY	0	-160	900	1,060		1,060	-17.8 %
4036 PROPERTY MAINTENANCE	1,360	2,700	2,500	-200		-200	108.0 %
4038 MAINTENANCE CONTRACT	0	0	18,500	18,500		18,500	0.0 %
PUBLIC CONVENIENCES :- Expenditure	1,669	3,518	26,650	23,132	0	23,132	13.2 %
Net Expenditure over Income	1,669	3,518	26,650	23,132			
111 CORPORATE MANAGEMENT							
4057 AUDIT FEES	0	0	3,720	3,720		3,720	0.0 %
4901 C.S. SALARY RECHARGE	4,683	9,363	63,749	54,386		54,386	14.7 %
4911 C.S. O'HEAD RECHARGE	1,880	9,726	33,309	23,583		23,583	29.2 %
CORPORATE MANAGEMENT :- Expenditure	6,563	19,089	100,778	81,689	0	81,689	18.9 %
1076 PRECEPT RECEIVED	0	505,529	1,011,058	-505,529			50.0 %
1096 INTEREST RECEIVED	56	113	5,000	-4,887			2.3 %
CORPORATE MANAGEMENT :- Income	56	505,642	1,016,058	-510,416			49.8 %
Net Expenditure over Income	6,507	-486,553	-915,280	-428,727			

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
112	<u>DEMOCRATIC REP'N & MGMT</u>						
4024	0	2,514	3,600	1,086		1,086	69.8 %
4026	0	0	1,500	1,500		1,500	0.0 %
4135	0	0	4,000	4,000		4,000	0.0 %
4901	6,244	12,484	85,000	72,516		72,516	14.7 %
4911	2,507	12,969	44,412	31,443		31,443	29.2 %
DEMOCRATIC REP'N & MGMT :- Expenditure	8,751	27,966	138,512	110,546	0	110,546	20.2 %
Net Expenditure over Income	8,751	27,966	138,512	110,546			
113	<u>CIVIC ACTIVITIES & EXPENSES</u>						
4008	90	90	1,500	1,410		1,410	6.0 %
4009	0	0	500	500		500	0.0 %
4112	50	50	1,000	951		951	5.0 %
4166	0	0	500	500		500	0.0 %
4179	0	60	1,000	940		940	6.0 %
4180	0	0	100	100		100	0.0 %
CIVIC ACTIVITIES & EXPENSES :- Expenditure	140	199	4,600	4,401	0	4,401	4.3 %
1300	-197	-197	0	-197			0.0 %
CIVIC ACTIVITIES & EXPENSES :- Income	-197	-197	0	-197			
Net Expenditure over Income	337	397	4,600	4,203			
115	<u>ORCHARD COMMUNITY CENTRE</u>						
4001	4,456	8,851	42,465	33,614		33,614	20.8 %
4002	416	825	4,990	4,165		4,165	16.5 %
4003	1,061	2,107	10,107	8,000		8,000	20.8 %
4007	0	0	500	500		500	0.0 %
4009	78	78	0	-78		-78	0.0 %
4011	0	0	5,500	5,500		5,500	0.0 %
4012	0	0	600	600		600	0.0 %
4014	125	164	10,000	9,836		9,836	1.6 %
4015	0	-662	4,500	5,162		5,162	-14.7 %
4016	400	370	4,000	3,630		3,630	9.3 %
4020	0	0	500	500		500	0.0 %
4021	96	96	1,200	1,104		1,104	8.0 %
4026	150	150	2,500	2,350		2,350	6.0 %
4032	0	0	500	500		500	0.0 %
4036	477	477	1,000	523		523	47.7 %
4038	0	36	1,500	1,464		1,464	2.4 %

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4042 EQUIPT MAINT/REPAIR	0	0	200	200		200	0.0 %
4081 Licences	0	0	150	150		150	0.0 %
4128 EQUIPMENT	0	0	200	200		200	0.0 %
ORCHARD COMMUNITY CENTRE :- Expenditure	7,259	12,491	90,412	77,921	0	77,921	13.8 %
1078 INC-MISC GRANTS	18,000	18,000	18,000	0			100.0 %
1082 INC-LETTINGS	3,587	5,237	25,000	-19,763			20.9 %
ORCHARD COMMUNITY CENTRE :- Income	21,587	23,237	43,000	-19,763			54.0 %
Net Expenditure over Income	-14,327	-10,746	47,412	58,158			
212 RECREATION GROUNDS							
4011 RATES	447	892	4,550	3,658		3,658	19.6 %
4012 WATER RATES	-1,812	-1,819	11,000	12,819		12,819	-16.5 %
4013 RENT	0	0	1	1		1	0.0 %
4014 ELECTRICITY	197	730	5,000	4,270		4,270	14.6 %
4016 CLEANING COSTS	0	0	400	400		400	0.0 %
4036 PROPERTY MAINTENANCE	0	0	5,000	5,000		5,000	0.0 %
4037 GROUNDS MAINTENANCE	0	0	2,500	2,500		2,500	0.0 %
4038 MAINTENANCE CONTRACT	780	1,379	6,500	5,121		5,121	21.2 %
4039 PLAY. EQUIP. MAINT.	0	0	3,000	3,000		3,000	0.0 %
4043 FENCING & GATES	0	0	1,000	1,000		1,000	0.0 %
4044 TREES & PLANTS	0	496	2,500	2,005		2,005	19.8 %
4067 PEST CONTROL	0	0	1,500	1,500		1,500	0.0 %
4100 FERT./SEEDS/WEEDKILL	0	0	2,000	2,000		2,000	0.0 %
4104 REFUSE COLLECTION	431	840	1,000	160		160	84.0 %
4110 FIRE PRECAUTIONS	318	318	750	432		432	42.4 %
4114 LITTER BINS	0	0	2,000	2,000		2,000	0.0 %
4139 GRASS CUTTING	0	0	5,000	5,000		5,000	0.0 %
4901 C.S. SALARY RECHARGE	2,498	4,994	34,000	29,007		29,007	14.7 %
4902 W.S. SALARY RECHARGE	14,173	29,698	164,290	134,592		134,592	18.1 %
4911 C.S. O'HEAD RECHARGE	1,003	5,187	17,765	12,578		12,578	29.2 %
4912 W.S. O'HEAD RECHARGE	3,234	5,695	37,170	31,475		31,475	15.3 %
RECREATION GROUNDS :- Expenditure	21,268	48,410	306,926	258,516	0	258,516	15.8 %
1081 INC-RENT	1,664	1,664	5,240	-3,577			31.7 %
1083 INC-PITCH HIRE	5	18	4,000	-3,982			0.5 %
1091 INC-MISCELLANEOUS	0	0	350	-350			0.0 %
RECREATION GROUNDS :- Income	1,668	1,682	9,590	-7,908			17.5 %
Net Expenditure over Income	19,600	46,728	297,336	250,608			

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Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
901	CENTRAL SERVICES							
4001	STAFF SALARIES	11,900	23,790	144,125	120,335		120,335	16.5 %
4002	EMPLOYERS N.I	1,066	2,131	12,750	10,619		10,619	16.7 %
4003	EMPLOYERS SUPERANN.	2,644	5,289	34,300	29,011		29,011	15.4 %
4007	HEALTH & SAFETY	0	0	2,500	2,500		2,500	0.0 %
4008	STAFF TRAINING	149	149	3,000	2,851		2,851	5.0 %
4009	STAFF TRAVEL	247	471	3,500	3,029		3,029	13.5 %
4010	MISC. STAFF COSTS	30	30	500	470		470	6.0 %
4013	RENT	0	0	29,920	29,920		29,920	0.0 %
4020	MISC. ESTABLISH.COST	0	0	250	250		250	0.0 %
4021	TELEPHONE & FAX	299	598	7,600	7,002		7,002	7.9 %
4022	POSTAGE	0	0	1,000	1,000		1,000	0.0 %
4023	STATIONERY	374	765	5,000	4,235		4,235	15.3 %
4025	INSURANCE	0	19,957	21,000	1,043		1,043	95.0 %
4026	COMPUTER	3,429	5,408	24,000	18,592		18,592	22.5 %
4027	PHOTOCOPIER	0	203	3,500	3,297		3,297	5.8 %
4031	ADVERTISING	0	0	400	400		400	0.0 %
4032	PUBLICITY	0	430	3,500	3,070		3,070	12.3 %
4051	BANK CHARGES	155	284	1,500	1,216		1,216	18.9 %
4056	LEGAL EXPENSES	220	1,220	1,000	-220		-220	122.0 %
4058	PROFESSIONAL FEES	0	0	5,000	5,000		5,000	0.0 %
4060	OFFICE EQUIPMENT	0	1,479	500	-979		-979	295.8 %
4073	PAYROLL BUREAU FEES	0	-380	2,000	2,380		2,380	-19.0 %
4074	ACCOUNTANCY FEES	1,340	1,781	15,000	13,219		13,219	11.9 %
4125	Misc Costs	26	26	0	-26		-26	0.0 %
4901	C.S. SALARY RECHARGE	-15,610	-31,209	-212,500	-181,291		-181,291	14.7 %
4911	C.S. O'HEAD RECHARGE	-6,268	-32,422	-111,030	-78,608		-78,608	29.2 %
	CENTRAL SERVICES :- Expenditure	0	0	-1,685	-1,685	0	-1,685	0.0 %
	Net Expenditure over Income	0	0	-1,685	-1,685			

902 WORKS SERVICES

4001	STAFF SALARIES	15,891	33,249	212,350	179,101		179,101	15.7 %
4002	EMPLOYERS N.I	1,399	2,902	18,650	15,748		15,748	15.6 %
4003	EMPLOYERS SUPERANN.	2,957	6,275	50,550	44,275		44,275	12.4 %
4007	HEALTH & SAFETY	0	0	500	500		500	0.0 %
4008	STAFF TRAINING	0	0	2,500	2,500		2,500	0.0 %
4009	STAFF TRAVEL	0	69	500	431		431	13.8 %
4010	MISC. STAFF COSTS	0	0	300	300		300	0.0 %
4014	ELECTRICITY	10	59	50	-9		-9	118.2 %
4021	TELEPHONE & FAX	0	0	1,000	1,000		1,000	0.0 %

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
4036	PROPERTY MAINTENANCE	114	114	0	-114	-114	0.0 %	
4041	EQUIPMENT HIRE	60	108	400	292	292	27.0 %	
4042	EQUIPT MAINT/REPAIR	851	1,219	4,000	2,781	2,781	30.5 %	
4046	VEHICLE LEASING	434	758	12,000	11,242	11,242	6.3 %	
4047	MATERIALS/TOOLS	1,269	2,401	5,000	2,599	2,599	48.0 %	
4048	VEHICLE MAINT/REPAIR	264	1,477	15,000	13,523	13,523	9.8 %	
4049	VEHICLE FUEL	0	0	8,000	8,000	8,000	0.0 %	
4050	VEHICLE TAX	260	260	270	10	10	96.3 %	
4103	PROTECTIVE CLOTHING	1,356	1,356	2,500	1,144	1,144	54.3 %	
4119	SKIP HIRE	0	314	6,000	5,686	5,686	5.2 %	
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	-20,247	-42,425	-234,700	-192,275	-192,275	18.1 %	
4912	W.S. O'HEAD RECHARGE	-4,620	-8,136	-53,100	-44,964	-44,964	15.3 %	
	WORKS SERVICES :- Expenditure	0	0	58,570	58,570	0	58,570	0.0 %
	Net Expenditure over Income	0	0	58,570	58,570			

List of Payments made between 01/05/2019 and 31/05/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2019	Petty Cash	000193	200.49		Petty Cash
01/05/2019	Adjust CHQ 000151	ADJ000151	-0.50		Adjust CHQ 000151
04/05/2019	St John's Hospice	000203	582.12		St John's Hospice-Charity
07/05/2019	CoolerAid Ltd	200808	27.89		2246/19L Still bottle
07/05/2019	BATPC	200809	90.00		2266/BATPC Induction Training
07/05/2019	L. Bennett & Son Ltd	200810	1.31		2243/Misc parts
07/05/2019	Chandlers (Farm Equipment) Ltd	200811	14.81		2275/Link pin+bush conversion
07/05/2019	Deeping Direct Limited	200812	57.60		2244/Hire of 1x20ft container
07/05/2019	Gala Tent Limited	200813	525.60		2252/Staff clothing
07/05/2019	Harrier Office Supplies Ltd	200814	475.86		2251/Misc stationery items
07/05/2019	HM Revenue & Customs	200815	9,614.59		2269/HMRC PAYE/NI April19
07/05/2019	J.W.J. Car & Commercial Repair	200816	250.00		2249/MOT + Investigate EML Fau
07/05/2019	Mick George Recycling Ltd	200817	42.77		2268/660Ltr Wheelie bin x 4
07/05/2019	Equip4work Limited	200818	88.80		2247/Comfort chair
07/05/2019	Olive Press Limited	200819	199.20		2250/A4 Letter headings
07/05/2019	Bedfordshire Pension Fund	200820	9,556.17		2270/Pension Due April 2019
07/05/2019	DCK Accounting Solutions Ltd	200821	1,087.92		2245/Contract visit April
07/05/2019	R & C Hyett	200822	2,300.00		2257/Market square clean-April
07/05/2019	Hire or Buy Group Ltd	200823	74.99		2262/Spares- Chain loop
07/05/2019	Turfcare Leisure Services Ltd	200824	690.47		2253/Maint Bowling Green - May
07/05/2019	Teaching Talons (Animal Ambass	200825	250.00		2254/Local owl handling
07/05/2019	Unison	200826	11.50		2271/Union Due April 2019
07/05/2019	Vision ICT Ltd	200827	60.00		2255/SSL Certificate renewal
07/05/2019	Wallgate Limited	200828	71.59		2256/Box of walcare-soap
07/05/2019	BT Payment Services Ltd	200829	161.08		2204/Rental charge Apr-Jun
07/05/2019	Gala Tent Ltd	200813	-525.60		P/Ledger Canc Chq
07/05/2019	Ampower - 83921 Changing	DD01	15.00		Purchase Ledger Payment
07/05/2019	Ampower -85687-Changing	DD02	64.00		Purchase Ledger Payment
07/05/2019	Ampower - 65207, Community Cen	DD03	122.00		Purchase Ledger Payment
07/05/2019	Ampower G81907-Kings Reach	DD15	300.00		Purchase Ledger Payment
09/05/2019	Cancelled Chq	000194	0.00		Cancelled Chq
09/05/2019	Cancelled Chq	000195	0.00		Cancelled Chq
09/05/2019	DVLA	000196	260.00		RFL MA13 UCN
09/05/2019	Childcare Vouchers Limited	DD17	10.72		2273/Childcare voucher-Apr
10/05/2019	Lowe -Go's	000197	126.75		Staff uniforms
10/05/2019	Ampower- 22579 Cemetery	DD04	9.00		Purchase Ledger Payment
10/05/2019	Ampower - 32140, Market Stalls	DD05	22.00		Purchase Ledger Payment
10/05/2019	Ampower-51200 Festive Lighting	DD07	25.00		Purchase Ledger Payment
10/05/2019	Ampower-41039 Unmetered	DD08	37.62		2337-S/Lights Electric
10/05/2019	Ampower - 15924 -Lindsell Pavi	DD09	70.67		2338-Lidsell Pav Electric
10/05/2019	Ampower - 50740 Market Sq WC's	DD10	145.00		Purchase Ledger Payment
10/05/2019	Ampower - 28552 Drove Road	DD11	327.00		Purchase Ledger Payment
10/05/2019	Ampower - 41260 Unmetered	DD12	698.95		2341-S/llghts Elec

At : 15:30

Lloyds Current A/C

List of Payments made between 01/05/2019 and 31/05/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/05/2019	Ampower G81907-Kings Reach	DD16	300.00		Purchase Ledger Payment
13/05/2019	Node IT Solutions Ltd	DD18	2,379.06		2264/Telephony-Court House
14/05/2019	B-Loony Ltd	000198	111.00		Market Balloons/printing
14/05/2019	Lloyds Salary A/C	TFR	10.70		
14/05/2019	Lloyds Salary A/C	TFR	26,775.14		
15/05/2019	ALK Locksmiths	000199	150.00		Replace door lock/handle
15/05/2019	Ampower - 73506 - Old Court Ho	DD13	350.00		Purchase Ledger Payment
15/05/2019	Ampower G81907-Kings Reach	DD14	600.00		Purchase Ledger Payment
15/05/2019	Shire Leasing Plc DDR	DD	684.23		Purchase Ledger Payment
20/05/2019	Bank Charge	CHRG	130.11		Bank Charge
21/05/2019	AIB Merchant Services	DD19	69.60		2278-Card Fees Apr19
22/05/2019	CoolerAid Ltd	200830	119.90		2304-Water cooler
22/05/2019	Anglian Water Business Ltd. (N	200831	106.95		2279-OCH Water Charges
22/05/2019	Anglian Water Business Ltd. (N	200832	41.90		2280-OCH Water charges
22/05/2019	George Browns Ltd	200833	75.74		2292-Air filters
22/05/2019	BBW Law LLP	200834	1,464.00		2281-Hare Legal fees
22/05/2019	L. Bennett & Son Ltd	200835	4.64		2290-12v bulbs
22/05/2019	Chubb Fire Ltd	200836	1,610.56		2301-Rec Fire Equip service
22/05/2019	Deeping Direct Limited	200837	72.00		2305-Container hire
22/05/2019	Flowbird Smart City UK Ltd	200838	278.54		2307-Parking fees
22/05/2019	GH Online Accounting Limited	200839	374.40		2283-Payroll fees to 31.3.19
22/05/2019	Green Magic Co Uk Ltd	200840	61.68		2313-A2 Poster case
22/05/2019	Henlow Building Supplies	200841	514.89		2284-Materials
22/05/2019	Biggleswade MOT Centre Ltd	200842	25.00		2282-Puncture repair
22/05/2019	Node IT Solutions Ltd	200843	102.00		2330-Webcam/microphone
22/05/2019	Equip4work Limited	200844	288.00		2309-2 x Visitor chairs
22/05/2019	Professional Pest Management	200845	360.00		2310-Allotment pest control
22/05/2019	RIGBY TAYLOR LTD	200846	48.36		2329-Green Cone Nozzles
22/05/2019	Hire or Buy Group Ltd	200847	136.99		2334-Chisel
22/05/2019	SLCC Enterprises Ltd	200848	118.80		2311-ILCA Registration
22/05/2019	TRAVIS PERKINS TRADING CO	200849	3.24		2312-Extension Lead
23/05/2019	Petty Cash	000200	222.93		Petty Cash
23/05/2019	EE - DDR	DD20	294.04		Purchase Ledger Payment
24/05/2019	Ampower -28784 Garage Rec, Dro	DD21	10.00		Purchase Ledger Payment
24/05/2019	Ampower - 94332, Off, Stratton	DD22	52.11		2348-S/Way Electricity
28/05/2019	L Shepherd	000201	50.00		L Shepherd Allot27B Refund
28/05/2019	ABF Soldiers Charity	000202	50.00		Mayor Engagement 2 tickets
28/05/2019	Kubota Finance	Std Ord	536.40		Kubota Finance Leasing
29/05/2019	Childcare Vouchers Limited	DD23	10.72		2335-Childcare Vouchers
31/05/2019	CNXL CHQ 000165	CNXL000165	-500.00		CNXL CHQ 000165
Total Payments			66,236.00		

From: Passenger Benefit [<mailto:passengerbenefit@gtrailway.com>]
Sent: 23 May 2019 10:50
To: Passenger Benefit
Subject: Govia Thameslink railway passenger benefit fund

Good Morning,

We are delighted to announce the launch the engagement process of Govia Thameslink Railway's (GTR's) £15 million Passenger Benefit Fund which aims to provide tangible improvements for passengers on the GTR network. The fund was established following the disruption experienced by passengers during the implementation of the May 2018 timetable.

The Secretary of State nominated Bim Afolami, Henry Smith and Heidi Allen, as MPs representing different parts of the GTR network, to work with GTR and develop a plan for how the fund is allocated and consulted on. The MPs asked for decisions on how the Fund was spent to be made at as local level as possible. The fund, therefore has been allocated to passengers based on the tiers of the additional industry compensation scheme which were agreed following the disruption caused by the May 2018 timetable issues. Passengers at stations across the network have been allocated either £30,000, £50,000 or £80,000 to spend on station improvements or on a wider benefit scheme.

We are engaging with passengers, MPs, passenger groups and councils to understand how they would like the money to be spent. Stakeholders will be asked to prioritise ideas ready for a selection and approval process starting in August. Further details about the fund and how groups can select their preferred schemes can be found at the fund website <https://www.passengerbenefitfund.co.uk/>

To submit your ideas you will need to complete the survey, which you can access once you register on the passenger benefit fund website.

Please find attached the network map . We want to ensure that you are aware that the consultation is open and will close on 31 July 2019.

If you would like more information or to arrange a meeting, please don't hesitate to contact the team at passengerbenefit@gtrailway.com

Kind regards

Leigh

Leigh Hopkins
Passenger Benefit Fund engagement team
Govia Thameslink Railway (GTR)



www.thameslinkrailway.com
www.greatnorthernrail.com

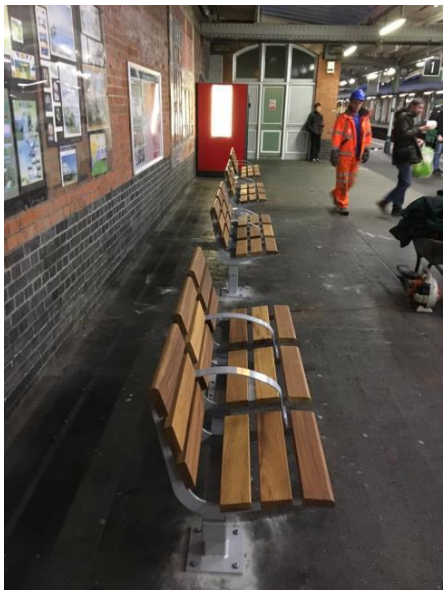



Local Passenger Benefit Scheme Cost Examples

Introduction

Please find below examples of previously delivered station improvements across GTR stations which serve as guide for stakeholders on what can be achieved with their station allocation from the Passenger Benefit Fund. Please note that the figures quoted are given as a guide and are subject to individual review, surveys and approvals from Network Rail (who own the Infrastructure). Consideration within the costings also need to be given for ongoing maintenance of the schemes delivered by the Passenger Benefit Fund.

Example Schemes

Improvement	Considerations	Estimated Value
 <p><i>Platform Seating</i></p>	<ul style="list-style-type: none"> • Location to be positioned at least 2500mm from platform edge. • Avoid lowering lighting and CCTV columns • Does not impact passenger movements • Positioned with visibility of available information systems. 	<p>£1,000 per seat including install. (Economies of scale available for bulk orders)</p>
 <p><i>Signage</i></p>	<ul style="list-style-type: none"> • Directional signage and wayfinding signage to be secured to appropriate fixings and sufficient clearance of operational lines and head heights (min 2500mm). • Meet required branding and British Standards • Branding of local businesses / interest groups to be reviewed by the GTR Commercial Team. • Changing name of stations is expensive and requires all operational notices, back-office systems, control updates 	<p>£1,000 - £30,000 (dependant on size of station and number of signs being replaced).</p> <p>Costs for post mounted signage and signage requiring possession of the tracks will need to be priced independently.</p>



Stair Tread Refurbishment

- Fixing details to existing footbridge / staircase.
- Timings of works (overnights / non-peak times)

£10,000 per staircase
£18,000 for two staircases
£25,000 for three staircases

Estimated costs – dependant on access.



Toilet (refurbishment)

- Have toilets been closed for a reason e.g. blocked/collapsed drains?
- What hours are the toilets in operation?

£20,000 - £50,000 dependant on size and level of refurbishment



Toilet (new facility / disabled)

- Provision of utility supplies (waste, water supplies).
- Available space within the station and within in GTR / NR land ownership.

£75,000 - £100,000 dependant on location and utility connections.



Ticket Vending Machines

- Ability to provide power, data and suitable foundation to site Ticket Vending Machine.
- Ability for staff to service the machine within existing cash handling protocols.

£20,000-£25,000 dependant on electrical and base connections



Customer Information Screens

- Location to be positioned at least 2500mm from platform edge.
- Avoid lowering lighting and CCTV columns
- Does not impact passenger movements
- Power and data connections to the screen

£20,000 CIS screen (single sided), post and fixings

£25,000 CIS screen (double sided), post and fixings



Waiting Shelter

- Location to be positioned at least 2500mm from platform edge.
- Avoid lowering lighting and CCTV columns
- Does not impact passenger movements
- Requirement for secured foundation/fixings
- Positioned with visibility of available information systems.

£15,000 - £50,000 (dependant on available size, foundations)



Waiting Room

- Location to be positioned at least 2500mm from platform edge.
- Avoid lowering lighting and CCTV columns
- Does not impact passenger movements
- Requirement for secured foundation/ fixings
- Power connections for automatic door/heating and ventilation systems
- Positioned with visibility of available information systems.

£80,000 - £150,000 (dependant on available size, foundations)



Cycle Parking

- Location to be positioned at least 2500mm from platform edge.
- Avoid lowering lighting and CCTV columns
- Does not impact passenger movements
- Requirement for secured foundation/fixings

£1,500 – Cycle Hoop
£5,000-£7,000 – Cycle Parking (Toast Rack)
£25,000 – Covered two-tier cycle parking facility – 10x spaces
£50,000-£200,000 – Cycle Hub (size dependant)

From: PCC-Commissioning
Sent: 20 June 2019 11:06
Subject: Serious Youth Violence Fund [OFFICIAL]
Attachments: SYV Grant Fund Application.docx

Thank you for your interest in the Serious Youth Violence Fund.

Formal bids are now requested for Community Initiatives up to the value of £5000 and I am delighted to forward you an application which I would ask you to consider, complete and submit by the close of business on Friday 5th July 2019.

Initial shortlisting will be completed on 10th July 2019 and further detail regarding the process will be announced beyond that date.

Kind Regards

Chris

Chris Handley
Project Manager Criminal Justice & Commissioned Services

Office of the Police and Crime Commissioner (OPCC) for Bedfordshire
Bedfordshire Police Headquarters
Woburn Road
Kempston
Bedfordshire
MK43 9AX

Tel:





Police and Crime Commissioner's Serious Youth Violence Grant Fund 2019/20

Office of the Police and Crime Commissioner for Bedfordshire Grant Funding Application Form

Please complete all sections of the form

Part one – Applicants name and Organisation Details

1. Your organisation's details:

This will be the organisation that payment is made to if your application is successful

Applicants Full name	
Position in organisation	
Organisation name	
Organisation postal address	
Postcode	
Telephone number	
Email address	
Website	
Facebook	
Twitter	

2. How would you best describe your organisation?

Community Safety Partnership	
Social Enterprise (e.g. Community Interest Company)	
Local Authority	
Voluntary or community organisation/group	
Company limited by guarantee	
Other (please describe):	

Registered Charity Number (If applicable)	
---	--

Part Two – About your project / service / activity

3. What is the name of your project / service / activity to which this application relates?

4. Is your project / service / activity:

New		Ongoing	
-----	--	---------	--

**5. Please describe the project you want us to fund.
Tell us about:**

(maximum 200 words)

6. What we will NOT fund

- × Projects that could have an adverse effect on any PCC priority.
- × Costs that are not Eligible Expenditure for example: payments that support activity intended to influence or attempt to influence Parliament, the Government or political parties, or attempting to influence the awarding or renewal of contracts and grants, or attempting to influence legislative or regulatory action.
- × deficit funding –i.e. debts and arrears
- × party political activities
- × work outside Bedfordshire or the UK, unless there is a clear link to activity or benefit to people or institutions in Bedfordshire
- × Running costs –i.e rent, fuel bills, phone bills etc

7. Please tell us which geographical area(s) will benefit most from your project / activity / service to which this application relates?

(Please tick all areas that apply)

Bedford Borough (tick this box for all of area)	
Bedford Rural	
Bedford Urban	
Central Bedfordshire (tick this box for all of area)	
Amphill and Flitwick	
Cranfield, Marston and Woburn	
Dunstable and Houghton Regis	
Leighton Buzzard and Linslade	
Sandy and Biggleswade	
Shefford, Stotfold and Arlesey	
Luton (tick this box for all of area)	
Central Luton	
East Luton	
Luton Airport	
Luton Town Centre	
North Luton	
South Luton	
West Luton	
All of Bedfordshire	

Part Three - Project Costs

8. Please provide full details of the costs of the project you are asking us to fund. If any of the costs do not fit into these headings, please detail them in 'other costs'. Tell us in the 'description of costs' column what each item is and how much it is costing.

Please give a full breakdown under each section – e.g. how many hours at how much per hour

Type of cost	Description of cost including full breakdown	Total cost £ (incl. Non recoverable VAT)
Staffing		
Project		
Equipment		
Management		
Other costs		
	Total cost of your project	£

Amount requested from Police and Crime Commissioner's Grant Fund	£
If the total of your project budget is higher than the amount requested, how much has been raised so far?	£

9. Have you had any funding relevant to your project / service / activity withdrawn or reduced in the last two years? Please explain the circumstances behind this.

Part Four – Other Information

10. If applicable, please confirm whether you have the following documentation.

You will be required to provide the appropriate documentation should you be successful in your application and where it is relevant.

- Public Liability Insurance *Amount:*
- Employers Liability Insurance *Amount:*
- Indemnity Insurance *Amount:*
- Adult Safeguarding Policy (*Last Review Date*)
- Safeguarding Children Policy (*Last Review Date*)
- Equality and Diversity Policy (*Last Review Date*)
- Vehicle Insurance (*Last Review Date*)
- Health and Safety Policy (*Last Review Date*)
- Business Plan (*Last Review Date*)

Privacy Note:

The information you have supplied in this form will be used to process your grant application. In order to make a decision on your application some of the de-personalised information provided may go into a public decision report. In addition your application form may be shared with third parties and partner agencies who will be involved in the decision making process or whom can verify specific facts within your application.

In addition, we may be required to disclose information outside the Office of the Police and Crime Commissioner for Bedfordshire to help prevent fraud or if required to by law.

We will not be able to process your application if you do not provide all the information requested.

Full grant applications will be retained for a maximum of 6 years (plus the current year).

Information will be retained on a database at the Office of the Police and Crime Commissioner for Bedfordshire for statistical and monitoring purposes.

Transparency/Open Data:

If your application is successful, details of the grant will be published on the Bedfordshire Office of the Police and Crime Commissioner website in accordance with government policy. (No personal information will be published).

Declaration:

I am authorised to apply for the grant set out in this application for named organisation.	
I certify that all the particulars given in the form are correct and that any grant monies received from the Office of the Police and Crime Commissioner will be used for purposes stated in this form. The Office of the Police and Crime Commissioner reserves the right to reclaim any grant monies not used for the purposes stated on this form.	
I will inform the Office of the Police and Crime Commissioner if any of the particulars and information given ceases to be correct and will provide updated information as required.	
I agree to the Privacy Note above:	
Signature:	
Name:	
Date:	

Thank you for applying to the Bedfordshire Police and Crime Commissioner for funding for your project / service / activity for 2019 / 20.

To ensure that your application is recorded correctly please email the Commissioning Team at: PCC-Commissioning@Bedfordshire.pnn.Police.uk and provide the following information, as entered on your application:

- Name of Organisation
- Name of Project applied for
- Name of main contact person at the organisation

Once we have received this information one of the Commissioning Management Team will log the application and send you an acknowledgement.

The Office of the Police and Crime Commissioner accepts no responsibility if we do not receive your application or if you have not completed the application process fully.

OUTCOME OF CBC DETERMINED PLANNING

Item 12a - Council 25/06/2019
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	
Courtlands Drive, 17	18/01085/FULL	24/04/2018	No Obiection	Single Storey Front Extension.	Awaiting Decision	
Langford Road, Land West of Langford Road, Holmemills	18/00791/FULL	13/03/2018	No Obiection	Erection of new 4 bed dwelling.	Granted 14/06/2019	
Pegasus Drive, Stratton Business Park, Biggleswade	18/02305/VOC	10/07/2018	No Obiection	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 Obiection	Singe & two storev rear extension.	Awaiting Decision	

2019						
ADDRESS	APPLICATION NO.	COMMITTEE DATE	BTC DECISION	DESCRIPTION	CBC OUTCOME/ DATE	"CALLED IN"
The Baulk, 53	19/01421/FULL	11/06/2019	No Objection	Retention of roof light (Retrospective)	Consultation Period	
Bonds lane, Warehouse	19/01269/VOC	28/05/2019	Objection - On the grounds of pedestrian safety.	Variation of Conditions 14 &15 of Planning permission CB/16/03048/FULL (Erection of 6 x 3 bedroom houses & 3x 2 bedroom flats associated parking, cycle stores, bins and landscaping) - The New condition could be an information and read constructed in accordance with details shown on drawing number PL20.	Awaiting Decision	
Drove Road, 154	19/00774/FULL	09/04/2019	No Objection	Habitable annexe to replace existing annexe ancillary to host dwelling	Awaiting Decision	
Edward Peake School, Potton Road	19/01211/FULL	28/05/2019	No Objection - Providing that the following works are carried out to ensure safe walking routes to school: a new pedestrian crossing across Potton Road pavement and improvements along Potton Road.	Double-storey teaching block to provide 8 no. additional teaching facilities with associated toilet provision & support facilities. Internal Refurbishment of existing building. New Extension to the north and the west of the existing school building which will further provide an additional four classrooms. Provide additional car parking space and cycle rack for increased staff and pupil occupancy. Existing Access road to be developed to provide a new footpath and Bus drop-off layby. Associated external works to provide level access around the site to comply with Part M and make good to affected areas.	Awaiting Decision	
Eldon Way, Units 9 -12	19/01118/FULL	28/05/2019	No Objection	Alterations to the roof height by 250mm to insulate and remove existing roof covering & Replacing Rear Elevation Gable Cladding to match existing.	Consultation Period	
Eldon Wav, 18	19/01284/FULL	28/05/2019	No Objection	Installation of 2no. New louvers to aid internal air handling units.	Granted 11/06/2019	
Furzenhall Road, Furzenhall Cottage	19/00878/FULL	09/04/2019	Objection - As we do not have any explanation of this request	Variation of Condition 1 to planning permission CB/11/04247/RM (new dwelling) changes to the plans number the list is now: CBC/001, 100A, 101A, 102A, 103A, 104E, 105F, 106F, 107C, 109C.	Granted 30/05/2019	
Furzenhall Road, Furzenhall Cottage	19/00870/VOC	09/04/2019	No Objection	Removal of Condition 4 of Planning Permission MB/07/01216/OUT dated 03/12/2008 - Condition 4 to be removed because it limited the footprint of part of the development of a new build property and other more appropriate planning policies covering extensions to existing buildings can now be applied to control the scale, character and appearance of the whole development.	Granted 30/05/2019	
High Street, 11	19/001502/FULL	11/06/2019	Objection - Due to insufficient parking, access and due to the construction being in a conservation area.	Construction of three-storey building to create 3 No flats and change of use to A2 use of ground floor of existing building to A3 Restaurant and residential use into 1 No flat following partial demolition of single-storey rear extension with ancillary parking and access.	Consultation Period	
High Street, 29	19/01564/FULL	11/06/2019	Objection - on the grounds that it is a Conservation area and therefore no internal illumination allowed.	New internally halo illuminated nationwide lozenge on a new fascia panel finished in RAL 7031. New non-illuminated heritage projection sign. New edge illuminated nationwide ATM surround	Consultation Period	
High Street, 29	19/01565/ADV	11/06/2019	Objection - on the grounds that it is a Conservation area and therefore no internal illumination allowed.	Advertisement: New internally halo illuminated nationwide lozenge on a new fascia panel finished in RAL 7031. New non-illuminated heritage projection sign. New edge illuminated nationwide ATM surround	Consultation Period	
Kingsfield Road, Land at the Saxon Centre	19/00629/VOC	11/06/2019	No Objection	Variation of Condition No.10 on application CB/17/00573/FULL dated 05/09/2017: Approve the Minor amendmnet plans showing the revised balconies.	Awaiting Decision	
Labumham Road, 58	19/01522/FULL	11/06/2019	No Objection	Single storey rear extension	Consultation Period	
Langford Road, Land at Cow Close	19/00590/MW	26/03/2019	No Objection	Construction of external covered picking line.	Awaiting Decision	
Lilac Grove, 4	19/01519/FULL	11/06/2019	Objection - on the grounds of loss of parking due to business being run from there.	Single storey front extension & garage conversion.	Consultation Period	
London Road, 234	19/01554/FULL	11/06/2019	Objection - On the grounds of lack of parking and poor access	Demolition of an existing residential dwelling and construction of two semi-detached dwellings.	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.	Consultation Period	
Normandy Lane,	19/01261/ADV	28/05/2019	Objection - on the grounds that the large	Advertisement: Alternative Option with digital signage version 2 various site signage including 4 no freestanding signs, 2 no banner units, 17 no dot signs, 2 no olav land	Granted 14/06/2019	

ADDRESS	APPLICATION NO.	COMMITTEE DATE	BTC DECISION	DESCRIPTION	CBC OUTCOME/ DATE	"CALLED IN"
Railway Station	19/01481/FULL	11/06/2019	No Objection	Change of use to Taxi Booking Office (Retrospective)	Consultation Period	
Sandy View, 1	19/00737/FULL	09/04/2019	No Objection	Two storey Side extension and single storey rear extension	Granted 17/06/2019	
Shortmead Street, 2	19/01426/ADV	11/06/2019	No Objection	New vinyl applied signage. 'Biggleswade Podiatry' vinyl applied to existing glazing.	Consultation Period	
Shortmead Street, 2	19/01425/FULL	11/06/2019	No Objection	Change of use to Podiatry Clinic (D1). Add internal wall to create lobby area and treatment room.	Consultation Period	
Land at the Saxon Centre, Kingsfield Road	19/00629/VOC	26/03/2019	Objection - as the proposal is out of character for the area	Variation of Condition No 10 on Application CB/17/00573/FULL dated 05/09/2017: Approve the Minor amendment plans showing the revised balconies.	Awaiting Decision	
Land at the Saxon Centre, Kingsfield Road	19/00629/VOC	11/06/2019	No Objection	Variation of Condition No 10 on Application CB/17/00573/FULL dated 05/09/2017. Approve the minor amendment plans showing the revised balconies.	Awaiting Decision	
Stratton Business Park, Pegasus Drive	19/01495/RM	11/06/2019	No Objection	Reserved Matters following Outline Application CB/17/02166/OUT (52'000SQM OF B2 and B8 use) details relating to access, appearance, landscaping, layout and scale for Building 4 (Phase4) consisting of warehouse building and associated car, cycle and lorry parking; dock levellers; security fencing and barriers; and landscaping at Phase 4	Consultation Period	
Sunderland Hall Farm Cottage, 1	19/01301/FULL	28/05/2019	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.	Awaiting Decision	
Warren Close, 2	19/01228/FULL	28/05/2019	No Objection	Proposed single storey side extension with pitch roof.	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	

Biggleswade Community Agent Quarterly Report

April – June 2019

In this quarter I have seen 31 new clients and in total seen 63 clients. I have had 42 1:1 support interactions without any further intervention. There have been 155 issues resolved; 112 contacts through email or telephone regarding clients. I have visited 7 groups. There have been 13 referrals to professionals, 6 to Good Neighbours and 7 to clubs and organisations.

Activities undertaken :-

8 Attendance Allowance forms completed.

5 Blue Disabled Parking Badges applied for.

3 Occupational Therapy Referrals.

3 Bobby Van referrals.

1 Older People's Team referral.

1 Housing/Council Tax Reduction application.

2 Personal Independence Payment Application.

2 Carers in Bedfordshire registrations.

1 Pension Credit applications.

2 Food Bank referrals.

3 Good Neighbour referrals.

2 Grants applied for.

Other activities

I have started a Coffee Morning in Weatherspoons on a Monday morning so that the Jolly Jaunt group can meet up on a more regular basis. This will be relocating to Copelands lounge from 15th July as Weatherspoons was not very comfortable and disabled access was difficult.

I continue to revisit groups within the town to maintain good relations and remind them of what I can do to help them. I have been invited to speak for a few minutes about my role at the Carers in Bedfordshire ELFT workshop on the 18th June. I continue to give out advice and information leaflets, plus Message in a Bottle. I aim to give away some booklets about common scams along with block sleeves for contactless debit/credit cards as well as safety in the summer booklets at a coffee morning I am speaking at in July.

I arranged a Jolly Jaunt trip to Frost in Willington for 15 people where they had a cake or lunch and a look around the shop, which was enjoyed by all. Transport was arranged through volunteers from Good Neighbours and Biggleswade Baptist Church.

Biggleswade Community Agent

A selection of case studies from April to June 2019

A Social Worker contacted me regarding a 57 year old man who was struggling with mental health issues. He needed help to open his mail and deal with the debts he had accumulated. A parking fine was appealed as bailiffs were contacting him, it was successfully dismissed due to medical evidence sent to support the appeal. I applied for a grant regarding gas and electric arrears, unfortunately this was unsuccessful. I helped him apply for a Lite water rate, which meant that he would not be chased for his debts. He was referred to a debt agency to help him negotiate with creditors and he successfully set up a repayment plan. He was assisted to apply for a disabled bus pass and disabled blue badge.

An 85 year old lady contacted me via a leaflet she had seen. She had recently become a carer for her husband. She needed help navigating the system. I helped apply for a Disabled Blue Badge; Attendance Allowance; Carers in Beds registration; contacted the Bobby Scheme for a door chain; assisted her to find a sitter so that she could use her Carers Vouchers and thus get out without worrying and arranged a Good Neighbour Befriender to visit. I recommended some groups that they could both go to so that she could feel supported and gave her a booklet about Power of Attorney.

A 54 year old contacted me to see if she was entitled to any benefits. We filled out a Personal Independence Payment form. She was struggling with part time work and no pay when off sick, which causes problems when she is already on a low income.

I visited a group and discussed with a gentleman that he might be eligible for Attendance Allowance. Subsequently he made an appointment to see me to apply for the benefit. He lives with his visually impaired wife. I gave them a Message in a Bottle; information regarding groups they could connect with; registered with Carers in Bedfordshire; checked registration with Telephone Preference Service and a free cooker timer to help prevent burning pans.

Visited an 87 year old lady who contacted me via the Town Council. She had just moved to the area and wanted to know about groups that she could go to. I gave her a list of groups within the town. She has attended a few to try them out and is looking into going to a Day Centre in Sandy one day a week. I did an Occupational Therapist Referral for aids to daily living; checked if she was registered with Telephone Preference Service and gave her a Message in a Bottle. As her daughter cares for her, general information was given regarding Carers in Bedfordshire and Green Sands Transport.

An 84 year old lady contacted me via Carers in Bedfordshire recommendation. She was struggling caring for her husband and needed help filling in an Attendance Allowance form which we did. Her husband had not been seen at the Memory Clinic for over a year, his condition was changing so I advised contacting them to make an assessment appointment to see if anything could be done. She was very pleased to be offered an appointment in July. I referred to the Bobby Scheme for a door chain; registered with Carers in Bedfordshire; gave a form to be filled out for Council Tax Reduction; gave an information leaflet on Greensands Transport; gave a leaflet regarding groups in the town and two Message in a Bottles.

A 66 year old lady contacted me. She remembered I had visited the MIND group to talk about my role. She wanted to see if she could increase her income. I applied for Pension Credit which she has been awarded. Ongoing work will be applying for Severe Disability Allowance, Housing and Council Tax Benefit reduction now that she is in receipt of Pension Credit. I referred her to Good Neighbours for befriending; gave a Message in a Bottle; gave a list of groups that meet in the town and filled out a Disabled Blue Badge form.

A 70 year old lady remembered I had visited the Women's Institute two years ago. She contacted me because her husband is severely disabled and wanted to apply for a grant. I helped them register with Carers in Bedfordshire and filled out a grant application. As it was a retrospective application because the item had already been purchased it was not awarded, however we are in the process of applying again for another piece of equipment. Whilst visiting, I referred to Occupational Therapy for aids to daily living, gave two Message in a Bottle, Checked Telephone Preference Service and gave various contact phone numbers should she require help in the future with her husband's care needs.